

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)				Page 1 of 27
Document Number	476	Document Revision	A	Date Issued	06/10/2026

GENERAL INFORMATION

1	Document category		Rules and regulations	
2	Document approver		Vocational and Professional Council	
3	Minimum list of document users to be notified upon release of document update		All Academic Staff	
4	Document change history			
	A	Document Change Tracking Number	Date released	Change originator
		126/2026	06/10/2026	Mr Malcolm B. Borg, Mr Albert Agius
		Change history (Section/change details)		
		New Document specific for the Master of Science in Veterinary Medicine. The regulations present differences from other MCAST programmes.		
		Document Change Tracking Number	Date released	Change originator
		Change history (Section/change details)		

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Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 2 of 27
Document Number	476	Document Revision	A	Date Issued
				06/10/2026

CONTENTS LIST

1. PURPOSE OF DOCUMENT	4
2. SCOPE OF REGULATION	4
3. UPDATING AND DISSEMINATION OF REGULATION.....	4
4. DEFINITIONS / ACRONYMS	4
5. STUDENT BEHAVIOUR, ACADEMIC CONDUCT AND REPORTING OF GRIEVANCES.....	6
5.1. STUDENTS' ROLES, OBLIGATIONS AND RIGHTS	6
5.2. STUDENT ACADEMIC CONDUCT.....	6
5.3. MIND ALTERING SUBSTANCES (DRUGS AND ALCOHOL) POLICY.....	7
5.4. REPORTING OF GRIEVANCES	8
6. PROGRAMME OF STUDY	8
6.1. GENERAL PROGRAMME INFORMATION.....	8
7. ACADEMIC YEAR.....	9
8. PROGRAMME DELIVERY.....	9
8.1. STUDENT ADMISSION AND ENROLMENT	9
8.2. LANGUAGE OF DELIVERY AND ASSESSMENT.	9
9. ATTENDANCE REGULATIONS.....	10
9.1. ATTENDANCE.....	10
9.2. JUSTIFICATION OF ABSENCE AND EXTENUATING CIRCUMSTANCES - (AUTHORISED ABSENCE).....	11
9.3. ATTENDANCE THRESHOLDS AND CLOSING-OFF RECORD.....	11
9.4. MOBILITY WITHIN STUDIES.....	12
9.5. SUSPENSION OF STUDIES AND RESIGNATION FROM STUDIES.....	12
10. CONTINUOUS ASSESSMENT	14
10.6. CRITICAL ASSESSMENTS.....	15
10.7. ASSESSMENT RECOVERY.....	15
10.8. UNIT RECOVERY.....	15
10.9. ASSESSMENT OF PLACEMENTS.....	16
10.10. COMPENSATORY PASS	16
10.11. ASSESSMENT DOCUMENTATION	16
10.12. ISSUING OF ASSIGNMENT BRIEF/S	17
10.13. ACADEMIC INTEGRITY (PLAGIARISM) AND USE OF AI	17
10.14. SUBMISSION OF INDIVIDUAL HOME-BASED COURSEWORK (EXCLUDING THE FINAL PROJECT)	18
10.15. SUCCESSFUL COMPLETION OF COURSEWORK.....	19
10.16. REQUEST FOR CONSIDERATION OF EXTENUATING CIRCUMSTANCES FOR EXTENSION OF ASSESSMENT SUBMISSION DEADLINES	19
10.17. ABSENCE FROM SUMMATIVE ASSESSMENT/EXAMINATION	20
10.18. ASSESSMENT FEEDBACK	21
10.19. ACADEMIC APPEALS	22
10.20. RECORD OF WORK	22
10.21. STUDENTS WORK.....	22
10.22. INTERNAL VERIFICATION	23
11. WORK-BASED LEARNING	23
12. PROGRESSION, CONTINUATION, CLASSIFICATION OF DEGREE, CERTIFICATION AND DURATION OF PROGRAMME, COURSE EXIT POINT	24
12.1. CONTINUATION OF STUDIES	24



Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 3 of 27
Document Number	476	Document Revision	A	Date Issued 06/10/2026

