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GENERAL INFORMATION

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PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT**Instructions for document users with access to College SharePoint System**

All MCAST employees can access current, controlled and approved documents related to the Quality Management System from the College website and Intranet system.

Document users who do have access to SharePoint are therefore encouraged **NOT** to retain printed hard copies of the Quality Management System documents.

If, however a hard copy of the document is required, the user is to ensure that the printed document is the current revision.

Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7148 **today!**



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NOTE: Sections that are common to all three Programme Regulations are identified below in italic text.

1. PURPOSE OF DOCUMENT

1.1. The purpose of this document is to describe the programme regulations pertaining to the teaching, learning and assessment processes of MQF/EQF Level 4 programmes

2. SCOPE OF REGULATION

2.1. These regulations apply only to the programmes (see levels below) commencing as from academic year 2016/17, onwards:

a) MQF / EQF Level 4 Advanced Diploma Level.

These regulations are equally applicable to Students, Lecturing and Administrative staff within the College, Institute and Corporate functions.

2.2. It is in the Students' interest, and finally the Students' responsibility, to ensure that they have access to and are familiar with the content of these Regulations.

2.3. In cases where certification by foreign awarding bodies is still being awarded, the relevant regulations of the awarding body concerned apply.

3. UPDATING AND DISSEMINATION OF REGULATION

3.1. Updates to this document will need to be approved by the Vocational and Professional Council (VPC).

3.2. The QA Document Control Section will ensure that the latest revision of this document is uploaded on the College website and Intranet, and that changes will be communicated in a timely manner to all end users.

3.3. The only official valid version of this Regulation shall be that published on the College Website and on the MCAST Intranet.

4. DEFINITIONS / ACRONYMS

***4.1. Academic Year:* Refer to paragraph 7.1.**

***4.2. Assessment criteria:* These are descriptions of what the Student is expected to do in order to demonstrate that a learning outcome has been achieved.**

***4.3. Assignments / Coursework:* Tasks or exercises performed by the Student as part of a course of study. The Student's work shall be expected to fulfil the learning outcomes of a study unit. Assignments may require to be done away from the institute (at home) within a particular timeframe (which can be anything from a few days to a number of weeks) and are to be handed in by a pre-established deadline, which is normally within the semester in which the unit is being delivered.**

***4.4. Award:* All those courses which do not fulfil the requirements in terms of minimum credits required are to be called 'Awards' (MFHEA, Referencing Report, 4th Revised Edition, 2016, page 53)- Refer also to the definition of 'Qualifications'.**



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- 4.5. Class-Based Assignment (CBA):** Assignment or Assessment which is done completely in the classroom (possibly over a number of sessions), which is not time necessarily dependent, and which focuses on the teaching-learning process, providing feedback aimed at student understanding / learning / competence / skills, apart from assigning grades.
- 4.6. Core Units** are compulsory units, without which the Student cannot progress from one year to another within the same programme of study, before successfully completing these units. All core units must be successfully achieved in order to complete a qualification
- 4.7. Mandatory Units** are units that students must complete as part of the programme structure, irrespective of elective options. Mandatory units are non-substitutable requirements for the completion of the programme.
- 4.8. Institute:** for the purpose of these regulations institute shall mean any learning organizational unit within the College responsible for offering programmes or parts thereof, including but not limited to: Institute; Centre; Department; Campus; Office
- 4.9. CMIS:** College Management Information System also known, as Classter
- 4.10. VPC:** The Vocational and Professional Council.
- 4.11. Suspension of Studies:** An authorised, temporary break from a programme of study not exceeding one (1) academic year, for justified reasons.
- 4.12. Key skills:** Key skills are a range of essential skills that underpin success in education, employment, lifelong learning and personal development. Thus, Mathematics, Maltese, English, IT, Science, Personal Development, for example, are essential key skills. Other key skills include Entrepreneurship, Individual Social Responsibility and Critical thinking.
- 4.13. Learning outcomes:** Learning outcomes are the specific intentions of a programme or study unit. They describe what a Student should know, understand, or be able to do at the end of that programme or study unit.
- 4.14. Pre-requisite/s:** A study-unit or units, exam/s or qualification/s, which must be passed before entry to another unit/s or progression to another course, is granted. This shall ensure that a suitable grounding has been established before moving to a more demanding level of study. Entry to a new course would normally be denied if the prerequisites are not in place.
- 4.15. Progression:** Progression means the movement through registration by a Student to a higher level course upon completion of a course of study.
- 4.16. Qualification:** The term Qualification in this Programme Regulation is used to refer only to substantial programmes based on learning outcomes at the respective MQF level and having enough workload to meet the requirements depending on the MQF level (as described in the MFHEA Referencing Report , Chapter 2 (refer to link <https://mfhea.mt/wp-content/uploads/2021/08/Referencing-Report-2016.pdf>). (Refer also to definition of 'Awards').
- 4.17. Study Unit or Module:** A study unit or module is a self-contained study component delivered as part of, or in fulfilment of, a qualification. An MCAST programme of study is normally made up of a number of study units, some of which are compulsory while others might be optional.



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4.18. Synoptic Assessment: An opportunity for Students to re-attempt a unit in which they have failed to achieve 50 % of the overall mark for that particular unit. The assessment covers a cross-section from all the Learning Outcomes for the respective unit. The assessment may include time-constrained examinations.

4.19. Time Constrained Assignments (TCAs): Assignments in the form of an examination, done in class, under supervision. TCAs may be carried out during the delivery period of a unit, or at the end of a semester in which a unit is completed. The dates and venues for TCAs shall be communicated to Students in advance either through the notice boards or other means of communication.

4.20. Take Home Assignment (THA): Assignments which are done at home over a pre-established period of time, and must be submitted by a given deadline.

4.21. Resignation from Studies: The discontinuation of a programme of study (resignation) with no intention of continuing the same programme of study at a later stage at the time of withdrawal. Should a student intend to resume studies in the following academic year, they are to be guided to follow the Suspension of studies (4.11 above).

4.22. Closing-Off Record: The process by which students are removed from MCAST registers as a result of missed attendance. (see Paragraph 9.3 for details)

5. STUDENT BEHAVIOUR, ACADEMIC CONDUCT AND REPORTING OF GRIEVANCES

5.1. Student Roles, Obligations and Rights

5.1.1. MCAST is an inclusive, community College that seeks to promote and respect the principles of diversity, inclusion and respect for the dignity of all its members.

5.1.2. MCAST expects all Students to work in a safe environment in which they feel comfortable and therefore considers the following acts of a very serious nature:

- a) All kinds of bullying;
- b) Victimisation;
- c) All kinds of Harassment;
- d) Unfair discrimination based on gender, religion, sexual orientation, age, race and disability;
- e) Aggression, including physical and psychological.

The applicable documents (reference to below) inform the parties concerned of their expected conduct, main roles, obligations and rights.

Reference Documents;

- MOP_ADM_001_015: Student or Staff Grievances Procedure
- Doc 038: Student Conduct Regulations
- Doc 188: College Academic Board Procedures
- Doc 370 Dignity at MCAST an Anti-Harassment Policy
- Doc 371 MCAST Equality Policy

5.2. Student Academic Conduct

5.2.1. Students are expected to carry with them their MCAST Student Identity Card at all times while on campus. Students may be barred access to various MCAST facilities, functions and activities, and may be asked to leave the campus if they fail to present their Student



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Identity Card upon demand. Lost student cards are to immediately be reported to the Institute's Administration. Students will be subject to a fee for the re-issuing of lost cards.

