B 1562

L.N. 189 of 1999

EDUCATION ACT
(CAP. 327)

Link Campus Bachelor of Arts (Honours) - B.A. (Hons) - Degree Course Regulations, 1999

IN exercise of the powers conferred upon him by sections 30 (5) and 31 (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 sections 31 and 35 of the said Act:

Citation and interpretation

1. (1) These regulations may be cited as the Link Campus Bachelor of Arts (Honours) - B.A. (Hons) - Degree Course Regulations, 1999.

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

"the Board of Studies" means the Board of Studies appointed for each Study Programme as indicated in Schedule 1;

"the Course" means the Study Programmes leading to the Degree;

"the Degree" means the Degree of Bachelor of Arts (Honours) - B.A. (Hons);

"the Link Campus" means the Link Campus of the University of Malta established in Rome, Italy;

"the Study Programme" means the programme of study related to an area of study offered in the Course; and

"the University" means the University of Malta.

(3) For any matter not covered by these regulations, the statutes, regulations and bye-laws of the University shall apply, as appropriate.

Applicability

2. These regulations shall apply to courses starting in October 1999 or later.

Glossary of terms

3. The terms used in these regulations shall be taken to mean as indicated in Schedule 2 which shall be deemed to form part of these regulations. Where these regulations refer to terms which are not included in Schedule 2, the statutes, regulations and byc-laws of the University shall apply, as appropriate.

Eligibility for the Degree

4. To be eligible for the award of the Degree, students must:

(a) be registered as matriculated students in the Course in terms of these regulations and satisfy any additional requirements for the particular Study Programme;

(b) complete the appropriate Study Programme, obtain all the credits indicated in paragraph (1) of regulation 27, and satisfy any other requirements prescribed in these regulations; and

(c) satisfy any other requirements prescribed in any other relevant statutes, regulations and bye-laws of the University.

Admission requirements

5. (1) Applicants for admission to the Course must be in possession of the qualification which is sufficient for admission to a university level programme of studies in the country issuing the diploma or certificate. In addition, the University must be satisfied that the applicants' qualifications are sufficient for admission to the Study Programme chosen and that the

applicants have the necessary academic background to follow the Study Programme.

(2) Admission to a particular Study Programme within the Course may be on the basis of additional requirements, which shall be specified in the Catalogue of Modules for the Study Programme.

(3) Special consideration may be given to applicants who will have reached the age of 23 years by the beginning of the Course.

(4) Applicants under paragraphs (1) and (3) of this regulation must satisfy the University that they have adequate knowledge of English and Italian to be able to follow the Course with profit.

(5) Applicants under paragraphs (1) and (3) of this regulation shall sit for the University Admissions Examination, normally once only in any one year. They may be offered either an unconditional or a conditional offer of admission, or may be denied admission to the Course.

(6) The University shall deny admission to applicants who are deemed unsuitable to undertake the Course, whether this has been demonstrated in the submitted application material or through the University Admissions Examination.

6. (1) Applicants may be admitted to a particular Study Programme with credit for appropriate prior learning provided that, in the opinion of the Director of the relevant Academic Department/s, there is a reasonable expectation that they shall be able to fulfill the requirements of the Study Programme by completing the outstanding modules in the period allowed by paragraph (1) of regulation 8.

(2) Applicants shall not be allowed to transfer more than two-thirds of the credits required in order to qualify for the Degree.

7. Applicants may be admitted as associate students to attend a part of a Study Programme, normally for one semester and for not more than two semesters. If associate students request admission as fully matriculated

students at a later date, their applications shall be considered as for other applicants.

Duration of course

8. (1) The Course shall extend over a period of four years of full-time study or its equivalent in part-time study.

(2) The Board of Studies may allow students to complete the Study Programme in not more than five years. In special circumstances, Senate, acting on the advice of the Academic Board, and on the recommendation of the Board of Studies, may allow a further extension of one year.

Students' guidance

9. Students shall be assigned an Academic Advisor who shall offer advice and guidance on academic matters.

Attendance

10. Students are required to attend at least 80% of lectures and tutorials and to complete all assigned coursework in order to be allowed to take the examination for any module. In exceptional circumstances, and in the case of part-time students, the Board of Studies may allow students to absent themselves for more than 20% of lectures and tutorials under those conditions it may impose to ensure adequate coverage of the syllabus of the module.

Study programme

11. The Course shall consist of Study Programmes in the following areas of study and in any other areas of study as may be approved by Senate:

International Management
International Studies
Communication Management
International Legal Affairs.

12. Each Study Programme shall consist of the following:

(a) 60 credits at Level 1, normally obtained in Year 1;

(b) 60 credits at Level 2, normally obtained in Year 2;

(c) 60 credits at Level 3, of which 30 credits shall be obtained at a foreign institution approved by the Board of Studies, and 30 credits for an Industrial Placement; and

(d) 60 credits at Level 3, normally obtained in Year 4.

13. (1) Modules shall normally be classified as Level 1, 2 or 3. Certain modules may be appropriate for study either at Level 1 or 2 or at Level 2 or 3, in which case they shall be described as Level 1/2 or 2/3. Such modules shall be allocated according to the year of the Study Programme in which they were taken.

(2) Project work, independent or foreign study shall normally be included in Year 3 of the Study Programme and shall be classified as Level 3.

14. Each Study Programme shall allow an element of student choice among modules.

15. (1) The relevant Programme Leader shall approve an individual Study Programme for each student, listing the modules to be studied in each semester at each level in accordance with the provisions of regulation 12. Students may only attend and be assessed in their approved modules.

