



MCAST

# Student Handbook 2023-2024

Welcome

MCAST



Check our Student Info Page for  
regular updates

[mcast.edu.mt/students-info-page/](https://mcast.edu.mt/students-info-page/)



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Prof Joachim James Calleja  
Principal & CEO

# Welcome to MCAST

We're excited to welcome new and returning students back on campus! Choosing your learning and career path can be both exciting and overwhelming. Now that you have selected MCAST as your route to success, we must ensure that you have a chance to progress and reach your full potential. The College offers a unique opportunity for students to move from entry-level courses to degree courses and even to a doctorate-level qualification.

We encourage you to make the most of your student experience and to be change-makers within our community.



There has been so much positive change as the College has taken on board students' recommendations, changing programmes and making it easier for students to adapt to college life and to feel included.

We want you to excel in your studies and work-based learning, which is central to our learning and teaching practice at MCAST. We believe in learning by doing and that your growth happens both in the lecture rooms and outside through work experience and project-based learning. Make the time spent on campus count and fully use the resource centre, library and sports facilities. Collaborate with others and join one of the student organisations.

Transitioning from school to higher education can be challenging; this is why all our institutes have the necessary support. It's helpful to learn more about student mentoring and support services. Know that your mental health and well-being matter to us. Our services are designed to help you achieve your ambitions, including supporting you in difficult times.

This handbook includes information on all aspects of college life. You will find practical information on the services and support available to all students. You need to know the College's policies and what is expected from you as a community member.

We wish you all the best for the new academic year.

## **Our Mission**

To provide universally accessible vocational and professional education and training with an international dimension, responsive to the individual and the economy.

## **About this handbook**

This handbook includes helpful information and guidance you may need to support you throughout your studies at MCAST. It explains the rules, regulations, policies and procedures of the College and its Institutes/Centres, academic matters, important dates and contacts, and the various services and facilities available.

In case of a possible conflict in the interpretation of the contents of this handbook, please refer to the documents available on the College website, which are final and binding: [mcast.edu.mt](http://mcast.edu.mt). Adherence to procedures and regulations is a must to ensure order and smooth running in an educational institution that welcomes thousands of students. This will augur a serene campus life and an enriching experience at the College.

## **Quality Policy**

The College fulfils its mission by ensuring that all programmes are designed, validated and periodically reviewed with the involvement of staff, students, industry and other stakeholders to assure that their expectations are met and even exceeded when realised.

The College aims to achieve this by committing to a structured Quality Management System that performs, as a minimum, the requirements of the National Quality Assurance Framework for Further and Higher Education and, where applicable, other international standards to guarantee continuous improvement.

## About MCAST

The six MCAST Institutes and the Gozo Campus provide all the technical and professional expertise required to deliver the programmes they offer. They maintain their position at the forefront of all the fields of study pertinent to their disciplines. To strengthen the focus on the different needs of students in the various disciplines, MCAST has organised its programmes in two diverse study areas: Technology and Applied Sciences; and Arts and Social Sciences, each falling within the remit of a Deputy Principal. Simultaneously, we have an Applied Research & Innovation Centre within the College to support applied research carried out at MCAST and to ensure that it is relevant to industry and the country's needs and that it is also published. This corporate structure enables the College to create focused strategies that address your specific needs while maintaining a proactive dialogue with all interested stakeholders to provide the best programmes for the country's socio-economic needs.









## **The Principal and Deputy Principals**

**Prof Joachim James Calleja**

Principal and CEO

**Dr Mario Cardona**

Deputy Principal Arts and Social Sciences VPET

**Dr Tatjana Chircop**

Deputy Principal Research and Innovation

**Mr Ronald Curmi**

Deputy Principal Technology and Applied Sciences VPET

**Ing Pierre Dalmas**

Deputy Principal Quality Assurance and Student Academic  
Management

**Mr Philip Vella**

Deputy Principal Administration

**Mr Stephen Vella**

Deputy Principal Business Development and  
Communications

#MCASTmyfuture



**SERVICES  
FOR YOU**



## Centre for Learning and Employability

This newly launched Centre will continue to build on the achievements of what was previously known as the Learning Support Unit. This unit was set up in order to offer support to students across MCAST's institutes.

The Centre offers one-to-one support and small group mentoring to students in order to help them become high achievers. The Centre collaborates closely with the Institutes to ensure that learners receive the necessary academic support to acquire basic skills in English, Maltese, Mathematics and other key skills. Through different teaching and learning strategies, the Centre helps learners become more autonomous and independent as they progress to higher levels.

It helps learners at all levels with individual or small group support in specific subjects or areas of development. Support in the form of weekly sessions is available upon demand, wherein learners receive the assistance required in specific literacy skills, speaking, reading and writing practice, coaching in the planning of assignments and other coursework, and guidance on how to manage studies. Requests for any other additional support will be considered.

The Centre focuses on various initiatives aimed at creating learning opportunities for all. These include:

### Five full-time Award Programmes

Award in Vocational Skills (Introductory Level A)

Award in Vocational Skills (Introductory Level A)

Award in Basic Office Skills-MQF Level 1

Award in Hospitality-MQF Level 1

Award in Retail-MQF Level 1

### Partner Schools Project

The Centre currently offers two Diploma Programmes and will further develop programmes with partner schools.