5.2.2. *Students are expected to comply with MCAST regulations and behave respectfully towards all members of the College community and visitors. When MCAST rules and regulations are contravened, the College shall be constrained to implement measures to rectify matters, to ensure conformity and safeguard the interest of the community.*

5.2.3. *Students are not permitted to use mobile phones or other electronic devices during lectures, practical sessions, or any academic activities unless expressly authorised by the lecturer. All devices must be kept on silent mode and out of sight unless their use is part of a learning activity approved by the lecturer.*

5.2.4. *Students shall be expected to abide by the College Dress code, details of which can be found in Doc 038.*

5.2.5. *Students are also required to act with honesty and integrity in fulfilling requirements in relation to learning and assessment.*

5.2.6. *Continuous assessment of work typically warrants continuous effort and application on the part of the Students. If such work is left to accumulate and/or overlap with the delivery of new units and further coursework, Students will find that they are unable to complete the work expected of them by the prescribed deadlines. This may have a negative impact on their performance.*

5.2.7. *Additional information regarding academic misconduct, disciplinary procedures and conduct during assessment / examinations can be found in the procedures referenced below. Students are encouraged to read through these procedures at the beginning of the academic year.*

Reference Documents;

- *Doc 038: Student Conduct Regulations*
- *Doc 188: College Academic Board Procedures*
- *Doc 099: Academic Integrity Policy and Procedure*

5.3. Mind Altering Substances (Drugs and Alcohol) Policy

5.3.1. *Drug and alcohol misuse affects performance, conduct and relationships both at College and at society. Individuals who develop drug and alcohol related problems cause harm to themselves and to others.*

MCAST has the duty to ensure the health, safety and welfare of all individuals, including employees, students, visitors and contractors who use the premises.

MCAST considers that it has a responsibility to promote good health, by raising the awareness of Students and employees as to the risks of drug and alcohol misuse and by providing safe campuses. The College shall refer those who have a drug or alcohol problem to professional support.

MCAST policy on the misuse of drugs is to comply with the laws of Malta.

The College's procedure related to illegal substances is available in the document referenced to below.



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Reference Documents;

- Doc 212: Mind Altering Substance Policy and Procedure

5.4. Reporting of Grievances

5.4.1. Some grievances may result from misunderstandings, while some others are genuine cases of unfair treatment or misconduct.

Before a Student resorts to a formal grievance, they are encouraged to first seek to resolve the matter informally. In many cases, a fair dialogue between parties involved may lead to an amicable solution, without the need to go any further in settling issues.

MCAST acknowledges the fact that a Student may wish to resolve their grievance informally, thus achieving a fair solution without the need of going for the formal procedure.

In case a Student feels dissatisfied with the outcome of the informal handling of the grievance, then they are free to make use of the formal procedure as regulated below.

Reference Document:

- MOP_ADM_001_015: MCAST Grievances Procedure

6. PROGRAMME OF STUDY**6.1. General Programme Information**

6.1.1. A full list of programmes is given in the MCAST prospectus, which is published annually.

6.1.2. The College Prospectus provides the following programme related information:

- Programme qualification title
- Programme Rationale
- Name of Awarding Body (where such is not MCAST)
- Programme Duration
- Mode of Delivery
- Programme workload (ECTS credits)
- Programme EQF / MQF level
- Fees (where applicable)
- Entry Requirements, Academic and Otherwise (including entry conditions for mature Students)
- Employment paths.

6.1.3. In this regulation, a programme of study refers to the vocational and training education provided by MCAST in preparing its Students for employment in different industrial sectors and/or for progression to further/higher education

6.1.4. The terms 'Student', 'Learner' and 'Trainee' may be used interchangeably and refer to an individual following a programme of study.

6.1.5. The Institute is responsible for the provision of the correct pedagogical approach for facilitating the learning, teaching and assessment processes and is required to ensure that the unit curriculum is up to date and reflects the needs of the students.

6.1.6. MCAST's vocational programmes (MQF Level 4) are delivered by the following Institutes / Centres:



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- *Institute of Applied Sciences;*
- *Institute of Business Management and Commerce;*
- *Institute of Community Services;*
- *Institute for the Creative Arts;*
- *Institute of Engineering and Transport;*
- *Institute of Information and Communication Technology;*
- *Gozo Campus.*

6.1.7. *Programmes of study offered at MCAST are Student-centered adopting a learning outcome-based approach to vocational training and assessment.*

6.1.8. *A programme of study is built on a framework of a combination of study units and hands-on learning. Some programmes also include Work based learning units of study (apprenticeship, placements or internship) elements thus providing students with the opportunity to learn directly from the industry.*

6.1.9. *Details of the programme of Study are included in the programme Specification. The programme Specification includes as a minimum the following information:*

- a) Programme Title*
- b) Programme rationale*
- c) Overall Learning Outcomes*
- d) List of Study Units.*
- e) Number of ECTS credits*

6.1.10. *A Study Unit is a self-contained, credit-rated and assessed unit of study. A study unit is built upon a framework of defined learning outcomes that specify the knowledge, skills and competences that the Student will obtain after the successful completion of each study unit.*

6.1.11. *The programme Specification Study Unit includes as a minimum the following information:*

- a) Unit Title*
- b) Number of ECTS credits*
- c) MQF/EQF Level*
- d) Unit Description*
- e) Unit Learning Outcomes*
- f) Content*
- g) Grading Criteria*
- h) Assessment Methodology.*

6.1.12. *Each Unit carries an ECTS credit rating that can range between a minimum of 2 and a maximum of 12 ECTS credits.*

6.1.13. *The Student is awarded a qualification after successful completion of all the units within the programme of study.*

6.2. Learning Framework for MQF / EQF Level 4

The Table below provides the programme structure for MQF / EQF Levels 4.

Level	Level 4 (Advanced Diploma)
Total ECTS Credits	120
Total Learning Hours (hrs)	3,000



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Typical total number of Study Units	20
Typical number of Key Skills / Transversal Skills	4 (24 ECTS)
Typical number of Vocational Units	16 (96 ECTS)

7. ACADEMIC YEAR

- 7.1. *The academic year and lecturing commence as approved by the Vocational and Professional Council and as communicated on the MCAST website.*
- 7.2. *An Academic Calendar showing all the Academic Activities and dates planned for the Academic Year, is published on the MCAST website each year. The Calendar may be accessed at the following link: <https://mcast.edu.mt/mcast-academic-calendar/>*
- 7.3. *Part-time (evening) courses may not follow the standard academic year format.*

8. PROGRAMME DELIVERY

8.1. Student Admission and Enrolment

- 8.1.1. *Student Admission and Enrolment Processes and Regulations are detailed in DOC 185 Student Admission and Enrolment Policy and Procedures.*
- 8.1.2. *A Student cannot be enrolled and/or registered on two fulltime programmes at the same time.*

8.2. Language of Delivery and Assessment.

- 8.2.1. *Lectures shall be delivered in English or in Maltese, as appropriate by the Institute for the Students concerned.*
- 8.2.2. *The language of assessment shall be English, except that for areas of study involving use of the Maltese language.*
- 8.2.3. *The Institute may allow Students for a just and sufficient reason to present assessment work written in the Maltese Language.*

9. ATTENDANCE REGULATIONS

9.1. Attendance

- 9.1.1. *Attendance is obligatory but is not a direct component of any method of assessment. However, the following exceptions apply:*
- a) *Attendance as part of assessment for placements*
 - b) *Attendance as part of assessment for practical laboratory or workshop tasks*
 - c) *Attendance for a pre-determined group work exercise.*
 - d) *Attendance as part of community social responsibility placements.*



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9.1.2. Every Student must attend all teaching sessions (i.e. lectures, seminars, tutorials, workshops, etc.) and undertake assessments as specified in the programme specification to be eligible for formal assessment and/or continuation on their programme of study (refer to par. 9.3 and par 12.1.3)

9.1.3. Full-time Students shall make themselves available between 0800hrs and 2000hrs (Monday to Friday - as per the dates indicated in the Academic Calendar available at: link - <https://www.mcast.edu.mt/mcast-academic-calendar/>) to attend all formal and non-formal teaching and all forms of assessment of the programme of study at the times given. Failure to do so may result in a fail grade in that study unit.

Part-time (evening) Students will normally be asked to attend afternoon/evening sessions (1700hrs to 2100hrs) as well as weekend tutorials as and when necessary.

9.1.4. When taking attendance, lecturers account for attendance in 30-minute parts/components. Should a Student arrive late for a session, the Student shall be admitted to the class but will be marked absent for the missing parts/components (e.g. if a Student arrives 20 minutes late, the Student's first 30 minutes will be registered as absent)

9.1.5. Irrespective of any contestations that may or may not arise, proof of attendance for lessons and / or absence is always an MCAST requirement.

9.1.6. It is the responsibility of the Students to monitor their attendance. Students will have their stipend deducted according to their attendance record.

9.1.7. Absenteeism is classified into two categories i.e. Authorised absence and Unauthorised absence.

- Unauthorised Absence: when a Student misses a lecture session and/or a College/Institute event without providing justification;
- Authorised Absence: when a student provides justification for missing a lecture session and/or a College/Institute event as explained in 9.2 below.