(2) The deadline for obtaining approval for changes in the individual Study Programme during a semester shall normally be the end of the second teaching week.

(3) At the discretion of the relevant Programme Leader and in consultation with their Academic Advisors, students may be permitted to register for modules in any one semester for which more than 30 credits are assigned if they wish to change their Study Programme or where it is necessary to do so to meet the credit requirements for their current Study Programme.

Change of Study Programme

16. Students wishing to change their Study Programme must seek approval from the Board of Studies, which shall take into account general academic considerations, the availability of places, and the advice of the Academic Advisor and the Programme Leader. Such students shall be required to complete all outstanding modules to satisfy the requirements for the new Study Programme according to a schedule approved by the Programme Leader.

17. Students who transfer to a new Study Programme may be allowed by the Board of Studies to transfer credits for modules already passed, provided that these contribute towards the requirements of the new Study Programme. The number of new modules to be studied shall be determined by the relevant Programme Leader.

Catalogue of modules

18. (1) The Catalogue of Modules for each Study Programme shall include the following information regarding each module:

Title, Code and Level
Type (core or elective)
Prerequisites and or Co-requisites, if any
Objectives
Teaching Mode
Language of teaching and assessment
Syllabus
Bibliography and readings
Method/s of assessment.

(2) The Catalogue of Modules shall also indicate any additional requirements for admission to a particular Study Programme.

Boards of Examiners

19. Boards of Examiners shall be appointed for any examination in the Study Programmes in accordance with the provisions of the University

Examinations Regulations. Boards of Examiners for Year 4 modules may include external examiners.

Assessment and examinations

20. (1) The performance of students in each module shall be assessed in the semester in which it is completed and in accordance with the assessment criteria stipulated in paragraph (2) of this regulation.

(2) Students shall be awarded a grade point for a module according to the following assessment criteria:

Grade Point	Class	% mark	Description
16 15 14	First	87 - 100 83 - 86 80 - 82	Work of exceptional quality. Exceptional performance showing comprehensive understanding and application of subject matter. Evidence of additional reading, research and work.
13 12 11	Second Upper	77 - 79 73 - 76 70 - 72	Work of very good quality. Performance is typified by a very good working knowledge of the subject matter. Evidence of a fair amount of additional reading, research and work.
10 9 8	Second Lower	67 - 69 63 - 66 60 - 62	Work of average/fair quality. Considerable but incomplete understanding of the subject matter. Evidence of little additional reading, research and work.
7 6 5	Third	57 - 59 53 - 56 50 - 52	Work of below average quality. Minimum understanding of the subject matter. Little evidence of additional reading, research and work.
4	Pass	45 - 49	Marginal performance. Barely sufficient for subsequent study in the same area.
3 2 1 0	Fail	33 - 44 22 - 32 10 - 21 0 - 9	Unsatisfactory performance. Evidence of failed or poor academic achievement.

(3) A grade point of 4 or better indicates that a module has been completed successfully.

(4) The contribution that the assessment of modules makes to a student's overall grade point shall be weighted according to the number of credits assigned to them.

(5) The method of assessment for each module shall be approved by the appropriate Academic Department and shall be indicated in the Catalogue of Modules.

(6) Students are normally required to attempt all components of the assessment specified for a module. Students who fail to attempt a component of the assessment where no special requirements pertain shall be awarded no marks for that component. The grade point shall be aggregated in the usual way, including the mark of zero for the missing component, which shall continue to carry the relevant weighting of the assessment concerned.

21. (1) All examinations are obligatory and students who are not able to attend an examination should inform the relevant Programme Leader or the Associate Registrar at least 24 hours before the scheduled time of the examination.

(2) If students are absent for an examination for medical or other reasons beyond their control, the examination shall be deferred and the students shall be given a further opportunity to sit this examination.

(3) Resit examinations shall be classified as either referred or deferred examinations, as follows:

(a) Referred Examinations shall be taken either when students fail in a module and are required to be reassessed, in which case the maximum grade point that may be awarded shall be 5; or when students wish to be reassessed to improve their grade point, in which case any grade point may be awarded and shall appear in the students' transcript, but the original grade point only shall be taken into account for the final classification; and

(b) Deferred Examinations shall be taken by students who have not yet been assessed in a module for medical or other reasons beyond their control. They shall take place at the next scheduled session of examinations and any grade point may be awarded.

(4) In exceptional circumstances, students who narrowly fail in one module in a resit examination may have this module 'compensated' if they

show positive academic performance in the other modules. In any case, this possibility shall be granted once only to the same student during the Course and the minimum pass grade point shall be awarded for such a 'compensated' module.

Progression during the Course

22. The following assessment requirements must be satisfied in order to proceed from Years 1 and 2 to Years 2 and 3 respectively:

(a) Students must pass all modules of their individual Study Programme (including the language and supportive modules). Grade points shall be awarded in accordance with the assessment criteria indicated in paragraph (2) of regulation 20.

(b) Students may be referred in up to three modules in any year at the discretion of the Board of Studies. The referred examinations shall be held during the resit session of examinations.

(c) If unsuccessful in one referred module, students may be allowed to re-take the examination for that module in the following year, as approved by the Board of Studies under those conditions as it may impose. Students shall be required to sit for the re-take examination at the end of the first semester of Years 2 or 3 as the case may be. Students who are re-taking a module in terms of this paragraph shall have the status of conditional progression and shall only be allowed to continue with their studies in Years 2 or 3 as the case may be if they pass this examination.

(d) Students who fail in more than three modules or fail in two or three modules in the resit session shall normally be required to re-take them during an extra year of studies, before proceeding to Year 2 or Year 3 as the case may be. Such students may also be required to attend lectures and/or tutorials in the passed modules but shall not be reassessed in them.