12.4.	CERTIFICATION.....	24
12.5.	FINAL CLASSIFICATION.....	25
12.6.	PROGRAMME DURATION	26
12.7.	COURSE EXIT POINT	26
13.	STUDENT SUPPORT SERVICES.....	26
13.1.	STUDENTS WITH DISABILITIES, MEDICAL CONDITIONS AND/OR LEARNING DIFFICULTIES	26
13.2.	LEARNING RESOURCES.....	27

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 4 of 27
Document Number	476	Document Revision	A	Date Issued 06/10/2026

NOTE: Sections that are common to all MCAST Programme Regulations are identified 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 for the Master of Science in Veterinary Medicine

2. SCOPE OF REGULATION

2.1. These Specific Course Regulations apply only to the Master of Science in Veterinary Medicine (MQF EQF Level 7) and sub-awards/exit points thereof (namely: BSc in Integrated Animal Sciences) commencing as from the academic year 2024/25:

2.2. The list of post-nominals of the various MCAST qualifications conferred upon a Student who successfully completes an MCAST programme is available via the MCAST website

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

2.4. 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.

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 Central Document Controller will ensure that the latest revision of this document is uploaded on the College website and Intranet, and that changes will be communicated promptly 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. Assignments / Coursework: Tasks or exercises performed by the Student as part of the 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.

4.3. Class-Based Assignment (CBA): Assignment or Assessment which is done completely in the classroom (possibly over a number of sessions), which is not necessarily time dependent, and

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 5 of 27
Document Number	476	Document Revision	A	Date Issued
				06/10/2026

which focuses on the teaching-learning process, providing feedback aimed at student understanding / learning / competence / skills, apart from assigning grades.

4.4. Critical Assessment: A critical assessment is identified by the unit lecturer as core material and therefore essential to the understanding and assimilation of the remainder of the unit. Students are to surpass this critical assessment prior to moving on to the next.

4.5. CMIS: College Management Information System also known as Classter

4.6. Document Control: Refers to the requirements established in DOC 014 governing the identification, approval, version control, and archiving of controlled **documents**.

4.7. VPC: The Vocational and Professional Council.

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

Suspension of Studies: An authorised, temporary break from a programme of study, not exceeding one (1) academic year, for justified reasons

4.8. 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.

4.9. 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 will normally be denied if the prerequisites are not in place.

4.10. 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').

4.11. Study Unit or Module: A study unit or module is a self-contained study component delivered as part of, or in fulfilment of the qualification. The programme of study is made up of a number of study units.

4.12. Assessment Recovery - The assessment process includes recovery systems that allow students to repeat certain failed assessments as described in par 10.7 below.

4.13. 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.

4.14. 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.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 6 of 27
Document Number	476	Document Revision	A	Date Issued 06/10/2026

Should a student intend to resume studies in the following academic year, they are to be guided to follow the Suspension of studies

4.15. 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. Students' Roles, Obligations and Rights

5.1.1. *MCAST is an inclusive, Community College which 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 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. *The use of any device whether electronic or not during lectures is only allowed as long as such device helps the student in the learning process and does not disrupt the learning process of others or the Lecturer. Should such a device be deemed by the Lecturer to be disruptive, then the Lecturer is authorized to have such a device(s) immediately put away. In*

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 7 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

the event that the student refuses to put away such device as instructed, then the student may be asked by the Lecturer to leave the class.

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

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 must 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 within the document referenced to below.

Reference Documents;

- Doc 212: Mind Altering Substance Policy and Procedure

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 8 of 27
Document Number	476	Document Revision	A	Date Issued 06/10/2026

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 Students resort to a formal grievance, they are encouraged first to seek to resolve the matter informally.

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 many cases, a fair dialogue between parties involved may lead to an amicable solution, without the need to go any further in settling issues.

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 Documents:

- MOP_ADM_001_015: MCAST Grievances Procedure

6. PROGRAMME OF STUDY

6.1. General Programme Information

6.1.1. In this regulation, the programme of study refers to the Master of Science in Veterinary Medicine, and the training education provided by MCAST in preparing their Students to become veterinary surgeons and/or for progression to further/higher education as part of such programme.

