

**EDUCATION ACT
(CAP. 327)**

University Undergraduate Certificate in Mentoring Course Regulations, 2000

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 University Undergraduate Certificate in Mentoring Course Regulations, 2000.

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

"the Board" means the Board of the Faculty of Education;

"the Board of Studies" means the Board of Studies appointed for the Course;

"the Certificate" means the University Undergraduate Certificate in Mentoring;

"the Course" means the Course leading to the University Undergraduate Certificate in Mentoring.

Applicability

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

Eligibility for the Certificate

3. To be eligible for the award of the Certificate, students must:

(a) be registered as regular students in the Course in terms of the Admission Regulations of the University and satisfy the requirements stipulated in paragraph (1) of regulation 4;

(b) successfully complete the course of studies as specified in regulation 7, including the study-units, the Journal, and the Mentoring Practicum, and satisfy all other requirements as prescribed in these regulations; and

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

Requirements for Admission

4. (1) Applicants may apply to register for the Course if they are currently teaching in recognised primary/secondary schools and satisfy the following requirements for admission:

(a) possess a teachers' certificate from the Teachers' Training College and have five consecutive years' teaching experience; or

(b) possess a Bachelor of Education (Honours) degree and have five consecutive years' teaching experience; or

(c) possess a Postgraduate Certificate in Education and have five consecutive years' teaching experience; or

(d) possess a Master's degree in Education and have five consecutive years' teaching experience.

(2) The Board shall recommend to Senate the number of applicants that may be allowed to register for the Course, depending on the availability of resources. The number of available places shall be announced at the time of the call for applications.

Criteria for Selection

5. (1) Applicants must present a written statement of interest and objectives and submit names and addresses of two suitable referees who can attest to their potential as mentors. Applicants shall be required to attend for an interview.

(2) If there are more eligible applicants than the number of places available, applicants shall be selected after an interview by the Board of Studies. The Board of Studies shall take into consideration the following criteria which shall be weighted as indicated below:

(a) professional knowledge and aptitude	30 %
(b) tutoring skills	40 %
(c) personality	30 %.

Duration of Course

6. The Course shall extend over one year of part-time study.

Course of Studies

7. (1) The Course shall consist of the following:

(a) study-units, to which not less than ten credits shall be assigned, in the following areas of study:

Introduction to Counselling and Interpersonal Skills
The Inclusive Classroom
Assessment and Supervision
Effective Planning
Classroom Management
Issues in Mentoring
Subject Specific Methodology Issues;

(b) a Mentoring Practicum (2 credits); and

(c) a Journal (2 credits).

(2) The Course shall be delivered in a variety of teaching modes, including lectures, tutorials, practical work, group seminars and self-directed learning.

(3) A catalogue of study-units, indicating the code, title, description, credits assigned to each and method of assessment, shall be published before the commencement of the Course, following approval by Senate, on the recommendation of the Board.

Assessment

8. (1) Students shall be assessed in the study-units in accordance with the criteria established by the Board of Studies.

(2) Credits shall be assigned according to the following grades in descending order of merit: A, B, C, and D. Failure shall be indicated by F. Incomplete work due to justifiable reasons (illness, approved absence, etc.) shall be indicated by I. In all other cases the results of uncompleted study-units shall be indicated as F. The grades awarded shall take into account the students' performance in one or more of the following elements, as deemed appropriate by the Board: coursework, and practical, written and/or oral assessments.

(3) Students who fail in the assessment of a study-unit shall be allowed one re-assessment. If successful, the maximum grade that may be awarded shall be grade D.

Mentoring Practicum

9. (1) Students are required to undertake a Mentoring Practicum which shall extend over the Field Placement of the Bachelor of Education (Honours) and the Postgraduate Certificate in Education courses, and may take place in any recognised school. The Mentoring Practicum shall entail taking on the responsibility of at least one student teacher for the whole duration of Field Placement.

(2) The Mentoring Practicum shall entail work in the school students are currently attached to, and aims to assess the application of principles, attitudes, knowledge, and skills garnered during the Course.

(3) The Mentoring Practicum shall be assessed on a Pass/Fail basis. In the case of failure, students shall be allowed to repeat it only once during a period to be determined by the Board of Studies. In the meantime, such students shall be allowed to continue the Course.

The Journal

10. (1) Students are required to develop a Journal throughout the Course which shall include reflections on the various topics covered.

(2) Students shall be required to submit the Journal for assessment by not later than the last day of the Course.

(3) The Journal shall be assessed on a Pass/Fail basis. If unsuccessful, students shall be deemed to have failed the Course.

Attendance

11. Regular attendance for all study-units of the Course is obligatory. In the case of absence for a reason the Board of Studies considers valid, it may allow students to proceed with the Course provided that alternative arrangements are made to make up for the missed components.

Final Result

12. (1) The final result shall take into account the students' performance in the study-units, the Mentoring Practicum, and the Journal.

(2) The names of the students who qualify for the award of the Certificate shall be published in a list in alphabetical order classified as follows:

Passed with Distinction

Passed.