



MCAST

MCAST Circular 11/2024

Attention all Students: FAQs for Students

1. What does AP stand for?

An AP stands for Administrative Pass and is given to those students for whom the assessment of the respective study unit has not been completed due to directives (completed assessment means all assignments were issued and corrected and you have obtained a pass either directly or through the synoptic assessment).

2. What are the attendance thresholds for me to be eligible for AP?

Students following courses from MQF Level 1 to Level 4 need to attain at least 70% attendance of the overall course projected hours. Students following courses at MQF level 5 or higher need to attain at least 60% attendance of the overall course projected hours.

3. Who will be entitled to an AP grade?

Students who have not had the opportunity to sit for **all** assignments, TCAs or Synoptic assessments for any study unit due to the directives being in place will be entitled to an Administrative Pass (AP). Grades on the transcript will clearly show AP with a clear description of what AP means. The AP is only assigned if all the marks for the study unit are not available.

4. What are the implications of an AP grade?

The AP grade is a concession. It allows students affected by the directives to continue their studies without losing the year. However, if your course leads to a regulated profession, the AP grade **will not entitle you to apply for registration or warrant**. In such cases, you will be asked to confirm that you understand and accept the terms of the AP grade awarded.

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Should you wish not to retain the AP grade you can sit for the remaining assessments and resits on the first available opportunity as per mitigation measure number 4. Once the final grade is obtained this will be published and added to your transcript to replace the AP. It is the prerogative of other institutions or employers whether to recognise the AP grade.

5. I am a first-year student in a two or three-year programme of study, can I continue my studies next year?

Yes, as per concession 1, MCAST will allow students at all levels to continue automatically from this academic year to academic year 2024-2025 within the same programme. Hence if you are in your first year of studies you will be automatically promoted to the second year if you have fulfilled the attendance requirements. The same process applies to those wishing to continue their studies at third or fourth year of their respective programme.

Applications for continuing students are open between 26 July and 14 August 2024 using form C. Instructions on how to apply will be provided alongside the publication of the annual result.

6. The lecturer has issued all assignments adding up to 100% and I have sat for all of them. I have exceeded 50%. Do I get my grade or an AP?

Since you sat for all assessments and obtained at least 50%, hence you do not require a synoptic the assessment is complete and you will receive the grade according to standard MCAST regulations as follows:

Unit Award Grades MQF/EQF 1 - 6	
% Mark	Award Grades
90 - 100	A*
80 - 89	A
70 - 79	B
60 - 69	C
50 - 59	D
< 50	Unclassified (U)
40 - 49	<i>Compensatory Pass (Refer to section 12.2 for applicable terms and conditions)</i>

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Where section 12.2 in the above table refers to MCAST Programme Regulations.

7. The lecturer has issued all assignments adding up to 100% and I have sat for all of them. I have not exceeded 50% and have not had the chance to take the synoptic. Do I get my grade or an AP?

In this case, since the synoptic paper was not issued the assessment is not yet complete and you are entitled for an AP.

8. The lecturer has issued some assignments and hence we were not assessed to 100%. I have sat for all of the assignments issued. I have already exceeded 50%. Do I get my grade or an AP?

In this case the assessment is still not yet complete. Hence, you will receive an AP but can sit for the remaining assignment/s on the first available opportunity so that you can receive your full grade. The AP will then automatically be replaced by your grade.

9. The lecturer has issued some assignments and hence we were not assessed to 100%. I have sat for all of the assignments issued. I have not yet exceeded 50%. Do I get my grade or an AP?

In this case the assessment is still not complete. Hence, you will receive an AP but can sit for the remaining assignment/s on the first available opportunity so that you can receive your full grade. You will also be entitled to sit for a synoptic should you still fail. The AP will then automatically be replaced by your grade if you pass. Should you still fail you can keep the AP. You are also entitled to repeat the unit during 2024-2025 in order to remove the AP.

10. Should I choose to repeat a unit to remove the AP do I need to attend lectures?

No. As per MCAST regulations you can repeat the unit without attendance if you have satisfied the attendance requirements in the unit this year.