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

6.1.3. 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 curriculum is up to date and reflects the needs of the students.

This programme shall be delivered by the MCAST Institute of Applied Sciences: Centre for Agriculture, Aquatics and Animal Sciences.

6.1.4. This Programme is Student-centered adopting a learning outcome-based approach to vocational training and assessment.

6.1.5. This programme of study is built on a framework comprised of a combination of study units and hands-on learning. It also includes Work based learning units of study thus providing students with the opportunity to learn directly from the industry.

6.1.6. The details of each programme of study shall be set out in the Programme Specifications. The Programme Specifications shall include both programme-level information and detailed information for each study unit in individual Unit Specifications.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 9 of 27
Document Number	476	Document Revision	A	Date Issued 06/10/2026

At programme level, the Programme Specifications shall, as a minimum, include the following:

- a) Programme title*
- b) MQF/EQF level*
- c) Programme rationale*
- d) Overall learning outcomes*
- e) List of study units*
- f) Total ECTS credits*

For each study unit, the Unir Specifications shall, as a minimum, include the following:

- 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*

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

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

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/>

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 full-time 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 deemed appropriate by the Institute for the Students concerned.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 10 of 27
Document Number	476	Document Revision	A	Date Issued
				06/10/2026

8.2.2. *The language of assessment shall be English, except for areas of study involving use of the Maltese language.*

8.2.3. *The Institute may allow particular 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 and may be used to determine students' eligibility to sit for assessment. *However attendance is not a direct component of assessment with the following exceptions (as applicable):*

- a) Attendance as part of the assessment for placements of vocational competence units;*
- b) Attendance as part of assessment for practical laboratory or workshop tasks;*
- c) Attendance for a pre-determined group work exercise*

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)*

9.1.3. *Full-time students shall be available between 08:00 and 20:00, Monday to Friday, during the academic periods specified in the MCAST Academic Calendar, to attend all scheduled teaching, learning, and assessment activities forming part of their programme of study. Failure to attend such activities may result in a fail grade for the respective study unit.*

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.*

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 11 of 27
Document Number	476	Document Revision	A	Date Issued
				06/10/2026

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 by either the National Insurance Social Services Medical Certificate (blue) 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

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 MCAST are required to attend a minimum of **70% of the actual hours delivered overall** in order to be allowed to continue the course. Moreover, students will only be eligible to repeat a unit without attendance, if they have attended a minimum of **70% of the actual contact hours delivered** (lectures and workshops or lab sessions etc.) **for the respective unit.**

a) At the point when decisions regarding student eligibility, continuation, or entitlement are being taken, students shall be permitted to continue or avail themselves of their entitlement provided that they remain officially registered on the system, meaning that their student record has not been formally closed.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 12 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

b) It is important to note that students registered on regulated programmes with specific course requirements, as well as international students holding a study visa, must comply with the conditions of their respective course or visa, irrespective of the above, in order to remain eligible to continue their studies and to qualify for certification. For regulated programmes, a list of alternative attendance thresholds, where applicable, is provided in Appendix 1.

9.3.3. Any work placement(s) and/or internships in partner Universities, throughout the qualification require 100% attendance.

9.3.4. *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.*

9.3.5. *It is important to note that 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.*

9.3.6. *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.*

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

9.3.8. *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.*

Reference Documents

- 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 are available to Students who are considering resigning from or suspending their studies. Students considering resigning or suspending their study should*

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 13 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

seek information from their Director/Deputy Director to gain a 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.

9.5.6. In cases where the programme of studies has been reviewed and hence the Course Code has changed, the student shall require a 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.

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.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 14 of 27
Document Number	476	Document Revision	A	Date Issued 06/10/2026

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 interruption 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 in the presence of the Registrar and/or delegate.

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

10.1. Assessment is the process of assessing the degree of achievement of the educational objectives set within the programme of study, based on objective and quantifiable evidence, and transparent and properly disseminated Learning Outcomes.