9.2. Justification of Absence and Extenuating Circumstances – (Authorised Absence)

9.2.1. Every absence from any lecture session, or College/Institute event, must be justified either by a (blue) Medical Certificate or by providing an official document (such as the court hearing notification, driving test date schedule, examination timetables, medical appointments; proof of forced quarantine etc.), which is to be handed-in to the respective Institute's/Centre's Administration.

9.2.2. When a student is sick/taken ill, they will be expected to hand-in the Medical Certificate (blue) to the Institute's Administration as per the table below:

Number of Sick Days	Medical Certificate to be handed in
Part of a day	The following college day
1 day	The following college day
2 - 5 days	By not later than the 2 nd college day upon return to college
Prolonged sickness	Every six days from the first medical visit, either by post or by a trusted representative



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9.2.3. *Students are to make sure that all the required information in the Medical Certificate (such as, the NI number, date, signature, etc.) is filled in. Medical Certificates with missing information will not be accepted. In cases of prolonged or regular illness, students are strongly encouraged to discuss their situation with the Institute Director or Deputy Director, so that the particular circumstances are evaluated and a plan for the way forward is agreed upon.*

9.2.4. *It is highly recommended that students retain a copy of all original Medical Certificates submitted to the Institute's Administration.*

9.3. Attendance Thresholds and Closing-Off Record

9.3.1. *Institutes are required to have systems in place that monitor and follow up students who have high absentee rates in order to increase retention rates within MCAST.*

9.3.2. *Students registered to courses at MQF Level 4 are required to attend a minimum of 70% of the actual hours delivered in order to be allowed to continue the course. Moreover, students will only be eligible to apply for a 'Compensatory Pass' or to 'Repeat a unit without attendance' if they have attended a minimum of 70% of the actual contact hours delivered for the respective unit.*

9.3.3. *Students registered to Awards (made up of one or multiple units) and/or be-spoke courses for MQF Levels 1 – 6, are required to attend a minimum of 70% of the actual hours delivered overall and 70% of the actual hours delivered per unit to be eligible for a Certificate of Attendance, and successfully complete all assessments to be eligible for a Certificate of Achievement.*

9.3.4. *Students registered to non-accredited courses at MQF levels 1 – 8 are required to attend a minimum of 70% of the actual hours delivered to be eligible for a Certificate of Attendance.*

9.3.5. *Apprenticeship units require 100% attendance as per the respective modality in the apprenticeship agreement*

9.3.6. *The Attendance percentage will be deducted for every missed lecture session or College/Institute event. It is important to note that attendance will still be deducted for Authorised absences. Students will have access to their attendance records via the CMIS.*

9.3.7. *It is important to note that students having specific course requirements such as those following EASA or STCW courses and international students on study visa must respect the conditions of their course or visa irrespective of the above to be eligible to continue their course and be eligible for certification.*

9.3.8. *In view of the above, students who exceed the absenteeism limit for their respective course level will no longer be able to continue their course and will have their records closed-off. Furthermore, they may need to refund the maintenance grant partially or in full as per Legal Notice where applicable.*

9.3.9. *Students will be receiving warnings and reminders at 5% increments of absenteeism.*

9.3.10. *Students may receive one or more reminders or warnings depending on their absenteeism rate and limits reached at the beginning of semester 2. Should any student disagree with any decision taken, the student may appeal as per MCAST standard procedure referenced below.*



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Reference Document

- Doc 188 College Academic Board Procedures
- Doc 291 Attendance/Closing-Off Record Appeals Form
- Doc 413 Closing-Off Record (Attendance) Notification Form

9.4. Mobility within Studies

9.4.1. Should a Student wish to seek authorisation for studies abroad that may complement or integrate with a chosen programme, they should liaise with the respective Deputy Director for direction and guidance. The Deputy Director shall communicate with the Office of the Registrar and the Director of Institute, and where necessary the International Office, before giving the Student direction on how to proceed.

9.5. Suspension of Studies and Resignation from Studies

9.5.1. Help and guidance is available to Students who are considering resigning from or suspending their studies. Students considering resigning or suspending their study should seek information from their Director/Deputy Director to gain full understanding of the process and the implication of their resignation or suspension.

9.5.2. Students wishing to resign from or request a suspension of studies shall be called to sit for an interview with the Institute Director/Deputy Director or their delegate. Students are advised to communicate with their Director/Deputy Director before taking a final decision.

Suspension from a Programme of Studies

9.5.3. A Student who wishes to request a suspension from a programme of studies shall give notice in writing to the Institute Director/ Deputy Director before suspending attendance.

9.5.4. Students wishing to suspend their studies shall be made aware that:

9.5.4.1. they can resume studies on the same programme (bearing same programme code) or its replacement (as the programme may have undergone changes in the interim);

9.5.4.2. Where there is insufficient alignment of Learning Outcomes within respective units, students may be required to take alternative units in order to meet overall programme learning outcomes;

9.5.4.3. they are to complete the programme of studies within the Programme Window listed in par 12.5 below. For the purpose of Programme Window, the date of the first registration of the student on the programme shall be considered as the commencement date.

9.5.4.4. suspension of studies also includes suspension from any AWBL component of the programme.

Important Note: Suspensions shall be granted up to one year on an academic year basis. Students failing to return to studies following the suspension period will have their records closed-off.

9.5.5. If a student has suspended studies and requests to resume, the student is to seek permission from the Office of the Registrar through the respective Institute.



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9.5.6. *In cases where the programme of studies has been reviewed and hence the Course Code has changed, the student shall require confirmation from the Office of the Registrar that there is an adequate correlation between units already achieved by the student and the remaining units that make up the programme. Therefore:*

9.5.6.1. *The Office of the Registrar shall request a mapping exercise, to be carried out by technical experts from the respective Institute.*

9.5.6.2. *If the mapping exercise does not provide an adequate correlation, the Registrar may opt to guide the Student through an RPL process that will allow the Student to use the programme components obtained so far to enter, at a suitable level, into a new, comparable programme being delivered during that academic year.*

9.5.7. *Any dissertations submitted towards the completion of a qualification following a period of suspension would need to respect the regulations and parameters in place at the time of the student's return. Any research conducted in view of such a Dissertation would also need to reflect the current content in its area.*

Resignation from Studies

9.5.8.A *Student who wishes to resign from their programme of studies at MCAST before the completion of their studies shall give notice in writing to the Institute by filling in the form referenced below.*

Reference Document:

- Doc 278: Resignation Letter Form

9.5.9. *Students may request any certification for which they are eligible. In such cases, there shall be no refund of programme fees (where applicable).*

9.5.10. *When a Student obtains a suspension or resigns from a programme, the stipend is stopped with immediate effect. A student may be requested to refund any money to which they were not entitled to as a consequence of their suspension or resignation.*

9.5.11. *If a student withdraws/resigns from a programme of studies and then decides to return to the same programme of studies, the student is to be considered as a new student (Form A).*

9.5.12. *Such Student may request the transfer of any results achieved during the previous programme of studies. In which case, the process followed for the re-admittance of students following suspension of studies (listed in 9.5.5 above) will apply.*

9.5.12.1. *If the mapping outcome is favourable, then the transfer of the results/units achieved is to be affirmed by the Institute and ratified by the Board of Studies*

9.5.13. *Students wishing to resume studies or return following resignation must also satisfy any other formal requirements, e.g. payment of any new fees, which may be applicable. Students are obliged to satisfy such expectations prior to admission.*

10. CONTINUOUS ASSESSMENT

All types of assessments are important:

- those that occur in daily classroom interactions among lecturers and students;



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- those set by lecturers at the end of a particular phase in the work, and;
- those developed and administered by external agencies.

Together, they serve multiple purposes:

- to help students learn,
- to illustrate and articulate the standards for quality work,
- to inform teaching,
- to guide curriculum selection,
- to monitor programmes,
- to provide a basis for reporting concrete accomplishments to interested parties, for accountability, among others.

No one assessment serves or can serve all the possible or desired aims of gauging students' knowledge and abilities, understanding the nature of their thinking and supporting their learning. Hence, a variety of assessment tools, incorporating sections for assessor feedback per question/task, are to be designed and offered to students, including those outlined below.