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11. I just completed my one-year programme at MCAST (levels 1, 2, 3), am I able to progress to the next level?

Yes. Applications are open between 26 July and 14 August 2024 for progressing students **using form B.**

12. I just completed my two-year programme at MCAST (level 4), am I able to progress to the next level?

Yes. Applications are open between 26 July and 14 August 2024 for progressing students **using form B.**

13. Will my marks be published in time to apply for first intake (15 July – 14 August)?

Yes. Marks for all study units delivered during the academic year 2023/2024 will be published on CMIS by the 26 July hence prior to the application closing period. If you have obtained a pass mark or higher through the assessments and TCAs, you will receive your proper grade. Any units for which assessment is pending will be covered by an AP.

14. I have submitted my dissertation, when will results be published?

Results are to be published by the 26 July.

15. Are Vivas going to be held this year?

No. Dissertation VIVAs for Bachelor programmes will not be required.

16. When am I able to graduate?

Graduations are currently scheduled as previously announced.

17. Can I graduate if I have APs in my transcript?

Yes, you are entitled to graduate even if you have APs in your transcript. However, you will be strongly advised to take the pending assessments on the first available opportunity in order to remove such APs. Transcripts can be upgraded throughout the academic year 2024-2025 at no cost.

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Students following courses leading to regulated professions are required to take any pending assessments as they would not be eligible to register or apply for a warrant using APs. Such candidates will be required to sign a disclaimer confirming that they have understood such conditions.

18. Are Administrative Passes applicable to Bachelor of Engineering Programmes?

Bachelor of Engineering programmes lead towards the Engineering Warrant in terms of the Inginiera Act, Chapter 321 of the Laws of Malta. In order to ensure that successful alumni retain the eligibility to qualify for the engineering warrant, MCAST will abide by existing regulations providing for scheduled resits in September. APs shall therefore not be applicable in these programmes.

19. Can I access a course leading to a regulated profession using APs in the transcript?

Entry to regulated profession courses or courses falling under external regulations will continue to follow the normal eligibility criteria as stipulated in the MCAST prospectus. Therefore, for the avoidance of doubt, APs can be used for access into regulated courses only provisionally. Hence, students wishing to apply for such courses will be allowed to apply but shall need to take all the pending assessments and synoptics on the first available opportunity and obtain a pass grade and any other grade threshold as prescribed by the entry requirements. Should the first available opportunity occur after the commencement date of the course, students will be allowed to start conditionally and will be expected to meet all the requirements by the end of the academic year 2024-2025. Students requiring clarifications are to contact their Institute Director or Deputy Director.

20. Will I be able to cover any missing hours in my apprenticeship with an AP?

No. The apprenticeship has not been affected by any directives. You are hence required to fulfil your hours as per contract.

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21. Some assessments were not held? When are they going to be held?

Any pending assessments will be held on the first available opportunity following when directives are completely lifted.

22. I have received my marks and have failed in one or more units in the first semester. Am I entitled for AP?

You are not entitled to an AP as the assessment for the first semester was completed and marks are final. The unit/s need to be repeated during academic year 24/25 as per MCAST regulations.

23. I have received my marks and have failed in one or more units in the second semester. Am I entitled for AP?

You are entitled to an AP only if the assessment was not complete (complete assessment means all assessments were issued and corrected including the synoptic assessment). If synoptic assessment is still pending, you can opt to sit for the synoptic exam at the first opportunity. If you fail your synoptic, you will be given the opportunity to repeat the units in academic year 24/25 in order to obtain a proper grade.

24. I have received my marks and have failed in one or more units which is year based. Am I entitled for AP?

You are entitled to an AP only if the assessment was not complete (complete assessment means all assessments were issued and corrected including the synoptic assessment). If synoptic assessment is still pending, you can opt to sit for the synoptic exam at the first opportunity. If you fail your synoptic, you will be given the opportunity to repeat the units in the academic year 2024-2025 in order to obtain a proper grade.