Important Note: Whilst MCAST programmes normally carry assessment criteria, units forming part of the Master of Science in Veterinary Medicine shall not carry assessment criteria. Assessments shall be based directly on the Unit Learning Outcomes.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 15 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

- 10.2.** Continuous assessment provides students with the opportunity of monitoring their own progress throughout the programme of study, and enables them to improve their performance accordingly.
- 10.3.** The learning outcomes and the grading method (as set in the Assessment section within the programme/unit specification) cannot be modified during the course.
- 10.4.** Provision must be made for the adaptation of assessment systems to students with specific educational needs.
- 10.5.** The continuous assessment process may include summative tests/examinations. The final grade of a course cannot be based solely on a single final summative test and must include a minimum of two different types of assessments.

10.6. Critical Assessments

- 10.6.1.** *The* responsibility for the assessment process rests with the lecturer responsible for the unit. The lecturer can deem one specific assessment of the unit to be critical for the understanding of the subject matter. For this reason, the lecturer can prevent students from sitting for subsequent assessments should students not attempt or fail this critical assessment. The identification of this critical assessment and the repercussions mentioned should be made clear to students at the beginning of the unit.

10.7. Assessment Recovery

- 10.7.1.** The assessment process must always include recovery systems, which allow students to repeat failed assessments. It is important to note that some assessments, such as external placements, end-of-studies (final) projects, and practical subjectst, shall not carry recovery systems due to their practical nature. Students shall be made aware of which assessment carries a recovery system prior to the original attempt of any given assessment task/s.
- 10.7.2.** In order to participate in the recovery, students must have previously been assessed in a set of activities whose weight is equivalent to a minimum of two-thirds of the subject's total grade.
- 10.7.3.** A student shall only be eligible for Assessment Recovery if they achieve the minimum eligibility threshold established for the assessment. Such threshold shall not exceed 35% of the total assessment grade and may be lower where specified in the relevant Unit Descriptor
- 10.7.4.** Lecturer responsible for the subject, with the approval of the management, may exclude from the recovery process those activities that, due to their nature, they consider as not recoverable, as long as and when not jointly exceed 50% of the final grade of the subject. Such activities shall be clearly identified at the start of the unit delivery.

10.8. Unit Recovery

- 10.8.1.** In this qualification, the student has the right to attempt to pass a unit three times and, once exhausted, can request an extraordinary registration.
- 10.8.2.** If a student fails to pass a unit as per 10.1 above the student shall no longer be eligible to repeat that unit.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 16 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

10.8.3. Students who exhaust the number of unit recovery corresponding to subjects or units of basic or compulsory training must terminate their studies, with the possibility of restarting the programme.

10.9. Assessment of Placements

10.9.1. Placements shall be managed and assessed as per the College policies and procedures for AWBL, respecting the parameters set out in the individual Unit Descriptors.

10.10. Compensatory Pass

10.10.1. Students who exhaust all unit recovery attempts as per 10.4 shall be eligible to request a Compensatory Pass.

10.10.2. Compensation can be granted only once throughout the programme and a student may decide to apply for compensation in any of the five years forming the qualification.

10.10.3. A Student may only request compensation if they have obtained a grade equal to or higher than 35 in one of the unit recovery attempts.

10.10.4. The final project and the practical units are excluded from the compensation assessment.

10.10.5. Requests for Compensation of Grades shall be evaluated by the Director of the Institute for Applied Sciences.

10.10.6. Subjects approved for compensation are recorded in the Student's CMIS record as 'CP' (Compensatory Pass)

10.11. Assessment Documentation

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

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

10.11.2. *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) *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.*

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 17 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

10.11.3. *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.*

10.11.4. *In the Assessment Feedback section, the 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.*

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

10.12. Issuing of Assignment Brief/s

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

10.13. Academic Integrity (Plagiarism) and use of AI

10.13.1. *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.*

10.13.2. *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) .*

10.13.3. *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.*

10.13.4. *Plagiarism is the deliberate and substantial unacknowledged incorporation in Students' work of material derived from the work (published or unpublished) of others or own previous 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 Academic Integrity policy and procedure referred to below.*