10.1. Continuous Assessment, Learning Outcomes, Grading Criteria and Assessment Tasks

10.1.1. All Units of study shall be assessed throughout the academic year through continuous assessment using a variety of assessment tools.

10.1.2. Coursework tasks are exclusively based on the Learning Outcomes and Grading Criteria as prescribed in the course specification. No alterations, deductions or additions to the approved unit Learning Outcomes shall be allowed. The Learning Outcomes and Grading Criteria are communicated to the Student via the coursework documentation.

10.1.3. The method of assessment shall reflect the Level; credit points (ECTS) and the schedule of time-tabled/non-timetabled hours of learning of each study unit.

10.1.4. A variety of assessment instruments, not solely Time Constrained Assignments (Exams), are used to gather and interpret evidence of Student competence toward pre-established grading criteria that are aligned to the learning outcomes of each unit of the programme of study. The distribution of marks and assessment mode depends on the nature and objectives of the unit in question.

10.1.5. Units are to be designed with a holistic overview of the whole programme of studies to ensure that a balance between the different domains is achieved according to the guidelines provided in the MFHEA (formerly NCFHE) Referencing Report and as approved by the Education & Training Programmes Department.

In each unit, all domains of Bloom's Taxonomy (knowledge, understanding, application, analysis, synthesis and evaluation, and creation) shall be addressed in the specified grading criteria. The weighting for each domain (and the marks allocated per criteria), shall be determined by the nature of the unit and addressed at grading criteria design stage e.g. a practical unit will most likely include a higher number of application and creation criteria compared to theoretical units. Similarly, assessment for units/programmes at higher levels should move more towards synthesis and Evaluation rather than Knowledge and Understanding.

10.1.6. Grading criteria shall be assessed through a number of tasks, each task being assigned a number of marks. The number of grading criteria is described in the marking scheme



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that is included in the respective Programme Specification. Rubrics and/or model answers should be utilized to facilitate an understanding of the grading for a particular assignment.

10.1.7. *Coursework shall normally be completed during the semester in which the Unit is delivered.*

10.1.8. *Time-constrained assignments may be held between 8am and 8pm during the delivery period of a Unit, or at the end of the semester in which the Unit is completed. The dates are to be notified and published on the Institute notice boards or through other means of communication. Students are to be responsible enough to be available for allocated TCA time schedules.*

10.1.9. *Certain circumstances (such as but not limited to the Covid 19 pandemic) may lead Institutes and Centres to hold Time-constrained assignments remotely (online). In such cases, the regulations listed in the document referenced below apply.*

Reference Documents

- Doc 020 MCAST QA Policy and Standards for Online Teaching, Learning and Assessment

10.2. Class Based Assignment/Assessment

10.2.1. *Class-based assessment is both a teaching approach and a set of techniques that may be applied in an educational setting. **The approach is that the more pedagogues know about what and how students learn, the better they can plan learning activities to structure teaching.***

10.2.2. *The techniques are mostly in-class/lab/workshop activities, which are not time dependent, that give useful feedback on the teaching-learning process aimed at course improvement and student understanding/learning/competence/skills, apart from assigning grades.*

10.2.3. Nature of CBA: *CBA can be administered:*

- *on either a closed-book or open-book basis, to gauge students' assimilation and comprehension, allowing the possibility of improving performance and, hence, the result, as indicated by the lecturer on approval of the internal verifier,*
- *over a period of time - broken down into a number of CBA sessions, lessons and feedback as designed by the lecturer and approved by the internal verifier.*

The type of tasks in CBA should ideally involve application of knowledge and higher-order thinking and not merely knowledge and understanding.

10.2.4. Format of CBA: *CBA is to be tackled completely in a classroom/lab/workshop setting. The Lecturer might collect the task sheet at the end of the lesson and provide feedback to the students during the next session. Students can then continue working on the second task (with the possibility, or not, of editing the previous tasks).*

10.2.5. CBA Feedback: *It is important that the feedback given is general, consistent and supports students in an objective and fair manner. Feedback given by the lecturer should not be specific but should help the student to clarify a vague statement, to focus more on particular aspects, or to supplement an answer with more details.*



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10.2.6. CBA Logistics: *Students are to be informed well in advance, e.g., at least two weeks, of the start of the CBA period.*

- *The assignment distribution date is to be indicated on the Front Sheet.*
- *As a CBA will involve a time span, i.e., the possibility of being over more than one class/lab/workshop session, this is also to be specified in the assignment front sheet. Hence, the CBA period has a start date and end date*
- *Additionally, the lecturer can propose the amount of time the student is to spend on each task on the front sheet.*

10.2.7. *Some scenarios, not exhaustive, are outlined below:*

- *CBA may be carried out over a number of sessions covering different topics or learning outcomes via a number of tasks, designed as building blocks in a student's learning cycle.*
 - o *A CBA should be inherently developmental in nature from one session to the next, allowing the lecturer to provide feedback from task to task.*
 - o *The tasks may be related (one task building on the next) or unrelated (each task focusing on a different learning outcome).*

10.3. Absence from Class Based Assessments

10.3.1. *If a student is justifiably absent on the day of a CBA session, then the student will be given the opportunity to catch up during another planned dedicated session, since a CBA is time independent. (The Institute Secretariat is to be consulted as to whether the student has handed in a medical certificate or extenuating circumstances form, Doc 106 below refers).*

10.3.2. *If a student is unjustifiably absent, the student will be allowed to tackle the CBA during the remaining CBA sessions but not given extra time to recover the missed session.*

10.3.3. *Where the nature of the CBA does not lend itself to the previous scenario, such as practical CBAs (e.g., experiments in a lab) where tasks require particular supervision and arrangements by the lecturer, students are to be informed by the lecturer, prior to the start of the CBA, that unless they are justifiably absent there will not be another opportunity to attempt that part of the CBA. What constitutes a 'practical CBA' is to be endorsed by the IV, IVC and the Deputy Director involved.*

10.3.4. *In the case of absence from a CBA, where the student provides evidence of valid extenuating circumstances for missing the CBA, the student shall be allowed to sit, where possible, for just the part of the synoptic that relates to the Learning Outcome/s or Grading Criteria of that missed session/sessions.*

10.3.5. *Students, who, for any reason, do not turn up on the days of the CBA sessions, without any justification, will not have the right to sit for a part synoptic. Part synoptic applies only for a CBA and TCA as specified in these MCAST programme regulations in line with DOC 106.*

Reference Document

- *DOC 106 Request Extension of Deadline or Rescheduling of Assessment Session Form*

10.4. Assessment Documentation

10.4.1. *The coursework documentation required for the assessment process includes as a minimum:*



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- a) *The Assessment and Internal Verification Front Sheet;*
- b) *The Coursework Brief / Task Sheet / Assignment Brief.*

10.4.2. *The following information is the minimum information that needs to be recorded either in hard copy, in soft copy via CMIS, Moodle or in combination depending on the nature of the assignment being issued:*

- a) *Grading Criteria and the assessment task/s;*
- b) *Marks distribution*
- c) *Date of internal verification release;*
- d) *Deadline for submission of coursework;*
- e) *Approval by Internal Verifier of Assignment Brief*
- f) *Date of the publication of the coursework*
- g) *Student's confirmation of authenticity;*
- h) *Results and feedback to students by Assessor*
- i) *Approval by Internal Verifier approving sample of assessment decisions*

10.4.3. *The coursework brief shall include the tasks assigned and the corresponding marks, together with any other relevant and essential material pertaining to the evidence required from the Students for their assessment.*

10.4.4. *In the Assessment Feedback section, Assessors are to record their decisions regarding the Student's assessment marks together with written feedback. The written feedback describes the Student's level of achievement and possible areas for improvement.*

10.4.5. *In the case of assignments which are uploaded via Moodle (especially THAs), Assessment feedback may also be provided electronically via Moodle itself (instead of the printed assignment front sheet).*

10.5. Issuing of Coursework Brief/s

10.5.1. *Coursework briefs will be issued to students electronically via the CMIS.*

10.6. Academic Integrity (Plagiarism) and use of AI

10.6.1. *Document 099 'Academic Integrity Policy and Procedure' provides a detailed explanation of the duties and responsibilities of students when submitting course work including the academic integrity policy, guidelines for good practice, minor and major misdemeanors and the corresponding sanctions including disciplinary procedure where applicable.*

10.6.2. *Students must always clearly disclose the use of AI when making use of and/or publishing AI generated content. It is important to note that the use of AI shall be considered acceptable only if its use does not come in direct conflict with the Learning Outcomes and/or assessment criteria of the specific unit of study, and it is in line with the seven Ethical Principles outlined in the EU AI Act (Regulation (EU) 2024/1689).*

10.6.3. *Course work submitted by Students shall be authentic, genuine, and not false or copied, wholly or in part. An authenticity declaration shall be completed via electronic confirmation upon submission of assignment via Moodle or on the Assignment Front Sheet Form as instructed by Lecturer.*

10.6.4. *Plagiarism is the deliberate and substantial unacknowledged incorporation in Students' work of material derived from the work (published or unpublished) of others or previous own*



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work. It is considered by MCAST to be a very serious offence and can result in sanctions. In this regard, Students are advised to be familiar with the relevant Academic Integrity policy and procedure referred to below.