23. (1) During the first or the second semester of Year 3 students are required to study at a foreign institution during which period they are expected to obtain credits equivalent to not less than 30 ECTS credits. These credits are required for progression to Year 4 but shall not be used in the final

classification of the Degree. The programme of studies at the foreign institution shall be approved by the relevant Board of Studies in consultation with the Co-ordinator for Foreign Programmes.

(2) If students obtain between 22 and 30 credits from the foreign institution, the Board of Studies may allow them to take additional modules to which up to 8 credits are assigned in Year 4. These modules shall be assessed as retake modules.

(3) If students obtain less than 22 credits, the Board of Studies may, at its discretion, either allow them to spend another semester at a foreign institution under those conditions it may impose or require them to withdraw from the Course.

24. (1) During the other semester of Year 3 students are required to undergo an Industrial Placement to which 30 credits are assigned. The Industrial Placement is an integral part of each Study Programme. Approval for the Industrial Placements shall be given by the relevant Board of Studies in consultation with Co-ordinator for Placement Programmes.

(2) At the end of the Industrial Placement students shall be required to submit a written report which shall be assessed internally.

(3) If students fail the Industrial Placement, the Board of Studies may either require them to undergo another Industrial Placement or to take additional modules to which 30 credits are assigned during an extra year of studies, provided this is allowed within the provisions of regulation 8.

25. (1) In Year 4 students are required to pass in the examinations of six elective modules and of a dissertation to which 24 credits are assigned.

(2) No reference in any module is allowed in Year 4. Notwithstanding the provisions of paragraph (1) of regulation 27, students who lack up to 18 credits to complete the requirements for Year 4 may be recommended for a classification not higher than Third Class Honours at the discretion of the Degree Classification Board.

(3) Students who obtain less than 18 credits and/or whose dissertation is not approved may be allowed by the Board of Studies to complete the requirements for Year 4 during an extra year of studies, provided this is allowed within the provisions of regulation 8. The maximum grade point that may be awarded during this extra year of studies shall be 5.

Repeat year

26. Students who do not satisfy the necessary requirements for progression to the next year may repeat the year only at the discretion of the Board of Studies. The Board of Studies shall also recommend whether such students should be registered as Repeat Students or as External Repeat Students. Repeat Students shall be required to attend lectures, complete all assigned coursework and sit for the relevant examinations. External Repeat Students are exempted from attendance for lectures.

Final result

27. (1) In order to qualify to be recommended to the University for the award of the Degree, students shall pass, be credited with or be compensated in the following number of credits:

- 60 credits at Level 1
- 60 credits at Level 2
- 60 credits at Level 3
- 60 credits at Level 3 taken at the Link Campus.

(2) In calculating the final classification, the aggregate method shall be adopted whereby the credit weighting is taken into consideration. Language and supportive modules, each assigned 4 credits, shall be weighted accordingly. Level 1 credits and the credits obtained in Year 3 shall not be considered. Under this method, the students' aggregate grade point score at Levels 2 and 3 shall be classified as follows:

1680	grade points and over	First Class Honours
1320 - 1679	grade points	Second Class Honours (Upper Division)
960 - 1319	grade points	Second Class Honours (Lower Division)
600 - 959	grade points	Third Class Honours
480 - 599	grade points	Pass degree (without Honours).

(3) The Degree Classification Board may award a higher class to students who have obtained at least 909 grade points and who require not more than 50 grade points to be placed in the next higher class. In making such a decision the Degree Classification Board shall consider the students' performance during Year 4.

Students' responsibilities during examinations

28. It is the responsibility of the students to:

(a) inform themselves of, and abide by, these regulations and any other relevant statutes, regulations and bye-laws of the University; and

(b) attend for examinations and submit work for assessment as required.

29. If students fail to attend for examinations or to submit work for assessment without good cause, Boards of Examiners have the authority to deem the students to have failed the examinations or assessments concerned.

Attendance during examinations

30. Students are required to abide by the following procedures:

(a) They must arrive outside the examination room at least fifteen minutes before the examination is due to begin.

(b) They must not enter the examination room until permitted to do so by an invigilator.

(c) In the examination room they shall become subject to the authority of the invigilators and must act on their instructions.

(d) If students arrive late, but during the first thirty minutes, they may be admitted to the examination room, and thereafter they may be admitted only with the permission of the Associate Registrar or his/her nominated

deputy. In this case, they should report either in person, or by telephone, in the first instance to the Associate Registrar's Office for instructions.

(e) No additional time shall normally be given for arriving after the start of the examination.

(f) All students must sign the attendance register when asked to do so by the invigilator.

Personal property

31. All property, other than individual writing and drawing instruments, must be left in the area specified by the invigilator, except that, at any examination for which students were advised beforehand, permitted items, as indicated in regulation 34, may be used during the examination. Only these permitted items may be taken to the examination desks.

Procedures during examinations

32. The following procedures must be adhered to during examinations:

(a) Students must write their answers in ink.

(b) Students must insert the particulars required clearly and accurately on the front of each answer book, including the matriculation numbers issued by the Link Campus. Matriculation numbers must be written on each item of examination stationery used, e.g. continuation sheets and graph paper.

(c) Students must not commence writing, other than to complete identification details on the front of the answer book until the start of the examination is announced by the invigilator.

(d) Students may use only the official stationery provided. Students found in possession of, or having completed work on, any other stationery shall have this stationery confiscated and shall be subject to disciplinary action as specified in these regulations.