## Other Programmes and Services

Preventive Classes

Programmes for inmates in collaboration with the Correctional Services Agency

Community College of the Third Age Programme

Foreign Language Courses (Spanish, Italian, French, Chinese, Arabic)

Pastoral Care Programme

Coordination of ALP+

Key Skills

Erasmus+ projects related to the Centre's areas of specialisation.

T: 23987518 | E: cle@mcast.edu.mt

### **Inclusive Education Unit (IEU)**

MCAST aims at creating an inclusive environment where learners are provided with the educational support required to develop their full potential. Students with particular needs or disabilities (including dyslexia, autism, visual/hearing impairment etc.) are registered with the IEU through an online application followed by a meeting to discuss their needs further. IEU services spread over all levels and institutes, reaching out to all IEU students.

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Services include:

- **Access Arrangements** (e.g. extra time, reader) \*

- **Individual LSE Support Sessions** in Maltese, Maths, English and General Support \*
- **In-Class LSE Support Sessions** (Intro A to Level 3 depending on the group abilities) \*
- **MAP Sessions** to identify students' challenges and support required \*
- **Orientation Tours** for students to familiarise themselves with the campus (particularly for anxiety, autism and orientation-related needs)
- **Peer Preparation Sessions** to foster classmates respect and encourage support \*
- **Multi-Disciplinary Support** through liaison with other support services.
- **Transport** for mobility-impaired students
- **Personal Assistants** for students with considerable motor skills difficulties
- **Student Needs Notification** to the respective management and lecturing staff
- **Reasonable Accommodation** on a case-by-case basis

\*Available both on-campus and online documents required for IEU registration (applicable ones only):

- **Psychological Report**
- **Occupational Therapy Report**
- **Medical Evidence**
- **MATSEC / ADSC Confirmation Letter** regarding access arrangements
- **Individual Education Plan (IEP)**

To start your IEU registration process, please complete the form below, and we will contact you back:

<https://forms.office.com/r/PwvEmpxf2G>



## **Apprenticeships and Work-Based Learning**

At MCAST, we are determined to create an environment that assists you in your journey to accomplish what you love and are good at. As a Vocational Education and Training (VET) Institution, MCAST firmly believes this can be achieved through Work-Based Learning (WBL). WBL is an integral and core activity of high-value vocational education and training. As Malta's leading VET institution, MCAST is responsible for designing, developing, and implementing WBL within several areas of economic activity, spanning various disciplines across all levels of the Qualifications

Framework. WBL provides you with an excellent opportunity to develop employability skills.

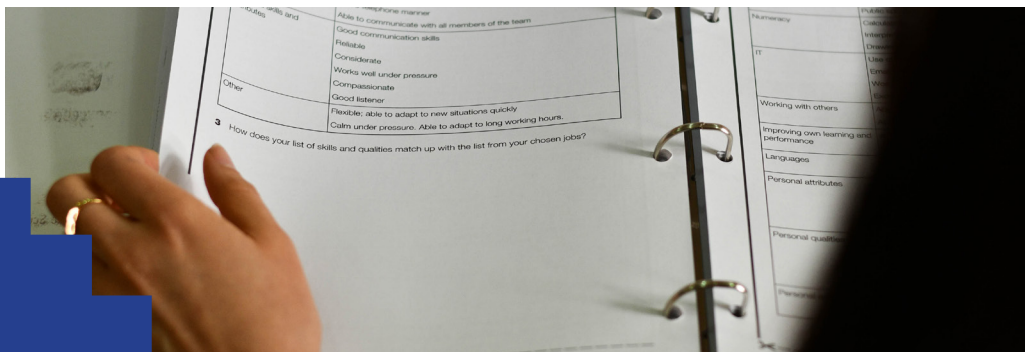
The MCAST Apprenticeship and Work-Based Learning Department is there to support and assist you in finding vacancies for on-the-job training that fuels your interest, motivation, skills and competences in your area of study. The apprenticeship scheme allows you to work and learn with one of MCAST's partners throughout your learning journey.

We support you by providing:

- Active engagement with registered industry partners;
- Effective processes and constant oriented internal operations;
- Identification and advertising of on-the-job opportunities for apprentices;
- Coordination and management ensuring the rights and responsibilities of apprentices and industry partners, as regulated by the MCAST Apprenticeship Agreement;
- Recording of apprentices' on-the-job training attendance; On-Site supervision and
- Guidance to apprentices in compiling their on-the-job training logbook. Specific induction sessions are conducted before starting your experience in the world of work.

Apprentices may call personally at the Apprenticeship and Work-Based Learning Department at MCAST Main Campus in Paola.