10.6.5. *Other work, which was produced by the candidate for past /other study units, shall not be included in their submission of a new coursework unless adequately referenced.*

10.6.6. *A candidate shall indicate by means of explicit references when citing work whether own or others.*

10.6.7. *Plagiarism may preclude Students from assessment and carry further sanctions as envisaged in the College's policy regarding the subject.*

10.6.8. Lecturers are required to instruct students to submit for marking all assignments online via one of the following approved platforms:

- MCAST Moodle – URL (<https://moodle.mcast.edu.mt>)
- MCAST VLE – URL (<https://vle.mcast.edu.mt>)

Online submissions are strictly to be submitted on one of these platforms to ensure the authenticity and integrity of the submission and to allow for full traceability of the student submission by MCAST management. MCAST cannot provide support for any other submission platforms, as they do not adhere to the traceability requirements of an integral submission on a specific date. MCAST also offer a similarity detection service on the above two platforms, which can help the lecturer gauge the originality of a student's work. The interpretation of the similarity check results provided by this tool is at the lecturer's discretion, but a report drawn from this service/software, may strengthen the argument on whether that plagiarism has occurred.

In cases when the student submission is in graphical or physical format (for example assignments which are not text based and include the creation of an artefact such as drawings, painting, sculpting, model/prototype-building or assignments which include arithmetic), the student is to be instructed to submit the assignment in person. The Lecturer is therefore responsible for identifying suitable tools / methods for verifying the originality of the work submitted as per the respective policy.

Reference Document:

- *Doc 099: Academic Integrity Policy and Procedure*

10.7. Submission of Individual Home-Based Coursework

10.7.1. *Once set, coursework deadlines can only be changed in exceptional circumstances and only by the authority of the Institute Director.*

10.7.2. *Students are advised to fully understand the implications when deadlines for the presentation of work are not respected.*

10.7.3. *As a general rule, all home-based coursework material shall be submitted electronically via Moodle. In some cases lecturers may request students to submit home-based coursework physically (refer to par 10.4.6). In such cases, coursework is to be handed in by 2 pm on the due date unless otherwise stipulated by the Institute. Students are advised to inform themselves on the official drop-off points at the Institutes for the physical copy of the coursework.*



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10.7.4. Where requested the physical copy of the Coursework is to be handed in together with the 'Assessment and IV Front Sheet Form'. Coursework, which is handed in without this form, shall not normally be accepted and/or assessed.

10.7.5. Students who are unable to present the physical copy of the home-based coursework on the submission date due to a valid reason will be expected to:

- a) Inform the Institute administration by phone on the morning of the submission date and;
- b) Submit the assignment together with the relevant evidence (such as Medical Certificates if any) immediately upon their return to the institute.

10.7.6. In cases of prolonged illness or similar extenuating circumstance, or in cases where Students are aware in advance that they will miss the deadline for a valid reason, they are to inform the Institute Director or the relevant Deputy Director prior to the submission date and request an extension (refer to section 10.10)). The Director or the relevant Deputy Director are to inform the lecturer/s concerned accordingly.

10.7.7. Late work for which the student did not submit a request through the extenuating circumstances process shall not be accepted and shall not be assessed. In such cases, Students would have forfeited the respective marks and the assessor's feedback.

10.8. Successful Completion of Coursework

10.8.1. For each coursework assigned to the Student, the assessor shall provide feedback on the Student's performance as well as the total marks achieved.

10.8.2. The total mark for each unit is calculated by summing up all the marks obtained in (all) the respective assessments set for each unit.

10.8.3. At the end of each Unit of study, Students will be awarded a grade which reflects the total mark obtained in accordance to the table provided below:

Unit Award Grades MQF/EQF 4	
% Mark	Award Grades
90 - 100	A*
80 - 89	A
70 - 79	B
60 - 69	C
50 - 59	D
< 50	Unclassified (U)
40 - 49	Compensatory Pass (Refer to section 12.2 for applicable terms and conditions)

10.8.4. In the case of part-time accredited courses, the following grading scheme applies: In the case of all part-time accredited courses (Awards only), the following grading scheme applies:



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Unit Award Grades – Part-Time Awards	
% Mark	Classification
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>

10.8.5. *If Students fail to submit one of the assessments set, they may attempt the remaining assessments (for the respective Unit). However, the maximum mark that may be achieved for the respective Unit is 59 % (Grade D).*

10.9. Unsuccessful Completion of Coursework (Synoptic Assessment)

10.9.1. Synoptic Assessment and Eligibility

10.9.1.1. *Following the submission of all the unit coursework and its subsequent assessment, Students shall be assigned marks for each task. In cases when the overall minimum of 50 % is not achieved, the Student shall be considered to have failed the Unit but shall be eligible to sit / attempt a synoptic assessment of that failed unit **on one occasion only**.*

10.9.1.2. *Students **who attempt none of the assessment(s)** for a specific unit **shall not be eligible for the synoptic**, unless otherwise indicated in the specific unit of study, for example in cases where the student is required to attempt all assignments for the unit of study with a minimum pass mark for the assignment (s). Moreover, in order to be allowed to sit for any Synoptic assessments, students need to fulfil the attendance regulations listed in par 9.3 (namely 9.3.2) or as indicated in the specific assessment strategy of the unit of study*

10.9.1.3. *Students will be notified by their respective Institute that they are eligible to sit for the synoptic assessment of that particular unit. Students who opt to formally appeal the result of an assessment will not have the result of that assessment changed until successful hearing of the appeal. For this reason, Students concerned are to continue with all ongoing activities (such as sitting for synoptic sessions) under the assumption that their assessment result may not change. If in the event of a successful appeal the initial assessment result has been amended, the Students may seek to declare the subsequent synoptic results null and void and retain the earlier result. This may happen if an appeal takes place at a later date than the synoptic assessment.*

10.9.1.4. *The following sub regulations exist for the synoptic assessment:*

The synoptic assessment:



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- a) is normally held during the same academic period, but not later than the September following that period
- b) covers a cross-section all the Learning Outcomes for the respective unit in question
- c) may also include practical tasks
- d) can be held as a time constrained assessment or through other assessment tools.

The **maximum mark** that may be obtained in any synoptic assessment is **59% (Grade D)**.

If a Student does not achieve at least 50% in the synoptic assessment of the failed unit(s), the Student is considered to have failed the programme of study.

10.9.1.5. Students who fail a unit or a number of units after the synoptic assessment may be considered by the Board of Studies to repeat the outstanding units, with attendance, with the following cohort, assuming space on the course and timetable permitting and subject to same unit being delivered in the following cohort. In this case, the Student is still eligible for a synoptic assessment under the same conditions as above (with the new cohort).

IMPORTANT NOTE: Kindly also refer to par 12.1.5 for further information on failed units

10.9.1.6. The Board of Studies cannot guarantee that any of the units delivered during any one cohort period will feature again in the following cohort's programme or any subsequent programmes.

10.9.1.7. If a Student fails one or a limited number of units and the programme of study is no longer in existence, the Registrar in liaison with the Curriculum Department and the Institute, may consider mapping the Students' successful units onto a similar programme of study, and allowing the Student to follow the unmapped units of this new programme in order to complete their studies. The Student, if successful would then graduate under the new programme of study.

10.10. Assessment of Group Work

10.10.1. One or more of the learning outcomes of a Unit may be assessed through group work through assessment criteria. This shall be clearly stated in the Unit coursework front page.