(e) Students should start each answer at the head of a page and write on both sides of each sheet of the answer book(s) or other material provided. Answer book continuation sheets should be numbered consecutively (1, 2, 3, etc.).

(f) Students should write each question number in the left hand margin and leave the right hand margin blank. All work leading to the solution of each question must be recorded in the answer book. Rough notes should be neatly ruled through before completing the examination.

Conduct during examinations

33. Students should regulate their behaviour in the examination room as follows:

(a) Smoking is not allowed.

(b) Students shall not be permitted to consume food and drink, other than small items of confectionery or medicines on prescription.

(c) Students must not bring to the examination room any item which may cause disturbance to others (e.g. audible electronic equipment).

(d) Students are advised to draw to the attention of the invigilators present any adverse environmental conditions (heat, light, noise, etc.). It shall be for the Chief Invigilator and/or the Associate Registrar to decide whether action can or should be taken.

(e) Students must not, by any improper means whatever, obtain or seek to obtain advantage in an examination, or give or endeavour to give assistance to other students, such as by having or seeking access to unauthorised information or material or by copying or attempting to copy from, or by communicating or attempting to communicate with, any other person during the time appointed for an examination.

(f) Students must not communicate with any person other than the invigilator/s during the examination.

(g) Students must not have in their possession, nor make use of, any book, manuscript, notes, calculator or other aid which is not specifically allowed in the rubric of the examination paper. Students found in possession of, or found to have used, such items during an examination shall be subject to disciplinary action as specified in these regulations.

(h) Students who bring an unauthorised item to their place by mistake must inform the invigilator/s immediately they discover its presence.

(i) Disorderly conduct shall render students liable to expulsion from the examination room for the remainder of the examination.

(j) Students may not leave the examination room during the first thirty minutes nor during the last fifteen minutes of an examination unless duly accompanied. Before leaving, students must inform the invigilator of their intention. Students leaving the examination room while an examination is in progress are required to do so as quietly as possible so as to minimise disturbance to others.

(k) If an alarm bell sounds during an examination students should stop writing and await instructions from the Chief Invigilator, who shall either request them to leave the examination room or, where there appears to be no immediate danger, to continue the examination.

(l) When requested to do so by the Chief Invigilator students must leave the room in an orderly manner. They should leave all examination material on their desks, bags and other possessions in the room, and assemble at the designated assembly point.

(m) Following evacuation students must not discuss the examination paper with other examination students.

(n) After the "all clear" has sounded students should re-enter the examination room when instructed by the Chief Invigilator.

(o) Compensatory extra time shall be given for disturbance in the event of room evacuation and/or fire alarm noise. Students shall be clearly

informed by the Chief Invigilator of the decisions made on the amount of extra time to be allowed.

Permitted or required aids and special equipment during examinations

34. (1) Where the rubric of an examination paper allows, students may bring an electronic calculator of an appropriate type to an examination.

(2) If a programmable electronic calculator is permitted it is essential that the memory is cleared by the students before the start of the examination.

(3) Students who hold unauthorised information in the memory of a pocket calculator shall be committing a serious examination offence.

(4) Students may be subject to spot checks of calculators by the invigilators at the start of the examination.

35. (1) Examinations shall be conducted in English or Italian (except for language examinations which shall be in the language concerned) and it is expected that all students for Link Campus awards shall have an adequate knowledge of these languages. The language of assessment for each module shall be specified in the Catalogue of Modules.

(2) When dictionaries are allowed to be used by all students, this shall be stated in the rubric of the examination paper. Students shall not be allowed to take their own dictionary to examination room unless previously allowed by the Board of Examiners. In foreign language examinations students shall not be allowed to use dictionaries unless they have been specifically notified in advance.

(3) An English language dictionary shall be provided in all examination rooms and may be referred to on request to the invigilator.

(4) Exceptionally, where associate students are sitting for examinations as part of a short course of study of less than six months' duration, they may be allowed to bring their own first language/English language dictionary to the examination room. This must be arranged by the

Director of the relevant Academic Department with the Board of Examiners in good time before the first examination in the session.

Finishing the examination

36. Students must:

(a) stop writing when the end of the examination is announced by the invigilator;

(b) check that they have entered the number of each question attempted in the space provided on the first page of the main answer book and state the number of continuation sheets, graph or other paper used;

(c) attach all continuation and other sheets to the appropriate answer book before handing it to the invigilator;

(d) remain silent and seated until all answer books have been collected and counted, and until dismissed by the invigilator; contravention of this regulation constitutes an examination offence; and

(e) not remove from the examination room any answer books, rough work, official stationery, materials or equipment supplied for the examination; contravention of this regulation constitutes an examination offence. Unless otherwise specified in the examination paper, students may remove the examination paper from the room at the end of the examination.

Referred and deferred examinations and assessments

37. If a referred or deferred assessment is granted by the Board of Examiners, students are responsible for ascertaining when any examination(s) are to be held, attending the Link Campus at the appointed date(s) and time(s) and ascertaining the deadline for handing in required work. Dates for referred/deferred examinations shall normally be published at the beginning of the academic year and deadlines for the submission of work shall normally be communicated to students at the time the results are published.

38. If students expect to be unable to attend the Link Campus at the time of the referred or deferred examinations, they should notify the Associate Registrar's Office immediately following the publication of the dates for the examinations. It shall not normally be possible to make special provision for students unable to attend referred or deferred examinations on the due dates. In exceptional unforeseen circumstances (e.g. illness), it may be possible for arrangements to be made to enable them to sit for the examinations off campus. In exceptional cases where students are on an Industrial Placement abroad, it may be possible for referred or deferred examinations to be taken abroad.