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

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

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 18 of 27
Document Number	476	Document Revision	A	Date Issued
				06/10/2026

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

10.13.8. 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 offers 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 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

10.14. Submission of Individual Home-Based Coursework (excluding the Final Project)

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

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

10.14.3. 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. 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.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 19 of 27
Document Number	476	Document Revision	A	Date Issued 06/10/2026

10.14.4. *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.*

10.14.5. *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.*

10.14.6. *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.*

10.14.7. *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.*

10.15. Successful Completion of Coursework

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

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

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

Unit Award Grades	
% Mark	Award Grades
90 - 100	A*
80 - 89	A
70 - 79	B
60 - 69	C
50 - 59	D
< 50	Unclassified (U)

10.16. Request for Consideration of Extenuating Circumstances for Extension of Assessment Submission Deadlines

10.16.1. *Assessments submitted after the closing date shall not be assessed (no marks shall be allocated).*

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 20 of 27
Document Number	476	Document Revision	A	Date Issued 06/10/2026

10.16.2. *Students may request an extension in advance of the original Assessment submission date only if the circumstances are deemed 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

10.16.3. *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.*

10.16.4. *An extension shall only be granted if a Student can provide credible evidence of an extenuating circumstance that is considered as valid by the 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.*

10.16.5. *If the Assessment 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.*

10.16.6. *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.*

10.16.7. *If an extension is agreed:*

10.16.7.1. *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;*

10.16.7.2. *The assessment will be assessed and marked without any sanctions/penalties.*

10.16.8. *When the reason brought forward is not considered sufficient to justify the request for an 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).*

10.17. Absence from Summative Assessment/Examination

10.17.1. ***In the case of absence from an exam, where the student does not have any valid extenuating circumstances for missing the exam, the student shall not be given any further opportunity to sit for the exam.***

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 21 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

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

Students who due to extenuating circumstances (including illness) absent themselves from an exam 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), 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 Extension of Deadline or Rescheduling of Assessment Session Form

10.18. Assessment Feedback

10.18.1. 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.

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

10.18.3. 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
- verbal feedback shall be given during an individual or group/class session immediately after the internal verification of assessment decisions is carried out

10.18.4. Students are entitled to receive a copy of the dissertation grading rubric as confirmed by the Viva board but only after the overall classification is ratified by the Degree Ratification Board (DRB). The filled-in dissertation degree rubric shall be provided to students upon request.

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 l-Verifikazzjoni Interna Kriterji-Maghquda (Hidmiet Fil-Klassi)

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 22 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

- Doc 224 Id-Dokument tal-Assessjar u l-Verifikazzjoni-Interna Kriterji-Individwali (Hidmiet Fil-Klassi)

10.19. Academic Appeals

10.19.1. Upon being notified of the result of an assessment, Students who wish to contest the assessment decision are encouraged to seek an appointment with the Lecturer in charge, in an endeavor 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.

10.19.2. If, following the meeting with the assessor, the 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.

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

Reference Document:

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

10.20. Record of Work

10.20.1. 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.

10.20.2. 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 necessary verifications.

10.21. Students Work

10.21.1. 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.

10.21.2. 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.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 23 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

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

10.21.4. 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:

- *the work has not been identified for keeping by the Institute or the College as per 10.21.2. 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.*

10.21.5. 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.

10.21.6. 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.

10.22. Internal Verification

10.22.1. 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.

10.22.2. 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. For this program, students will have to undertake hours of **unpaid work-placement:** Work placements are schemes in which learners are engaged with a registered sponsor for a limited number of hours to gain work experience and skills leading to the qualification.

11.2. 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.

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)				Page 24 of 27
Document Number	476	Document Revision	A	Date Issued	06/10/2026

11.3. 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)

Reference Document

Doc 355: Work based Learning Policy and Procedure

12. PROGRESSION, CONTINUATION, CLASSIFICATION OF DEGREE, CERTIFICATION AND DURATION OF PROGRAMME, COURSE EXIT POINT

12.1. Continuation of Studies

To be able to enrol in the second year, a student must have achieved a minimum of 12 first-year credits.