T: 2398 7143 / 7153 / 7158 | E: [apprenticeships@mcast.edu.mt](mailto:apprenticeships@mcast.edu.mt)



## Erasmus+ Projects and Mobility Office

Being a vocational college, MCAST stresses the importance of providing you with the best possible exposure to the world of work. Apart from providing a learning/training experience, Erasmus+ helps you grow, mature and learn about different European cultures. The Erasmus+ Projects and Mobility Office caters for all MCAST students and provides opportunities for international exchanges under the Erasmus+ programme, striving to provide unique global working and/or learning prospects and supporting you before, during and after your mobility.

A semester of study abroad improves future job prospects by developing soft skills and ensuring you are prepared to compete in the international job market. We have various partners across Europe, ranging from Latvia to Portugal, Spain, the Netherlands, France, Norway, Ireland, Finland, Germany, Poland, etc. Through collaboration with various colleges, universities and companies abroad, we provide work placements and study mobilities for many students, which is growing every year. There are multiple opportunities for students following different education paths at MCAST:

- Students in their final year of Level 4 courses can benefit from a 2 or 3-week work placement abroad with a company;
- Higher Diploma and Degree students can benefit from a 2-3 months' work placement abroad in summer, or even follow a full semester of study abroad that will be merged with the course they are following at MCAST;and
- Degree students may also benefit from a similar opportunity within one year of graduating, for a minimum of 2 months.

We also provide other international opportunities through partnership projects with various institutions based on different themes. Many students are involved in these



projects. This is a truly international experience through which European identity is discovered.

T: 2398 7408/7219/7422/7308 | E: louis.aquilina@mcast.edu.mt  
E: jodie.bonnici@mcast.edu.mt

## **Career Guidance**

Meet the Career Advisers within the Outreach Services and Student Affairs team for assistance and guidance in your choice of an educational programme and career path. We are here to help you identify your abilities and potential to develop and grow both in your personal and career visions. Career advisers will support and empower you to make your own career and learning choices. Together, we can share timely career information, discuss learning, training and work issues, explore careers that would suit you best, set up an action plan to achieve your dreams, identify tips on how to look for a job or kick-start your career and improve your interview skills. If you have any questions or queries about jobs, careers, learning opportunities or vocational training.

Get in touch with us.

T: 2398 7135/7136 | E: career.guidance@mcast.edu.mt

## **Student Liaison Office**

The aim of the Student Liaison Office is to create a college ambience that offers students a holistic experience towards educational and personal growth. Assistance and guidance is given to students on all the services offered by the College whilst also guiding them to the various support structures in place within the College.

T: 2398 7310 | E: mary.rose.formosa@mcast.edu.mt

## **Student Organisations**

Kunsill Studenti MCAST (KSM) is the main Student Organisation of the College and you are welcome to contact them with any queries and suggestions on their email:

kunsillstudentimcast@gmail.com.

Students are also encouraged to form organisations representing their respective Institute thus contributing to a vibrant life experience on campus. Should you require any further information/assistance you may contact the Student Liaison Office.

## **Youth Hub**

The MCAST Youth Hub is housed within the Main Campus in Paola. It offers an informal and recreational environment through which Youth Worker/s from Aġenzija Żgħażaġh build a healthy relationship with students. This should encourage you to develop projects and initiatives that enhance your personal and social skills, also upgrading your educational attainment and employability.

Activities organised within the Youth Hub, such as daily discussions related to topics and issues chosen by students are delivered by professional guest speakers. Other activities, such as, tournaments, crafts, national campaigns and calendar events are organised in collaboration with the different Institutes and organisations within the College.

We hope that your experience at the Youth Hub empowers you to take decisions, act responsibly and work towards the achievement of your personal goals.

Opening Hours: 08.00 to 14.00 | T: 23987168 | E: [shaun.busuttil@gov.mt](mailto:shaun.busuttil@gov.mt)

## **The MCAST Integration Unit**

The MCAST Integration Unit aims at welcoming, accompanying and integrating students throughout their academic journey at the College. Diversity is celebrated during the academic year through activities with the participation of students of all nationalities. We seek to encourage students to create awareness and value integration and as a result benefit from the wealth of knowledge derived from a multinational environment. To achieve this, the College engages in the support of staff members through professional development.

It also seeks collaboration with NGOs working in the field of integration whilst offering continuous support to individuals or groups of students facing the challenges of integration within MCAST.

T: 23987137

## Wellbeing Hub

MCAST takes a proactive approach in helping you be better equipped to cope with the demands of further and higher education. We are committed to deliver a high quality, professional service during this exciting time of your lives and we are honoured that you have chosen MCAST to be a part of your present and future. We assure you that safeguarding the student as a holistic person is embedded in all that we do and we are here to ensure that you have access to services and support that are appropriate to your needs and circumstances.

What is counselling/therapy? Counselling/therapy provides a space to heighten awareness and encourage growth. It may support you in better acknowledging and managing difficulties that may be affecting your life. As a result, this may help you to better enjoy positive life experiences

Why speak to a counsellor/therapist? Talking to friends and/or family is very important. However, sometimes, speaking to a professional who will listen and is non-judgmental can support you further in dealing better with your difficulties in a safe space. In counselling/therapy, you can better manage personal problems that are affecting you. Whatever life offers you, you have the power to positively manage your own life and take your own decisions.