Coursework assessment

39. The following procedures shall be followed in the submission of coursework:

(a) Students are required to acquaint themselves with submission deadlines and other requirements for coursework.

(b) Students are expected to contact either their Academic Advisor or the Programme Leader if they are unclear about anything concerning coursework assessment requirements.

(c) Students should submit all coursework for assessment by the deadline date unless an extension of time has been granted in writing by the appropriate member of the academic staff. It is their responsibility to acquaint themselves with the penalties that may be incurred by late submission of coursework.

(d) Any application for an extension of the coursework deadline must be made to the appropriate member of the academic staff. Where possible this must be done in advance, in writing, and with appropriate supporting evidence.

Offences during assessments and examinations

40. The following shall be regarded as offences:

(a) obtaining or attempting to obtain unauthorised access to examination papers;

(b) introducing and/or using in an examination room books, notes, papers, or devices of any kind other than those permitted in the rubric of the examination paper;

(c) copying, or attempting to copy, the work of other students whether by looking at what they have written or are writing, or by asking them for information in whatever form;

(d) failing to comply with the instructions of an invigilator;

(e) removing an answer book or other examination stationery from an examination room;

(f) being party to any arrangements whereby a person, other than the student, fraudulently represents, or intends to represent, the student at an examination;

(g) committing plagiarism, which is the representation of another person's work as the student's own, by extensive unacknowledged quotation, paraphrasing or direct copying;

(h) collusion, which is deemed to have taken place if the joint work of two or more persons is passed off as the independent work of one of them; the names of the students who have worked together on the coursework shall be clearly indicated;

(i) obtaining unfair advantage by offering a bribe or inducement to any member of the University staff, an external examiner, or other student(s) connected with the examinations or assessments; being party to any arrangements which, if put into effect, would constitute a breach of the regulations; in undertaking a project or investigation involving one or more human subjects, failing to observe the University's requirements concerning the ethical aspects of such projects or investigations.

Procedure in the event of a suspected examination offence

41. (1) The invigilators shall contact the Associate Registrar or nominated deputy to report any suspected examination offence.

(2) Where invigilators have reasonable grounds for supposing that students are in possession of unauthorised material during an examination, they have the right to confiscate such material immediately.

(3) Students shall normally be allowed to continue with the examination and/or otherwise normally progress without prejudice to any subsequent decision of the Board of Examiners.

(4) Students shall be informed at the end of the examination that a report of the incident shall be submitted to the Chair of the Board of Examiners and the Academic Head of the Link Campus.

(5) A report of the occurrence must be prepared by the invigilator and the Associate Registrar and submitted within one working day of the incident, together with any confiscated material, to the Chair of the Board of Examiners and the Academic Head of the Link Campus. The report shall be copied by the Chair of the Board of Examiners to the student and the Director of the appropriate Academic Department.

(6) Students shall be summoned by the Chair of the Board of Examiners and they shall be permitted to bring a friend to this interview. Advice may be sought from their Academic Advisors, the Programme Leader and any other appropriate staff member.

Procedure in the event of a suspected coursework assessment offence

42. (1) Where an examiner suspects a student of attempting to gain unfair advantage in assessed written coursework (e.g. through plagiarism), he/she shall endorse the piece of work on the front cover with a note detailing the location of any suspected plagiarised passages. In the case of other forms of assessment submissions, such as three-dimensional or two-dimensional artefacts, reference to any attempt to gain unfair advantage shall be made in the assessment reports.

(2) If the offence is considered to be relatively minor, the examiner, in consultation with the Chair of the Board of Examiners and the Director of the appropriate Academic Department, may give a verbal warning and/or reduce the grade point for the piece of work.

(3) If the offence is considered to be serious, a written report on the allegation, together with supporting evidence and its source(s) where appropriate, must be sent to the Chair of the Board of Examiners. A copy of the report must also be sent to the Academic Head of the Link Campus and the Programme Leader.

(4) Students shall be informed in writing that a serious coursework assessment offence is suspected and a copy of the report of the allegations shall be included.

(5) Students shall be summoned by the Chair of the Board of Examiners and they shall be permitted to bring a friend to this interview. Advice may be sought from their Academic Advisor, the Programme Leader, and any other appropriate staff member.

Procedure in the event of any other assessment offence

43. (1) Where a student is suspected of any other assessment offence, the person discovering the alleged offence should report the matter to the Chair of the Board of Examiners.

(2) Where the alleged offence is considered to be serious, a written report of the allegation should be sent to the Chair of the Board of Examiners and copied to the Academic Head of the Link Campus and the Programme Leader.

(3) The student shall be informed in writing that a serious assessment offence is suspected and a copy of the report of the allegations shall be included.

(4) It shall be in the student's own interest to seek an early interview with the Chair of the Board of Examiners and he/she shall be

permitted to bring a friend to this interview. Advice could be sought from his/her Academic Advisor, Programme Leader, and any other appropriate staff member.

Action in cases of alleged unfair advantage during examinations and assessments

44. (1) The Chair of the Board of Examiners shall investigate the allegations and shall make enquiries to establish the facts of the case in consultation with whomever he/she deems appropriate.

(2) Students have the right to present their case to the Chair of the Board of Examiners, either in person or in writing, within eight working days of the date of the written notification of the suspected serious assessment offence.

(3) It is the responsibility of the Chair of the Board of Examiners to report the case to all members of the Board, including the external examiners. Where students have made a statement in writing, this statement shall be made available to the Board.