25. I have failed a unit during my second semester. I then sat for the synoptic and failed. Will I be able to keep the AP?

No. In your case, the assessment was complete, hence the fail grade stands. You will be given the opportunity to repeat the units in the academic year 2024-2025.

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26. I have repeated a failed unit during academic year 2024-2025 and have failed again. Will I be able to keep the AP?

You are entitled to an AP only if the assessment was not complete (complete assessment means all assessments were issued and corrected including the synoptic assessment). If synoptic assessment is still pending, you can opt to sit for the synoptic exam at the first opportunity. If you fail your synoptic, you will be given the opportunity to repeat the units in academic year 24/25 in order to obtain a proper grade. If an AP is assigned, it is yours to keep unless you replace it with a proper pass grade through a synoptic assessment or repeat of unit.

27. If I am awarded an Administrative Pass would I also be eligible to apply for a compensatory pass?

Yes, As per MCAST regulations, students are entitled to one compensatory pass per programme provided that they have satisfied attendance requirements.

28. Does having an Administrative Pass affect my application for courses at other educational institutions?

It is the prerogative of the respective educational institution whether to accept qualifications with APs in part or in full towards access to their courses. You are however encouraged to apply as some institutions are already taking provisions in this regard. For example, further to discussion between MCAST and UM, the University of Malta will be accepting applications provisionally. It is then up to the University whether to accept the application or not.

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29. Which are the courses that lead to regulated professions or some form of professional registration or requirement and for which students will be required to sign a disclaimer?

Advanced Diploma for Dental Surgery Assistants
Advanced Diploma for Pharmacy Technicians
Advanced Diploma in Aircraft Maintenance (Aeroplanes – Turbine Engines)
Advanced Diploma in Aircraft Maintenance (Avionics)
Advanced Diploma in Children’s Care, Learning and Development
Advanced Diploma in Deck Operations (Also leading to OIC Navigational Watch)
Advanced Diploma in Electrical Systems
Advanced Diploma in Hairdressing
Advanced Diploma in Health and Social Care
Advanced Diploma in Health Sciences
Bachelor of Arts (Honours) in Early Years
Bachelor of Arts (Honours) in Health and Social Care Management
Bachelor of Arts (Honours) in Inclusive Education
Bachelor of Arts (Honours) in Vocational Education and Training 4.0
Bachelor of Engineering (Honours) in Electronics and Control Engineering
Bachelor of Engineering (Honours) in Electronics Engineering
Bachelor of Engineering (Honours) in Mechanical Engineering (Manufacturing)
Bachelor of Engineering (Honours) in Mechanical Engineering (Plant)
Bachelor of Science (Honours) in Civil and Structural Engineering
Bachelor of Science (Honours) in Environmental Health
Bachelor of Science (Honours) in Health Sciences (Physiological Measurements)
Bachelor of Science (Honours) in Nursing
Diploma in Aircraft Maintenance (Incorporating EASA Part-66 CAT A Basic Course)
Diploma in Care
Diploma in Health and Social Care
Extended Diploma in Care
Extended Diploma in Health and Social Care
MCAST-Northumbria University Bachelor of Science (Honours) in Nursing Studies
Northumbria University Bachelor of Science (Honours) in Nursing Studies
OIC Navigational Watch
Undergraduate Diploma in Foundations of Engineering
Undergraduate Diploma in Foundations of Engineering (Construction)
Undergraduate Diploma in Occupational Health and Safety

30. Which are the Institutes' contact numbers?

The contact numbers for the respective Institutes and departments are as follows:

Institute of Applied Sciences	2398 7821
Centre for Agribusiness, Aquatics and Animal Sciences	2398 7341
Institute of Business Management and Commerce	2398 7602
Institute of Community Services	2398 7554
Institute for the Creative Arts	2398 7754
Institute of Engineering and Transport	
Mechanical	2398 7449
Aviation	2398 7731
Electrical	2398 7705
Building and Construction	2398 7933
Maritime	2398 7764
Institute of Information and Communication Technology	2398 7354
Gozo Campus	2398 7666

MCAST MANAGEMENT