A: MCAST Student House, Level 3, Main Campus, Paola  
T: 2398 7115/7129/7133/7186/7189/7190; 2398 7188 (Admin)

E: [counsellors@mcast.edu.mt](mailto:counsellors@mcast.edu.mt)

T: (Gozo Campus): 2387 7665/6/7

E: (Gozo Campus): [studentsupport-gozocampus@mcast.edu.mt](mailto:studentsupport-gozocampus@mcast.edu.mt)

## Educational Psychology Services

The service of an Educational Psychologist is offered at MCAST. Support can be provided to students who have difficulties related to their academic learning, social and emotional development. An assessment can be carried out to determine any underlying factors contributing to these difficulties. Supportive interventions can also be provided to students in order to manage and cope better with their difficulties.

A: MCAST Student House, Level 3, Main Campus, Paola  
T: 2398 7189 | E: marilyn.muscat@mcast.edu.mt

## Student Support Services - Group Activities

Different life experiences can influence our wellbeing. By participating in group workshops, you have the opportunity to discuss various personal and social themes of your choice with other students and the counsellors/ therapists. Group work enables a type of interaction that is not possible in one-to-one sessions. Group interaction helps in addressing emotional distress through mutual sharing of experiences. Through these sessions, you will also learn to help one other and to work as a team. Acquiring group communication skills can be beneficial on a personal and academic level, as well as in your future workplace.

A: MCAST Student House, Level 3, Main Campus, Paola  
T: 2398 7115/7129/7133/7186/7190 T: (Admin): 2398 7188  
E: counsellors@mcast.edu.mt

## Student Support Services Coordinators

The Student Support Services Coordinators (SSSCs) are lecturers within your Institute and act as a main point of reference. They can help you deal with any issues you encounter both on a personal and an academic level as well as assist you in accessing the required services. SSSCs are a link to the several services offered to students. You may contact your respective Institute Administration for more details.

## Other services offered at the Wellbeing Hub

- Addiction Related Issues - support to work on addictions such as those regarding drugs, alcohol and gambling.

E: [substanceissues@mcast.edu.mt](mailto:substanceissues@mcast.edu.mt)

- Mental Health Services - life presents many difficulties that may impact mental health.

E: [counsellors@mcast.edu.mt](mailto:counsellors@mcast.edu.mt)

- Tobacco Cessation Support - help to stop smoking in a planned manner for a better and healthier lifestyle.

E: [tobaccocessation@mcast.edu.mt](mailto:tobaccocessation@mcast.edu.mt)

- Sexual Health Services - discreet and confidential advice about sexual health, treatment available, prevention of sexually transmitted infections, vaccines and referral to the Genitourinary Clinic for testing and counselling.

E: [sexualhealth@mcast.edu.mt](mailto:sexualhealth@mcast.edu.mt)

- Nutritional Advice - individual sessions for information on improved food choices, nutritional facts, BMI (Body Mass Index) and advice about healthy eating and weight control.

E: [nutrition@mcast.edu.mt](mailto:nutrition@mcast.edu.mt)

A: MCAST Student House, Level 3, Main Campus, Paola

T: 2398 7188

## Community Social Responsibility (CSR)

CSR brings together the College, non-governmental institutions, social partners and education institutions to form partnerships to develop and cultivate skills, attitudes and values for the real world and empower young and adult learners to become active citizens and be employable in a dynamic democratic society and economy.

CSR is a programme aimed at providing all learners with the opportunity to enrich their studies with experiences that add value to their knowledge base. Learners participating in the MCAST CSR will have the opportunity to enhance their educational experience, profile and cv during their study period at MCAST. A diverse range of opportunities will be provided by MCAST in collaboration with social partners and interested stakeholders to all learners who are willing

to participate in the voluntary social responsibility initiative. The opportunities include areas such as entrepreneurship, creative and performing arts, sport and culture among others.

By giving your time helping the organisation where you are carrying out the community work, you're also helping people, communities, associations or environment they represent. What turns that donation into an investment is that you get back far more than you give.

T: 23987431 | E: [csr@mcast.edu.mt](mailto:csr@mcast.edu.mt)

## **Fitness Centre**

The MCAST Fitness Centre located on the Main Campus promotes the wellbeing of students and staff. During the academic year, the Fitness Centre opens from 08:00 to 16:30 hrs on weekdays. You are encouraged to carry out workouts under the guidance of a qualified gym instructor.

T: 2398 7466 | E: [fitnesscentre@mcast.edu.mt](mailto:fitnesscentre@mcast.edu.mt)

## **Sports Department**

The Sports Department organises enjoyable team building activities throughout the year for all students and staff. Students are also encouraged to participate in competitive and non-competitive activities such as football, volleyball, handball and many more. The sports facilities are at your disposal if you wish to be physically active.

T: 2398 7382 | E: [jason.j.muscat@mcast.edu.mt](mailto:jason.j.muscat@mcast.edu.mt)

## **Magic Wonders**

Magic Wonders is a childcare centre situated on the MCAST Main Campus offering professional childcare services to children up to 3 years of age in a safe environment that promotes learning through play.