(4) Where it is proved beyond reasonable doubt that a student has sought to gain unfair advantage by cheating in any examination or assessment, the normal minimum penalty shall be a ruling that the result of that examination or assessment is declared null and void. It is left to the discretion of the Board of Examiners whether or not the student may be allowed to resit the examination or assessment, and whether or not the grade point awarded following the reassessment should be limited in any way. In making these decisions, the Board of Examiners shall be guided by the previous character record of the student, the seriousness of the offence, and any extenuating circumstances which may be formally drawn to its attention.

(5) The Board of Examiners may direct that the student be interviewed under arrangements it determines.

(6) In the event of a formal interview, the student has the right to be accompanied by a friend.

(7) Action taken by the Board of Examiners must be notified in writing to the student.

(8) The student may query the decision or recommendation.

(9) A written report of the action taken by the Board of Examiners must be sent to the Academic Head of the Link Campus and to the Associate Registrar.

(10) The Link Campus shall initiate disciplinary proceedings.

Queries about decisions on assessment, progression and academic awards

45. The Link Campus accepts that students may from time to time wish to raise queries about their assessments and about the decisions and recommendations of Boards of Examiners. Its policies and regulations therefore include mechanisms for raising and resolving such queries.

46. Students may raise informal queries with teaching staff and with the Programme Leaders at all times. Such informal queries at departmental level should be made as early as possible, and can, in practice, resolve many misunderstandings, without prejudicing the right of the students to seek a formal review by the Examinations Appeals Panel. Nevertheless, students should be aware that there are strict time-scales within which formal requests for review of decisions of Boards of Examiners may be raised.

Procedures for consideration of extenuating circumstances

47. Extenuating circumstances are circumstances which occurred prior to the period of assessment in question, and which may have led to an unrepresentative performance in relation to a student's previously demonstrated ability to achieve the required standard.

48. (1) If students have problems or difficulties affecting performance on their Study Programme, they should discuss them with appropriate members of staff (their Academic Advisor, the Director of the Academic Department or any other member of staff as appropriate). Lecturers and/or

examiners may take appropriate action, such as extending the deadline for submission of a piece of work.

(2) Students shall prepare a written statement of extenuating circumstances which shall give full details and include supplementary evidence and testimony as far as possible from independent or third parties (e.g. a medical certificate, a letter from an employer or advice from the appropriate member of staff). If students are concerned about the personal nature of the information or find it difficult to obtain substantiation, they should consult the Chair of the Board of Examiners prior to submission of the statement.

(3) Students can be assured that the Chairs of Boards of Examiners shall only disclose information of a personal nature to the Board of Examiners at their discretion, and only where it could make a difference to the decision or recommendation affecting them. All special circumstances shall be confidential to the Board of Examiners and shall not be disclosed outside its meetings.

(4) Students should be aware that discussing their difficulties with staff does not in itself constitute the submission of extenuating circumstances. Although staff attending Boards of Examiners' meetings may be aware of difficulties, they are not permitted to introduce anecdotal or *ad hoc* material and hearsay evidence. It is the students' responsibility to submit documentary evidence of any extenuating circumstances which they wish to be taken into account as soon as possible after the occurrence of the circumstances and in any case before taking the examination.

(5) If an examination is taken no extenuating circumstances can be taken into account in respect of the marks/grade point awarded for that particular examination.

Academic administration

49. The academic administration of Study Programmes at the Link Campus shall be entrusted to the boards and officers whose responsibilities are laid down in Schedule 1, which shall be deemed to form part of these regulations.

SCHEDULE 1

LINK CAMPUS BOARDS AND OFFICERS

Senate

1. Senate is the Senate of the University of Malta. It shall appoint a Senate Sub-Committee with delegated powers to consider matters dealing with the Link Campus.

The Academic Board

2. (1) The Academic Board shall consist of the Rector, the Academic Head *ex officio,* the Directors of the Academic Departments, three other members appointed by the Senate, and a student representative.

(2) The Academic Board shall be chaired by the Rector and in his absence by the Academic Head.

3. Subject to the overall authority of the Senate, the Academic Board shall have the following functions:

(a) to draft and oversee the operation of the academic strategy of the Link Campus;
(b) to recommend the appointment of the academic staff to Senate;
(c) to monitor academic quality on the basis of an annual cycle, paying specific attention to co-ordination of activities in the various areas of study;
(d) to approve and publish annually the Catalogue of Modules for each Study Programme;
(e) to establish the terms of reference and composition of *ad hoc* and standing committees as appropriate;
(f) to oversee the research activities of the Link Campus;
(g) to recommend expulsion of any student according to the established criteria and procedures;
(h) to recommend to Senate academic regulations, examinations, appeals and disciplinary procedures;

(i) to recommend to Senate annually the appointment of Boards of Studies, Boards of Examiners (including external examiners where appropriate), and the Degree Classification Board;
(j) to determine the number and expertise of external examiners, and establish their conditions of appointment, including terms of service, duties and remuneration;
(k) to establish an Examinations Appeals Panel of the Board that shall be the final arbiter of issues relating to a student's academic status. In the event of an appeal being upheld, the matter shall be referred back to the Board of Examiners;
(l) to advise the Board of Directors, through the President, on resources associated with the matters above;
(m) to hear the appeal of students who are entitled to present a case against being disciplined, acting as final arbiter in any such dispute (such students shall remain suspended pending their appeal);
(n) to recommend to Senate the Study Programmes to be offered;
(o) to draw up a detailed calendar of meetings of all academic committees.

4. The Academic Board shall meet not less than twice per year.

Academic Departments

5. (1) There shall be an Academic Department for each discipline or groups of related disciplines. Each Department shall include all the lecturers who contribute to the teaching of the discipline/s and shall be headed by the Department Director who is initially appointed by the Senate for a period of three years and subsequently appointed by the Academic Board after consultation with the members of the relevant Department and with the approval of Senate.