10.10.2. Group coursework can help Students develop competencies in:

- a) Collaboration / teamwork
- b) Communication / listening
- c) Conflict management
- d) Leadership / project management
- e) Articulating and defending a position
- f) Negotiating ability
- g) Problem-solving.

10.10.3. Students need to be aware that group coursework presents a number of challenges, namely:

- a) Logistical challenges
- b) Time coordination
- c) Lack of time to form strong group bonds



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- d) *Personality conflicts among group members*
- e) *Students who are happy to leave the work to others*
- f) *Students who want to take over the project themselves.*

10.10.4. *The way group coursework is structured shall make it possible for Lecturers to identify each individual's contribution in the work submitted for assessment.*

10.10.5. *A clear declaration stating the Students own claims to their contributions shall accompany the final work submitted. This shall be countersigned by all the co-authors to indicate that they are all in agreement with each candidate's claim. The assessor/s may still wish to verify claims through a viva voce and/or any supporting evidence.*

10.10.6. *If any form of credit will additionally be allocated for process (such as how well the team collaborated), this shall be stated in the coursework front page.*

10.10.7. *The instructions to the Students shall clearly explain:*

- a) *How groups will be formed, e.g., self-selecting or pre-assigned*
- b) *The strategies that will be applied if Students drop out of groups (i.e. withdraw from the Unit)*
- c) *The minimum / maximum size of the group if groups are to be self-selecting*
- d) *What groups should do if a member is not contributing*
- e) *How groups will be managed, namely whether this will be Student led or if a group will be assigned a tutor in which case, the tutor must be clearly identified.*

10.10.8. *Irrespective of the nature of the work expected, individual contributions will be assessed separately and can be awarded different grades. Students will be held individually accountable for their contribution to the project.*

10.10.9. *Feedback (formative and summative) shall be made available to all group members.*

10.10.10. *For the purposes of transparency in assessment, when a Student/s in the group fail to obtain a pass mark for their own contribution, they shall be given a resit opportunity in line with existing regulations regarding resits. This shall be discussed openly in the presence of all team members and the additional work expected unequivocally agreed upon.*

10.11. Request for Consideration of Extenuating Circumstances for Extension of the Submission Deadline of Take-Home Assignment (THA).

10.11.1. *THA Coursework submitted after the closing date shall not be assessed (no marks shall be allocated).*

10.11.2. *Students may request an extension in advance of the original THA coursework submission date only if the circumstances are deemed to be genuine and extenuating. In such a case, Students are required to fill in the Form referred to below requesting consideration of such circumstances.*

Reference Document:

- *Doc 106: Request Extension of Deadline or Rescheduling of Assessment Session Form*

10.11.3. *The filled-in Form (refer to Document 106) is to be submitted for consideration to the Senior Administrative Officer at least three (3) College days prior to the submission date deadline.*



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10.11.4. *An extension shall only be granted if a Student can provide credible evidence of an extenuating circumstance, which is considered as valid by the Institute Director. An extenuating circumstance shall consist of the recording of one or more college-recognized, personal difficulties, which is/are supported by acceptable evidence. It is the responsibility of the Student to provide the necessary evidence to support such claims.*

10.11.5. *If the coursework needs to be submitted physically, the original Form is to be attached to the coursework and forwarded to the Institute Management. A copy of the Form will be kept by the Senior Administrative Officer in the Students personal file.*

10.11.6. *If a request for consideration of extenuating circumstance is made after the submission date, the request shall only be considered if the Students can prove that they were unable or, for valid reasons, unwilling, to disclose such information before.*

10.11.7. *If an extension is agreed:*

10.19.7.1. *The Student shall normally be allowed an extension of the deadline for submission by not more than three (3) weeks. If this is not sufficient because of the circumstances, the Student shall be allowed to submit the coursework at the first practicable opportunity but not later than the end of the current academic year.*

10.19.7.2. *The coursework will be assessed and marked without any sanctions/penalties.*

10.11.8. *When the reason brought forward is not considered sufficient to justify the request for extension of the submission date (and the assessment is not subsequently submitted by the submission date), the Student shall be deemed to have failed the assessment and shall receive a mark of zero (0).*

10.12. Absence from Time Constrained Assessment (TCA)

10.12.1. *In the case of absence from a TCA, where the student does not have any valid extenuating circumstances for missing the TCA, the student shall not be given any further opportunity to sit for the TCA. If the student fails to obtain a pass grade (50% or over) for the unit in question, the student shall have the opportunity to sit for the synoptic of that unit, with the **final grade capped at a pass.***

*In the case of absence from a TCA, where the student provides evidence of valid extenuating circumstances for missing the TCA, the student shall be allowed to **sit for just the part of the synoptic** that relates to the Learning Outcome/s or Grading Criteria of that missed TCA. This may be carried out irrespective of whether the student would have achieved a pass grade or not in the remaining assessments for the unit concerned. The marks for the remaining assessments of that unit will be carried forward and added to this partial synoptic mark to provide a final grade that **shall not be capped**, provided that Student attempts the synoptic. If the student fails to obtain a final pass mark in the unit concerned, section 12.2 'Compensatory Pass' applies*

10.12.2. *In highly exceptional cases where the student would have missed a number of TCA's due to valid extenuating circumstances, and failed in more than one unit following partial synoptic sits, the student's case shall be referred to the Institute Board of Studies (BOS) for moderation. The BOS shall review these exceptional situations on a case-by-case basis, evaluating the student's general performance, attendance records and critical nature of the units, and shall provide a final direction to the student that may include further Synoptic or additional compensatory passes for these marginally failed units. Refer to Appendix 1*



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10.12.3. Note re use of Doc 106 Extension of Deadline or Rescheduling of Assessment Session Form.

Students who due to extenuating circumstances (including illness) absent themselves from a Time Constrained Assignment (TCA) are required to fill-in the Form referred to below.

The filled-in and stamped form (Doc 106) is to be submitted together with the NI Certificate (blue Form) or in the case of absence due to Covid-19, proof of a positive Covid-19 Swab test to the Institute Administration on the first day as soon as student returns to the College.

Students are advised to keep a copy of all documents submitted to the Institute administration.

Reference Document:

- *Doc 106: Request For Consideration of Extenuating Circumstance Leading to Absence From*
- *Doc 106: Request Extension of Deadline or Rescheduling of Assessment Session Form*

10.13. Assessment Feedback

10.13.1. Individual feedback by the Lecturer shall be given to Students:

- *on the College's official "Assessment and IV Front Sheet" in the case of assessments submitted in hard copy format;*
- *via Moodle in the case of assessments submitted electronically in soft copy format.*

10.13.2. The Lecturer's feedback shall, as a minimum, state what has been achieved or not achieved and possible areas for development and/or improvement.

10.13.3. Assessed work (which was submitted for assessment in printed/hard copy format) shall normally be returned to the Students following the completion of the study unit/s. Irrespective of when assessed work is returned to the Students to keep, students will still be provided with written and verbal feedback as follows:

- *written feedback shall be provided to students on the assessment front sheet or via Moodle depending on the format in which the assessed work was submitted (par 10.2.5 refers)*
- *verbal feedback shall be given during an individual or group/class session immediately after the internal verification of assessment decisions is carried out (refer to section 10.15 below)*

Reference Document:

- *Doc 076 Assessment and Iv Front Sheet Individual Criteria (Class Based Assessments)*
- *Doc 079 Assessment and Iv Front Sheet Grouped Criteria (Class Based Assessments)*
- *Doc 223 Id-Dokument tal-Assessjar u I-Verifikazzjoni Interna Kriterji-Maghquda (Hidmiet Fil-Klassi)*
- *Doc 224 Id-Dokument tal-Assessjar u I-Verifikazzjoni-Interna Kriterji-Individwali (Hidmiet Fil-Klassi)*



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10.14. Academic Appeals

10.14.1. Upon publication of the results of an assessment via CMIS, a Student who wishes to contest the assessment decision is encouraged to seek an appointment with the Lecturer in charge, in an endeavour to resolve the matter satisfactorily and amicably. Such Students shall be entitled to see and discuss the marked exam script or assessed work with the Lecturer concerned.

10.14.2. Following communication with the Lecturer if Students are still not satisfied with the outcome; they may lodge a formal appeal against the assessment decision. For such purposes, Students shall fill in the Assessment Appeals Form referenced to below and submit it to the Institute Director within 10 college days from the first time of being notified of the result of the assessment.