T: 2398 7370 | E: [MagicWonders@mcast.edu.mt](mailto:MagicWonders@mcast.edu.mt)



## Chaplaincy

It is recognised nowadays that a truly holistic education involves the whole person, and that spiritual care is an integral part of our overall well-being. It is for this reason that the attention which MCAST gives to its students stretches beyond the classroom and into their lives. That is why the College provides the services of a Chaplaincy Team as a support to students.

As a Team, we seek to be an informal, friendly presence on the MCAST campus, to help provide a welcoming and caring environment where students are cherished and valued.

We offer a listening ear and support when requested. In particular we seek to reach out to new and international students to help them settle and integrate in their new environment.

Whilst we draw our inspiration from the values of our Christian heritage, we are open to all faiths, encouraging each to draw on his or her inner resources and beliefs. We recognise the large diversity that exists on campus; that is why we focus on spiritual care and accompaniment as part of the search for wholeness and a meaningful purpose

We believe that spirituality:

- is something everyone can experience
- helps us to find meaning and purpose in the things we value
- can bring hope in times of suffering and loss
- encourages us to seek peace with ourselves, others and what lies beyond.

### Chaplaincy Services

- Presence: Our Team retains an informal presence on Campus to promote a welcoming environment; we are often seen in common areas, at events, during breaks and gatherings.

- **Community Building:** We seek to be available to all members of the MCAST educational Community to listen or engage in conversation. We support activities that help to build bonds and reinforce positive relationships.
- **Social Awareness:** We encourage students to be involved in initiatives that support deprived people and local communities and to be aware of social issues like the environment.
- **Prayer / Ritual:** The College offers two spaces for quiet prayer and meditation:
  - The Chapel is open all day for those who wish to spend some quiet time in prayer and reflection. Mass is also offered there daily at noon.
  - The Multifaith and Quiet Contemplation Room is similarly available to those with any religious background or none. Here, one can find books and resources of different faiths and a quiet environment conducive to prayer and meditation.
- **Social Media:** Our pastoral outreach also involves a presence on social media through our Facebook page.
- **Chaplaincy Office:** Situated on the ground floor in Students' House next to the Youth Hub, the Chaplaincy Office provides a space where students and staff can come for a private chat and find the help they need. We are also present on the Satellite Institutes in Gozo, Mosta and Qormi.

E: [chaplaincy@mcast.edu.mt](mailto:chaplaincy@mcast.edu.mt) | [antoine.farrugia@mcast.edu.mt](mailto:antoine.farrugia@mcast.edu.mt)  
M: 99892278 | F: MCAST Salesian Chaplaincy



## **Library and Learning Resource Centre**

Our Library services provide information and resources to support the learning, teaching and research needs of our student and staff community. At the new MCAST Resource Centre on the Main Campus in Paola, we now offer a dynamic, collaborative space spread over two floors. It includes study rooms, silent study areas and group work areas. Our Library is a vital resource centre for both students and staff offering academic materials, subjects of general interest and a good fiction collection, in Maltese and English, for leisure reading, as well as a DVD film collection which can be borrowed. In addition to books (lending and reference), the Library also stocks CDs, DVDs, and educational games and toys. Also, an extensive collection of periodicals (journals and magazines) on many subjects, all of which can be borrowed. There are also past dissertations for reference. We also offer services that include group and one-on-one induction sessions, introduction to the use of e-resources and catalogues, as well as help in research. You can also scan documents, print material and do photocopies at reasonable prices. A number of leaflets are available at the library desk to assist you in using the library and its collection, services and facilities. Moreover, trained professional staff can be approached at the main counter or reference desk in the reading halls and off-site libraries.

## **Library Webpage**

The MCAST LLRC Webpage including detailed Information regarding Library resources and services can be accessed from MCAST Library's webpage <https://www.mcast.edu.mt/mcast-library/> (or from the Research section of MCAST website). Detailed catalogue entries on all printed titles found in the Library's collection, can be searched online. Please make use of the Library Menu which includes the useful information like How to search for resources (Catalogue search), Search Tips, Electronic Resources, Information for 'New Users', Opening Hours, Services, Registration Form, Contact Points etc. Library

Menu can be seen at the bottom of the left hand side of the Library webpage.

## **Online Library**

A large number of full-text electronic journals and electronic books can be searched for, downloaded and read online through the main library page by clicking on 'Electronic Library Resources' webpage <https://www.mcast.edu.mt/electronic-library-resources/>. In addition to print materials, we have an extensive collection of electronic resources. These include hundreds of thousands of e-books and millions of e-journal articles. We are subscribed to EBSCO, Emerald, IEEE Xplore and Weblinks databases for journal articles and ProQuest database for downloadable e-books.

## **Services**

In addition to the above mentioned information resources, the LLRC offers a number of other services, which are explained on the 'Library Services' page

<https://www.mcast.edu.mt/library-services/>.

- New Students: Please visit Library's 'New Users' page to be familiarized with the Library <https://www.mcast.edu.mt/new-users/>.
- Individual or Group Library sessions: We conduct library workshops to help students to locate resources (physical and online resources) and to conduct research effectively. You may contact us individually or as a group to organise a session.