(2) Departmental meetings shall be called at least once every semester and as needed at the discretion of the Department Director except that a meeting may also be called on receipt of a written request by the Director from one-third or more of the members of the Department. Such a meeting shall be called within two weeks of receipt of the request.

(3) Academic Departments shall conduct an annual quality monitoring exercise for the Academic Board which shall include teaching quality and staff development needs, and the learning environment.

(4) Academic Departments shall identify the trends and changes in student and employer needs and propose policies or measures to the Academic Board.

(5) Minutes of all meetings of each Academic Department and reports by Department Directors shall be submitted to the Academic Board.

(6) The Department Directors shall present an annual report on the operations of the Department to the first meeting of the Academic Board in the year following its review. This report shall identify to the Academic Board any issue affecting the delivery and development of courses.

Boards of Studies

6. There shall be a Board of Studies for each Study Programme. Each Board of Studies shall be entrusted with the academic administration of a Study Programme leading to a named award and shall propose changes and modifications to the relevant Study Programme for the consideration and approval of the Academic Board.

7. (1) Boards of Studies shall be appointed by the Senate on the recommendations of the Academic Board.

(2) Each Board of Studies shall be composed of not more than five members including the Programme Leader as Chair, three other academic members significantly involved in teaching within the Study Programme, and a student representative.

(3) The Associate Registrar shall act as Secretary to the Boards of Studies on behalf of the Registrar.

8. The Boards of Studies shall meet not less than twice a year.

The Programme Leader

9. The Programme Leader shall act as co-ordinator between the various departments actively involved in the teaching within the Study Programme and shall be appointed by the Academic Board after consultation with the Department Directors promoting the main components of a Study Programme.

Degree Classification Board

10. A Degree Classification Board shall be convened to determine the final classification of Year 4 students. It may also at the same time consider problematic cases from any of the other years of study. It shall be appointed annually by the Academic Board.

11. (1) The Degree Classification Board shall be constituted as follows:

The Academic Head as Chair
The Chairs of the Boards of Examiners in each Study Programme
The external examiners.

(2) The Degree Classification Board may call any other examiner to participate as advisor.

12. The Degree Classification Board shall have the following functions:

(a) to consider all aspects of the assessment of students and shall submit students' names for the award of the Degree to the University, through the Academic Board;
(b) in reaching its decisions, to take formal consideration of any medical or other evidence presented by students that might influence examination performance;

(c) to report to the Academic Board any issue of concern, either in the conduct of examinations, or in the administrative arrangements made, or in matters that influence the quality of the Course;
(d) to confirm that the external examiners have contributed as expected, that they have agreed the papers set and that they have moderated the scripts; to record and pass to the Academic Board all substantive comments on the examinations made by the external examiners;
(e) to consider setting up at its discretion an additional *viva voce* examination for any stage and any student;
(f) to reconsider issues regarding appeals and to take action according to the indications given by the Academic Board.

Research Committee

13. The Research Committee shall be composed as follows:

The Academic Head (or delegate)
The Directors of the Academic Departments.

14. The aims of the Research Committee are:

(a) to promote research and ensure co-ordination among the research activities of the teaching staff of the Link Campus;
(b) to promote and organise interdisciplinary research seminars;
(c) to develop and monitor relationships with other research centres and to make recommendations to the Academic Board accordingly.

Examinations Appeals Panel

15. The Examinations Appeals Panel shall be composed of the Academic Head, as Chair, and two members of the teaching staff not teaching the appellant.

16. The Examinations Appeals Panel shall not have the right to change any decision made by a Board of Examiners. The Panel shall nevertheless have

the right to advise the Board of Examiners of its opinion and suggested remedy, and to require the Board of Examiners to reconsider their decision.

17. Students may appeal to the Panel against a decision of a Board of Examiners only in the following circumstances:

(a) if they allege that the examinations were not conducted according to the examination regulations approved by Senate; and

(b) if they allege that the Board of Examiners failed to take sufficient account of exceptional circumstances influencing a student's performance; in this category it is the student's responsibility to communicate the circumstances to his/her Programme Leader at the correct time. It shall normally be expected that such information be lodged before the examination in question, and no appeal shall be considered in cases where information is reported after the Board of Examiners has met; in medical cases, the Board of Examiners shall need to see documentary evidence from a qualified practitioner, and in cases of appeal, the Panel reserves the right to ask for a second opinion from its own nominated medical practitioner.

18. According to University regulations, students have the right to appeal through the University of Malta appeals procedures once all Link Campus channels have been exhausted.

Boards of Examiners

19. Boards of Examiners shall be appointed for each module.

20. (1) Boards of Examiners shall normally be composed of the Director of the Academic Department as Chair, and of two other examiners, provided that the Senate, on the advice of the Academic Board, may increase the number of examiners for any particular module.

(2) Where the Senate considers it appropriate, additional examiners shall be appointed for specific parts of the examination. Such additional

examiners shall participate in the deliberations of the Board of Examiners but only insofar as they concern those parts of the examination in which they were involved.

(3) The Boards of Examiners for final year modules shall also include an external examiner who shall participate in the setting of the examination papers and shall act as moderator. The Head of the Academic Department responsible for the module shall be the Chair of the Board of Examiners for that module.

External Examiners

21. External Examiners shall be appointed by Senate and shall be additional to the normal complement of a Board of Examiners. One external examiner shall be appointed for each area of study.