10.14.3. The Appeals Board procedure is explained in full Doc 188 referenced below.

Reference Document:

- Doc 188: College Academic and Student Disciplinary Board Procedures
- Doc 292: Assessment / Examination Result Appeals Form.

10.15. Record of Work

10.15.1. For all written coursework, it is the Students' responsibility to make and retain a copy of their work before submission. No claims shall be accepted or considered if the Students' copy of the written work is not made available in the event of a request arising for any reason and/or necessary verifications.

10.15.2. In those instances, where practical work is to be submitted for assessment, Students shall keep an appropriate photographic record of the work they submit for assessment. No claims shall be accepted or considered if the Students' photographic records are not made available in the event of a request arising for any reason and/or for necessary verifications.

10.16. Students Work

10.16.1. Student work means original course work created specifically by a student for assessment purposes and belonging to a student registered in any MCAST course. This work can take any form, such as and not limited to assignments, products, and projects that students complete to demonstrate learning, which can also include research papers, essays, lab results, presentations, tests, videos, paintings, drawings, sculptures, garments, compositions, productions, designs, models etc. presented and/or documented in digital and/or physical format.

10.16.2. Unless otherwise specifically agreed to, the College holds the right to keep and/or exhibit student work up to one year after the end of the course academic year during which such work was produced.

10.16.3. The College shall have discretionary powers to determine when one or more such work may be returned to the Student.

10.16.4. Students who would like to collect their work are to communicate their request to the lecturer before the end of each academic year. Lecturers shall return the Student's work provided that:



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- the work has not been identified for keeping by the Institute or the College as per 10.16.2. Should this be the case, students will be notified accordingly
- no official College processes, such as, and not limited to, cases of appeals or discipline (IDB) are in progress.

10.16.5. Student work, which is unclaimed and uncollected (by the end of September), shall be considered as abandoned and can be disposed of by the College without further notice. Work submitted by students that is not clearly labelled with the student's full name and course/unit can be disposed of without notice.

10.16.6. Students who resign or are expelled from their course, or who have their records closed-off due to lack of attendance, must collect their work before they stop attending or within a timeframe given to them by the College. Unclaimed works of resigning, expelled, and/or students who have their records closed-off can be disposed of within one month from the date of their resignation, expulsion, or closing-off record.

10.17. Internal Verification

10.17.1. All coursework tasks and a sample of Student works shall be verified by the Internal Verifier (IV). The latter shall ensure that all established programme requirements and documentation are in place and in line with approved practice. Internal Verifiers shall also ensure that assessors shall be able to make sound professional judgements.

10.17.2. The Internal Verifier shall also ensure that the assessor's decisions are accurate, fair and consistent and the written feedback is supportive and encouraging further achievement and improvement.

The Internal Verification Process is explained in full in the document referred below.

Reference Document

- Doc 086 Internal Verification Procedure

11. WORK BASED LEARNING

11.1. MCAST offers three modalities of Work Based Learning i.e. apprenticeships, and placements and internships. The modality of work-based learning offered depends on the MQF level, course and industry requirements.

11.2. Paid apprenticeship: An apprenticeship is a scheme in which apprentices are engaged on joint programmes of school-based learning at a licensed VET provider, and work-based learning with a registered sponsor, for a holistic hands-on and practical approach leading to a recognised vocational qualification or award. The apprentice receives remuneration for the work-based learning portion of the apprenticeship, which is established at minimum wage rate of pay for the hours spent at the workplace.

11.3. Paid or unpaid internship: Internships are schemes in which interns are engaged in a joint programme of school-based learning at a licensed VET provider, and work-based learning with a registered sponsor, leading to a recognised vocational or professional qualification or award. Training programmes at these levels may still take the form of Apprenticeships as described in the Work-based Learning Act.

11.4. Paid or unpaid work-placement: Work placements are schemes in which learners are engaged with a registered sponsor for a limited number of hours to gain basic work experience and skills leading to a vocational qualification or an award. The learner may or may not receive



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remuneration for the work-based learning portion of the work-placement. Training programmes at these levels may still take the form of Apprenticeships as described in the Work-based Learning Act.

11.5. *The normal prerequisite for taking up a placement at work locally or abroad, for example, in connection with a mobility action, is the successful completion of all modules related to that placement taken in the previous stages.*

11.6. *All hours of Work-Based Learning are mandatory. Any unauthorized absence for such hours will result in the determination of sanctions as applicable (refer to par 9.3)*

11.7. *The allocation of learning hours per credit at MCAST differs between taught units and work-based learning components to reflect the nature and mode of study.*

For taught units, one credit is equivalent to 25 hours of learning, including direct instruction, guided learning activities, independent study, and assessment preparation.

For accredited work-based learning (WBL), a workload of 1 credit is assigned based on 100 hours of work-based activity at the place of work. This allocation recognises experiential and applied learning that occurs through professional practice, workplace engagement, and reflective activities, which collectively contribute to achieving the intended learning outcomes.

This workload represents a 1:4 ratio corresponding to 25 total learning hours per credit for taught units in a classroom environment vs 100 hours per credit for accredited work-based learning at the place of work. The ratio applies to standard modalities, that is MCAST programmes that are not subject to regulatory or industry norms. In the case of regulated courses, the above ratios are adjusted as necessary in accordance with the relevant regulatory framework.

Apprentices remain entitled to all statutory leave benefits, including sick leave, vacation leave, bereavement leave, and any other applicable leave, as well as public holidays that fall on their scheduled workdays. All such entitlements are calculated pro rata based on the number of hours the apprentice is required to work.

The hours indicated in the Apprenticeship Training Agreement represent the net working hours to be spent at the place of work after deducting ALL applicable pro-rata entitlements, including public holidays.

The College assigns standard modalities for programmes that include accredited work-based learning at MQF Levels 3, 4, 5, and 6. These modalities establish the number of contractual hours to be included in the Apprenticeship Training Agreement, and which hours an apprentice is required to complete at the place of work during the apprenticeship training period.

The standard modalities are based on a workload of:

6 ECTS for work-based learning at MQF Level 3, and

12 ECTS for work-based learning at MQF Levels 4, 5, and 6.

This differentiated weighting ensures that the credit structure reflects the learning volume, depth of engagement, and developmental value of each learning mode.

Whereas apprenticeship units require a mandatory 100% attendance as per the respective modality in the apprenticeship agreement, the modalities have an in-built fallback for apprentices who start their apprenticeship late or encounter issues during the apprenticeship period.



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Any changes to the ratio of accredited work-based learning hours shall be approved by the VPC.

Reference Document:

Doc 355 'Work Based Learning Policy and Procedure'

12. PROGRESSION, CONTINUATION, COMPENSATORY PASS, CERTIFICATION AND DURATION OF PROGRAMME, COURSE EXIT POINT

12.1. Progression and Continuation

12.1.1. To progress from Level 3 to Level 4 students need to obtain the full 60 ECTS credits. Level 4 students gain credits by passing set study units or modules in order to achieve the qualification.

12.1.2. All students who successfully complete an MQF Level 3 MCAST programme of studies will be eligible to progress to any MQF Level 4 MCAST programme, provided that they fulfil any applicable compulsory entry requirements.

12.1.3. Cases which involve applicants in possession of qualifications not as listed in the compulsory entry requirements section need to go through the Admissions Board process in view of the technical recommendation required.'

12.1.4. Continuation from Level 4 year 1 to Level 4 year 2 shall be automatic for Students who:

- a) have not failed in more than 18 ECTS credits or proportionate in the first year
- b) Have attended a minimum of 70% of the course total hours (refer to par 9.3 for details).

Similarly, continuation from Level 4 year 2 to Level 4 year 3 (where applicable) shall be automatic for Students who have not failed in more than three units (accumulated) in the first and second year.