## **Satellite Libraries**

Besides the library on the main campus, we have other off-site libraries available for all registered students and staff (full or part-time).

The following is a list of all MCAST libraries:

- **Main LLRC** – MCAST Main Campus, Paola;
- **Institute of Applied Sciences** - Centre of Agriculture,

- Aquatics and Animal Sciences Library, Qormi;
- **Institute for the Creative Arts Library, Mosta;**
- **Gozo Campus Learning Resource and Study Room, Ghajnsielem.**
- **MCAST Libraries Facebook:** Please keep updated with library news by following our Facebook page <https://www.facebook.com/MCAST.Libraries/>.
- **MCAST LLRC YouTube Channel:** Please make use of guideline videos on our YouTube channel [https://www.youtube.com/channel/UCEkd96YLIL8PXc\\_XhUPWIZw](https://www.youtube.com/channel/UCEkd96YLIL8PXc_XhUPWIZw).
- The other facilities include silent study area, group study areas, computer stations, photocopying, scanning, printing and Wi-Fi.

**Access to Wi-Fi** is open, but MCAST reminds students that internet connectivity is filtered and regulated by the MCAST Wi-Fi Policy (Doc 182), accessible via the MCAST website. Students are encouraged to use the Wi-Fi responsibly and to turn off Wi-Fi connectivity on their phones during lectures.

## **Opening hours**

The LLRC's opening hours can be viewed regularly from the 'Library Addresses and Opening Hours' webpage, or else at the entrance to the Library. During the Christmas, Easter and summer holidays, opening times change and these are posted on the Library's webpage and on the doors of all Institute Libraries. Any MCAST student, lecturer, or nonacademic member of staff may make use of any MCAST library, irrespective of which Institute they come from.

## **Rules and Regulations**

- **Library Registration:** It is important that you are registered with the library by filling the Registration form, which is also available on the Library Webpage, to access Library resources and services.
- Please keep your Student ID card always in your possession while entering the library.
- You can borrow up to four books (five in the case of MQF/EQF Levels 4, 5, 6 and 7 students) for three weeks at a time. Journals/magazines may be borrowed for one week.

You are reminded to return the library items on time, or there will be a fine of €0.12 per item borrowed for every overrunning library opening day. You may renew or reserve items online through the library webpage by clicking on – My Library Account.

- Only registered users can borrow items. All borrowed items have to be first checked out and registered at the counter. Failure to do so will trigger the security alarms.
- The Main Library is divided into two main areas: one is for group work, the other for individual silent study. Maintain the noise level to a minimum while working in group work areas.
- Mobile phones must be kept in silent mode and calls may only be answered in the stairs area or near the entrance.
- No food or drinks (except for small bottles of water) are allowed within the library.
- Bags have to be left at the allocated spaces near the entrance. Use of the free lockers is recommended. However, you are solely responsible for your personal belongings and neither the College nor the LLRC can be held responsible for any lost or stolen property.
- Recent issues of journals and reference books cannot be taken out of the library. Older issues of journals can be borrowed for one week at a time.
- Books and journals removed from shelves should be left on tables or trolleys. They will be re-shelved by the library staff.
- Please refrain from navigating to objectionable sites, downloading programmes, or music, or playing games.
- For detailed Library regulations, please visit the College documents page on the MCAST website.

[https://www.mcast.edu.mt/wp-content/uploads/DOC\\_041-CORP-REV-G-LIBRARY-AND-LEARNINGRESOURCES-CENTRE-REGULATIONS.pdf](https://www.mcast.edu.mt/wp-content/uploads/DOC_041-CORP-REV-G-LIBRARY-AND-LEARNINGRESOURCES-CENTRE-REGULATIONS.pdf)



## **The Office of the Registrar**

The Office of the Registrar provides leadership and recommendation to the Principal and President regarding academic policies. It is your point of reference in all matters related to registration, progression and certification. It is accountable for the efficient management and maintenance of all pertinent student records such as entry requirements, personal student information, attendance, performance, and other relevant data and the effective and efficient delivery of service where student records are concerned.

In addition to the maintenance and evaluation of student records, the Office of the Registrar is responsible for a wide array of academic support duties, and responsibilities, such as preparation and implementation of the academic calendar, requirements and procedures in enrolment and application, stipends, and the interpretation of educational policies including the evaluation of credits/ loads earned and academic requirements for your graduation.



## Communication

It is highly important that you maintain constant communication with the College and Institute. You should familiarize yourself with the College's and Institute's Administration communication system for the latest developments in this respect. Communications such as the ones listed in the sections below are forwarded to you via various media platforms.

Lecturers offer their support regarding academic issues, whilst matters concerning attendance, stipend and other similar queries are to be addressed to the respective Institute's administrative staff. MCAST also offers support and counselling services on matters of a personal nature.





## **Student Emails**

At the start of the academic year, MCAST assigns its students a dedicated email address. You will then be provided with instructions for activating your MCAST email account. It is your responsibility to frequently check your inbox for any messages requiring your attention. You are also reminded to check the junk/spam folder, since certain emails, even if legitimate, may be transferred to this folder by the spam filter system.