22. External examiners shall be involved fully in the assessment process, specifically by:

(a) participating in the setting of the examination papers and to moderate written scripts and examinations;
(b) being present at *viva voce* examinations if these should prove necessary;
(c) providing advice and indications of course delivery;
(d) providing a written report to the Academic Board regarding their moderation of the examinations; and
(e) investigating any academic matters which may necessitate further examination.

23. External examiners may ask for any continuous assessment assignment, and may opt to sample *viva voce* examinations associated with work experience or projects/dissertations that contribute to the total mark for the session of examinations in question.

The Academic Head

24. The Academic Head shall have responsibility for all academic and didactic management of the Link Campus.

25. The Academic Head shall:

(a) be appointed by the Board of Directors after approval has been obtained from the University Council;

(b) take responsibility for all academic matters in the Link Campus and shall, in particular, be committed to the maintenance of quality in teaching and research within the general pedagogic philosophy of the Link Campus; and

(c) hold office for a period of three years which shall be renewable at the discretion of the Board of Directors after approval has been obtained from the University Council.

The Registrar

26. The Registrar of the University shall be *ex officio* Registrar of the Link Campus as well as secretary to all the boards set up by these regulations.

The Associate Registrar

27. The Associate Registrar shall represent the Registrar of the University of Malta and act as his delegate at the Link Campus and shall be appointed by the Board of Directors, acting on the advice of the Academic Board and with the approval of Senate.

28. The duties of the Associate Registrar shall include:

(a) the administration of the admissions process and the maintenance of students' records, encompassing both academic and administrative records;

(b) collection of student marks, including continuous assessment, according to a schedule provided by the relevant academic officer and the registration of these marks;

(c) preparation of mark analysis and documentation for the Degree Classification Board; and

(d) liasing between the University and the Link Campus' Administrative and/or Academic Committees and Boards.

29. The Associate Registrar shall perform all functions belonging to him as well as such other functions as may be expressly delegated to him by the Registrar.

The Director of the International Office

30. The Director of the International Office of the University of Malta shall be *ex officio* Director of the International Office of the Link Campus and may operate either in person or through a delegate.

SCHEDULE 2

GLOSSARY OF TERMS
(in terms of regulation 3)

Term	Explanation
Compensation	In exceptional cases, students who narrowly fail a module in the resit session may have this module 'compensated' if they show positive performance in the other modules, once only during the Study Programme. The minimum pass grade shall be awarded for such a module.
Conditional Progression	Conditional Progression indicates that students have been permitted to progress to the next year of study, pending reassessment, a re-take, or study on a new module, at the discretion of the Board of Examiners.
Continual Assessment	The process by which students' performance is recorded and followed. This may be carried out through regular class tests, interaction in tutorial groups or by any other means by which the lecturer or tutor may have a clear indication of the students' progress in a module.
Coursework	Any piece of work, assignment, homework or project work (essays, assignments, tests, projects, dissertations, practical work, placement or field trip reports, designs, artefacts, computer-based analyses, presentations, student-led seminars and exhibitions) that is an integral part of a module and which is subject to assessment. To complete a module, students must complete all coursework components of the module. The weighting of the coursework component shall be indicated in the Catalogue of Modules.
Credit	A number of credits are awarded for successful completion of each module. Normally 4 or 6 credits are assigned to a module. A total of 60 credits are assigned to the modules that full-time students are expected to complete over one academic year comprising 1800 hours of study. One credit is awarded for every 30 hours of study, including 10 hours of lectures and tutorials and 20 hours of private study and

Term	Explanation
Credit (cont.)	assigned work. Credits shall also be assigned to project work and foreign study and these values shall be indicated in the Catalogue of Modules.
ECTS	European Credit Transfer Scheme which classifies a full-time programme of studies as worth 60 ECTS credits, equivalent to ca. 1800 hours of work, including coursework, assigned work and free study, per academic year.
Examinations	Examinations shall take place during the scheduled periods of examinations and assessments. Normally there shall be three sessions each academic year: two ordinary sessions at the end of each semester and one resit session in September.
Deferred	Deferred examinations indicates that students have not yet been assessed in a module for medical or other reasons beyond their control. Deferred examinations shall take place during a resit session of examinations.
Referred	Referred examinations indicates that (a) students' performance in a module has been deemed as being insufficient for them to be awarded the credits assigned to it; **or** (b) students wish to be reassessed to improve their grade point. Such students shall be reassessed during a resit session of examinations.
Re-take	In certain circumstances and in the event that students fail in a re-sit examination, the Board of Examiners may determine that students need to study a module again before a further assessment is allowed.
Grade Point	An overall mark assigned by the Board of Examiners, representing the quality of the students' performance in the assessment of a module.
Level	The academic standard of a module. Levels 1, 2 and 3 correspond to the standard of work normally expected to be undertaken by first, second and third/fourth year students respectively on a full-time Study Programme.

Term	Explanation
Module	A part of a Study Programme, normally of a standard size, with objectives, syllabus and assessment scheme. A module may be a main area module, normally assigned 6 credits or a language or supportive module, normally assigned 4 credits. Exceptionally double and half modules may be offered.
Core Module	A module which is a compulsory part of a Study Programme. It must normally be passed, compensated or credited in order to satisfy the requirements of an award.
Elective Module	A module which may be chosen from a designated list of modules.
Reassessment	The requirement for students to be wholly or partly assessed on a further occasion without further study. This might involve sitting a new examination (resit) and/or submitting new coursework. The method/s of assessment shall be the same as, or equivalent to, the original assessment.
Session of Examinations	A scheduled period of examinations and assessments. Normally there shall be three sessions each academic year: two ordinary sessions at the end of each semester and one resit session in September.