12.1.5. *In the case of failed unit/units Students will have the opportunity to:*

- a) *either repeat the failed unit/s with attendance at the end of the second year or third year (where applicable) of the programme or*
- b) *repeat the (failed) academic year (with attendance) or,*
- c) *repeat without attendance (only) one of the failed unit during the (next) academic year.*

IMPORTANT NOTES:

- *This provision does not apply to vocational competence units (i.e., accredited work-based learning units that include apprenticeships, placements, or internships).*
- *Kindly also refer to par 10.9.1.5 for regulations relating to failed units*

12.1.6. *Para 12.1.4 (c) is subject to the conditions that:*

- a) *The student has fulfilled the attendance requirements stipulated in par 9.3*
- b) *The student has attended more than 70% of the unit contact hours*
- c) *The Unit does not have more than 12 ECTS credits workload*
- d) *the unit is not a 'Vocational Competence' (accredited work based learning) unit, where applicable.*



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- e) *The student is required to formally inform the Institute Director and Registrar of the decision via the 'Request for Attempting Repeat Unit without Attendance Form' (Doc 266). Approval of this request is subject to discretion by the Institute Director on the basis of the nature of the unit, the nature of the unit assessment and the autonomy of the student*
- f) *The Director may set specific conditions to the student depending on the nature of the unit delivery and assessment mode*
- g) *The Student is obliged to attempt all assessments of the unit and may be requested to attend any specific lectures or practical as instructed by the lecturer.*
- h) *The Student re-enrols (for the unit that is to be repeated without attendance).*
- i) *The opportunity to repeat a unit without attendance may be availed of by the Student only once per year, and in case of failure when repeating this unit (without attendance), the student is obliged to then follow the unit with attendance in a subsequent year*

The above conditions would be agreed upon by the student with the Director of Institute (or Deputy Director of Institute) and recorded in the appropriate Form (Doc 266).

Reference Document

- *Doc 266: Request for Attempting Repeat Unit Without Attendance*

12.1.7. *Students progressing from Level 4 to Level 5 or Level 6 need to achieve all credits assigned to the Level 4 programme (120 credits).*

12.1.8. *Refer also to section below 'Compensatory Pass'.*

12.2. Progression for students with Pending Apprenticeship hours

12.2.1. *Students with pending apprenticeship hours are allowed to progress provisionally to following academic year provided they fulfil the following conditions:*

1. *The student is required to fill out and sign the Form referenced below.*
2. *The student is committed to complete any pending apprenticeship hours from the course registered on during the ending Academic year by the third full week of January, of the provisional academic year, at the latest.*
3. *If the student fails to complete the pending attendance hours (as approved by the apprenticeship employer) latest by the third week of January of the provisional year:*
 - a) *The student will not be allowed to complete the course and will have to resign by January and hence will not be allowed to complete the second Semester of the new academic year. The student will, therefore, be required to restart the same course in October, subject to the completion of the pending apprenticeship hours;*
 - b) *completed units (Credits) achieved successfully during the first Semester of the provisional academic year, will be transferable to the next intake (on the same course) during the next academic year unless there is no change in programme structure.*
4. *Students will complete the missing apprenticeship hours without being absent from any lectures.*
5. *Students shall contact the Apprenticeship Office to sign an extension of the apprenticeship agreement.*
6. *Graduation for these students will be deferred to December of the provisional Academic Year (subject to completing apprenticeship hours).*

Important Note: *Students are to note that the above provision (clause number) is subject to approval of the WBL Operational Board on the basis of the balance of pending hours.*



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Reference Document

DOC 483_REV A_STUDENT LEARNING AGREEMENT_PENDING APPRENTICESHIP HOURS

12.3. Compensatory Pass

12.3.1. *A Student is eligible for a Compensatory Pass if the following conditions are met:*

- a) The Student has obtained between 40 and 49 % in a unit* of six ECTS' or less;*
- b) The Student has not claimed a 'Compensatory Pass' in any other unit throughout the programme award/qualification;*
- c) The unit is not a Core unit (refer to definition 4.5) where applicable;*
- d) The unit is not a Work-Based Learning Unit (i.e. Vocational Competence Unit; Placement Unit; Internship Unit) which has been assigned workload (credits) within the course structure*
- e) In the case of an Award, (refer to definition 4.4) the ECTS workload of the Unit being claimed for a Compensatory Pass does not exceed 10% of the total ECTS workload. For example for an Award of 48 ECTS, the unit being claimed for a Compensatory Pass cannot exceed 4.8 ECTS, hence five ECTS rounded up.*

12.3.2. *In the case of programmes spanning over more than one academic year, the request for a unit to be granted a Compensatory Pass can be formally made at **the end of any academic year**.*

12.3.3. *It is highly recommended that students wait until the end of the final year of their programme of study in order to decide whether or not to claim a unit as a Compensatory Pass. The choice for a Compensatory Pass is an important one which should not be taken lightly, especially since it cannot be reversed. Having experienced all the units within the qualification will ensure that students make a truly well informed decision.*

12.3.4. *In cases where students opt to request, and are granted, a Compensatory Pass before the final academic year, the students are to note that;*

- by requesting a Compensatory Pass students would be forfeiting their right to repeat the failed unit with, or without, attendance;*
- only one Compensatory Pass can be claimed per qualification;*
- Once a Compensatory Pass is granted, students cannot request for the decision to be reversed.*

12.3.5. *Students who were admitted (during 2021/22) with conditional entry requirements with the condition to either pass the failed (MATSEC) subject or pass all the 1st year MCAST units of study are not eligible for a CP in their first year of study. These students will be eligible for a CP during the remaining academic years, provided that they satisfied the conditions of their registration during the first year.*

12.3.6. *The best mark obtained (i.e. sum of marks from ongoing assessment OR synoptic mark from current or previous years in the case of repeating students) is to be taken into consideration when determining student's eligibility for a compensatory pass.*

12.3.7. *Students who do not qualify for a CP are to discuss their options with their respective Institute Director/ Deputy Director.*

12.3.8. *All claims by students for consideration of a compensatory pass are to be submitted by the student on the document indicated below and signed by both the student and the Institute Director.*



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12.3.9. Students following Preventive classes are eligible for a Compensatory Pass

Reference Document

- Doc 110: Request for Consideration of Compensatory pass

12.4. Certification

12.4.1. The total mark for the programme is calculated by summing up all the marks obtained in (all) the respective Units.

The final percentage mark achieved by the Student for the programme of study is worked out by calculating the overall average mark achieved in all the units of the programme of study.

For a Student to successfully complete the programme of study and hence be eligible for qualification, s/he must achieve a minimum overall mark of 50% for each unit within the programme of study except for the unit that is awarded as a Compensatory Pass – (refer to paragraph 12.3)

Candidates who successfully complete the full requirements of a programme of study will be awarded the level appropriate full MCAST certification.

Assessment grades/marks obtained from external accredited institutions by students who participate in exchange programmes (such as ERASMUS; etc.) shall be included in the Student's transcript showing that the grades/marks were obtained in transfer. Any such units will therefore not be considered in the overall classification of the qualification. In such cases, when working out the classification of a student, the formula used to determine classification shall be amended to take account of the 'missing' marks as fairly as possible.

This is done in the best interest of the student in order to avoid positive or negative discrimination, which can possibly arise due to varying marking practices

12.4.2. Candidates who fail to complete the full requirements of a programme of study shall be issued a transcript of their academic record.

12.5. Programme Duration

12.5.1. The duration of a programme of study shall not exceed four years from date of commencement to date of conclusion.

Students resuming studies following a period of suspension are to complete their studies within the above mentioned timeframes. The date of the first registration on the programme of studies shall be counted as the date of commencement.

13. STUDENT SUPPORT SERVICES

13.1. Students with Disabilities, Medical Conditions and/or Learning Difficulties

13.1.1. Access arrangements are coordinated by the Inclusive Education Unit (IEU) and Students are thus required to formally apply for such an entitlement. The application must be accompanied by all the required supporting evidence.



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13.1.2. Failure to report known medical/psychological conditions or any related changes to the IEU is considered an act of negligence, which may work against the Student and may result in access arrangements and entitlements not being granted.

13.1.3. The Student, parent/s or guardian/s (if the Student is under 18 years of age) are additionally responsible for keeping the College informed of all medical/psychological conditions or any related changes and for providing the proper medical/psychological documentation updates, specifically stating the ability and/or inability of the Student to continue with their vocational training.

Reference Document:

- Doc 253: IEU Registration Procedure
- Doc 265: Application for IEU Registration

13.2. Learning Resources

13.2.1. The College encourages Students to make use of the Library and Learning Resource Centre (LLRC)

13.2.2. The rules and regulations pertaining to the LLRC are prescribed in the document referenced below.

Reference Document:

- Doc 041: Library and Learning Resources Centre Regulations.