Students are expected to read all email messages sent to their MCAST email account. Kindly note that emails can be accessed from anywhere, using an internet browser and the URL: <http://www.outlook.com/mcast.edu.mt>.

You will receive Circulars and Announcements on your MCAST email address to keep you informed on new developments and opportunities at the College.

## **Institute Notice Boards and Digital Signage Monitors**

The most immediate forms of communication are the notice boards and digital signage monitors found in common areas within the Institutes. Any important information, which the College and/or Institute would wish to pass on to you, will be found on these notice boards/monitors. It is your responsibility to check the notice boards regularly throughout the day.

## **Tele/Mobile Phones and SMS**

During the academic year urgent messages are passed on by the College's and/or the respective Institute's Administration via tele/mobile phones and SMS. It is important to inform the College's and the respective Institute's Administration of any changes to your contact details as soon as possible.

## **Mail**

It is important that the College and the Institute are always kept informed of your current and correct home address since there may be communication via post.

## **MCAST Website**

The MCAST website [www.mcast.edu.mt](http://www.mcast.edu.mt) is continuously updated to provide you with the latest details related to all aspects of the MCAST campus experience. It includes detailed information about all full-time and part-time courses, upcoming events, latest news from each Institute, officially approved policies and procedures and related forms, as well as a full list of email and telephone contacts of all MCAST departments.

## **MCAST Social Media Pages**

The MCAST social media pages are another means through which the College interacts with students, staff and the public, showcasing the MCAST campus experience on social media. The aim of these pages is to encourage students to share ideas, suggestions and MCAST experiences through photos, videos, competitions and wall posts.

## **MCAST Student Card**

MCAST provides all students with a personalised Student Card issued by the Office of the Registrar. This is a vital document which students are expected to wear at all times on Campus and during any College/Institute events. The MCAST Student Card should be presented on request and is required to gain access to the various services offered by MCAST, including the Library and Learning Resource Centre and the Office of the Registrar. It is also necessary when sitting for Time Constrained Assignments (TCAs) and Class Based Assignments (CBAs), when submitting payments, etc. If you do not present the card when requested, you cannot avail yourself of the services and may be asked to leave the campus for security reasons. your attendance and performance reports.

The MCAST Student Card can also be presented to third parties as proof that you are attending courses at MCAST. You are to abide by any conditions that may be set by the College in relation to the MCAST Student Card, as well as any deadlines set and communicated. Cards issued by MCAST remain the property of the College and are to be returned if, and when, requested. Lost Student Cards are to be reported immediately to your Institute's Administration. A fee of EUR 5 is applicable for lost student cards.

## **Students' Maintenance Grants**

Students' Maintenance Grants include the one-time grant (where applicable), the yearly grant, stipends, supplementary grand/stipends, single parents' grant (where applicable) and Top-Up Stipends (where applicable). Stipends are paid periodically in backdated four-weekly payments. Students applying for the Students' Maintenance Grants before the end of December shall receive their first stipend backdated from the beginning of the academic year, subject to confirmation by the respective educational institution and after students confirm their online application.

**Stipend:** For MCAST students, the amount of stipend to be received depends on whether the course is classified as General, Prescribed or High Priority. Classification of courses depends on the area of study and is determined by the Students' Maintenance Grants' Board after consultation with the Minister responsible for Education. Lists of Prescribed and High Priority courses are published annually in the Students' Maintenance Grants' website.

To apply:

<https://studentgrants.gov.mt/login>

**Supplementary Allowances:** When applying for the Students' Maintenance Grants, students facing hardship, including

financial difficulties, have the option to apply for the Supplementary Allowances online. This award consists of an extra stipend rate (at MQF/EQF levels A-6) and an extra yearly grant for degree-level (MQF/EQF Levels 5 and 6) students. Applications for Supplementary Allowance are vetted by the Students Maintenance Grants Board (SMGB).

All additional documents requested by the Board need to be uploaded on the student's online application for a maintenance grant.

- Applications for Supplementary Allowances will NOT be accepted after the end of November of the respective academic year unless the reason causing the hardship originated after the closing date.
- There will be no further processing of applications after the end of June of the respective academic year.

**Single Parents' Benefit:** Single parents who are studying on a full-time basis and who are in receipt of Students' Maintenance Grants may apply for this extra benefit by sending an email to [administration.mfed@gov.mt](mailto:administration.mfed@gov.mt). Students must indicate on the online application for Students' Maintenance Grants that they are single parents in receipt of social assistance next to the relevant question. The amount of Single Parents' Grants credited to students depends on the MQF level of the course followed.

**Top-up Stipend:** MCAST Apprentices may be eligible for a top-up stipend rate. This top-up stipend is additionally credited to students working with a sponsor. Apprentices receive a percentage of the National Minimum Wage Rate. These rates are credited after attendance logs with the sponsor are submitted to the Apprenticeships Office at MCAST within the stipulated timeframes.