In order to enrol in the third year, a student must achieve a minimum of 60 first-year and second-year credits.

To be able to enrol in the fourth year, a student must successfully pass all first-year subjects and a total of 120 credits from the first three years.

To be able to enrol to the fifth year, a student must achieve all the credits for the first year, second year, third year and a minimum of 30 credits from the fourth year.

	Progression	1 st Year Credits	2 nd Year Credits	3 rd Year Credits	4 th Year Credits	5 th Year Credits	TOTAL (minimum requirement for continuation)
Continuation of Studies	1 st to 2 nd Year	12 credits					12 credits (from year 1)
	2 nd to 3 rd Year	Any 60 credits					60 credits (Combination of year 1 and 2)
	3 rd to 4 th Year	60 credits	Any 60 credits				120 credits (60 from year 1 and 60 from year 2 and 3)
	4 th to 5 th Year	60 credits	60 credits	60 credits	30 credits		210 credits (having completed the credits for the 1st 3 years, and half the credits of the 4th year)
	5 th Year to Graduation	60 credits	60 credits	60 credits	60 credits	60 credits	Completion of all Credits

12.2. Students who do not manage to obtain a total of 30 credits in the first two academic years shall not be allowed to continue the course. For the purposes of calculating credits, obtained by means of transfer or RPL shall not be considered.

12.3. To be able to register for the Final Degree Project, a student must have passed at least two-thirds of the total credits of the study plan.

12.4. Certification

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 25 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

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, they must achieve a minimum overall mark of 50% for each unit within the programme of study

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

12.4.2. 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.

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

12.5. Final Classification

12.5.1. For the purpose of final classification, the results of all years of study contribute to the final classification of the programme.

12.5.2. A unit of 6 ECTS is assigned a maximum of 100 marks. The maximum number of marks for units with other workloads (e.g. 3 ECTS, 9 ECTS etc.) is calculated pro-rata.

For this Programme, the assigned marks of the Units in the final year(s) are multiplied by 1.5 times as explained below:

Duration of Programme	Total ECTS	Years for which total of assigned marks is multiplied by 1.5
5 years	300 ECTS	4 th and 5 th year

Grades/marks for each unit are added towards the final value (total points)

The indicative classification boundaries are as shown below:

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 26 of 27	
Document Number	476	Document Revision	A	Date Issued	06/10/2026

- First Class 80% or higher
- Second Upper 70% to 79%
- Second Lower 60% to 69%
- Third Class 50% to 59%

The respective ratification board depending on the overall performance of the cohort can moderate the classification boundaries.

12.5.3. Further information on the function and the process of the respective ratification board is available in the document referenced below. Such document also includes a table showing the type of oversight required when confirming the classification of various degrees at the College.

Reference Document

Doc 188 College Academic Board Procedures

12.6. Programme Duration

12.6.1. The period for a student to complete a programme of study shall not exceed eight years from the date of commencement to date of conclusion;

If a student has suspended/interrupted studies and requests to resume, the student shall require a 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.

If this mapping exercise does not show 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.

12.7. Course Exit Point (Exit point title 'Bachelor of Science in Integrated Animal Sciences)

12.7.1. Students will have the option of exiting and receiving certification for the successful completion of the first three years (corresponding to a Level 6 degree) of the course. Students completing Level 6 and exiting the programme shall be allowed to re-join the programme at a later date, provided that the programme still exists. Students wishing to claim an exit point are to fill in Doc 252 and submit it to their Institute Administration for processing as per DOC 077 referenced below.

Reference Document

- *Doc 077: Procedure for Processing of Claims for Certificates at Interim Exit-Points*
- *Doc 252: Exit Point Certificate and Transcript Claim Form*

13. STUDENT SUPPORT SERVICES

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

Document Title	PROGRAMME REGULATIONS (MASTER OF SCIENCE IN VETERINARY MEDICINE)			Page 27 of 27
Document Number	476	Document Revision	A	Date Issued
				06/10/2026

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 as per procedure referred below.

13.1.2. Failure to report known medical/psychological conditions or any related changes to the IEU is considered to be 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 Documents:

- 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.