**Summer Special Stipend:** MCAST Apprentices who are currently working with a sponsor, and who provide their attendance logs within the specified deadlines, may be eligible for a Summer Special Stipend rate. Three stipend

rates are credited in September, October and November. No payments of the Summer Special Stipend will be made after the end of November of the respective academic year.

Queries regarding Supplementary Allowances are to be addressed:

A: Students' Maintenance Grants Board, Room 207, Ministry for Education and Employment, Great Siege Road, Floriana.  
T: 153 | E: [maintenancegrants.mfed@gov.mt](mailto:maintenancegrants.mfed@gov.mt)

## **Absenteeism**

Stipend rates and Supplementary Stipend rates are subject to deductions according to the attendance data forwarded by the Institute. Students who: (a) resign, (b) abandon, or, (c) fail to continue their course of studies will have to refund the initial grant/one-time grant or part thereof and/or any stipend received after the last day of attendance. To retain their eligibility for Students' Maintenance Grants, students are not to work more than 20 hours weekly throughout the academic year.

Students applying for the Students' Maintenance Grants before the end of November of each academic year are considered eligible for Students' Maintenance Grants as from the beginning of the academic year. However, students who submit their online application after the 30th of November of the respective academic year can only be considered eligible as from the date when they submitted the online application.

The Students' Maintenance Grants' Legal Notice 308/2016 clearly specifies that any student missing lectures and/or showing a lack of academic progress will have the Maintenance Grant deducted accordingly. MCAST records attendance by the hour and deductions are made accordingly every period of four weeks. The Students' Maintenance Grants' Legal Notice and the decision of the Students' Maintenance Grants' Board will be strictly adhered to by the College

and the Institutes' Administration. Students' Maintenance Grants Payslips After each stipend payment date, you will receive your pay slip via the email address entered in your Students' Maintenance Grants online application. It is your responsibility to check your inbox and make sure that you receive your payslip. These pay slips are to be retained by you for future reference. It is important to note that pay slips for maintenance grants payments are issued by the OPM and the attendance periods shown on the pay slip pertain to government employees ONLY. Access to Maintenance Grants paydates including attendance period dates for the current academic year can be found on <https://www.mcast.edu.mt/maintenance-grants-paydates/>

## **MCAST Stipends Office**

MCAST has a Stipends Office on campus responsible for the running of the Students' Maintenance Grants' scheme across the College and for tackling queries related to the issue of Students' Maintenance Grants.

Queries are to be addressed to this office from Monday to Friday between 08:30 - 12:30.

A: MCAST Stipends Office, Rm 306B, Students' House, Main Campus, Paola, PLA 9032 | E: [stipends.information@mcast.edu.mt](mailto:stipends.information@mcast.edu.mt)  
T: 2398 7104 | W: <https://www.mcast.edu.mt/registrar-stipends-office/>

## **Students on Apprenticeships**

Students following an apprenticeship course must join the Apprenticeship Scheme and actively seek to find and retain a sponsor. Students following an Apprenticeship must, at the end of every month (or as directed), submit their attendance record to the Apprenticeship Office. Failure to submit the attendance record on time may result in either delayed or no payment for the period concerned. Students' Maintenance Grants Online Application

Access to the online application can be found at <https://education.gov.mt/en/studentsgrants/Pages/default.aspx> .

Students must log on with their personal e-ID and password in order to fill in the application form for the Students' Maintenance Grants. Applicants will be required to choose details regarding their course of studies and fill in their bank details, including the 31-character IBAN. It is of the utmost importance that the electronic form is completed correctly so that there will be no delays in processing the application. Students must apply for the stipend online before the end of November of the respective academic year.

- If you change your IBAN number, it is important that the old account is kept open until the first stipend is credited to the new bank account to avoid unnecessary delays in payment/s.
- New students should upload a scanned copy of their full Secondary School Leaving Certificate and Profile (all pages of the SSC&P issued at the end of Form 5) on the online application for Students' Maintenance Grants.
- All students are required to upload a scanned copy of a recently updated JobsPlus Employment History to the online application for a stipend.

## **Application Submission**

By submitting the online application form, you shall be:

A. confirming that all the information submitted is correct and that you bind yourself to repay the Government of Malta the amount of money indicated by the Authorities should you, for some reason, have:

1. Misled the Authorities through the information submitted;
2. Absented yourself from the course;
3. Failed to register satisfactory progress;
4. Discontinued your studies; and, worked more than 20 hours weekly.
5. Binding yourself to inform MCAST Stipends Office if there are any changes in your status/details following confirmation of your online application for Students'

Maintenance Grants and upload updated documents, as deemed necessary.

6. Authorising the respective Authorities to verify the information submitted, as may be necessary. Any information can be passed on to any other Departments/ Institutes involved in the processing of this application.
7. Authorising the respective Authorities to take any necessary action, as may be necessary, to recover any overpayments or amounts due by applicants. Following the submission of the online application, you will receive an email and an SMS text confirming the submission. Once the application is processed, you will receive updates on the status of your application via SMS and through the online system indicating any updates or confirmation required. The online application is only
8. Completed after all the steps have been followed. Any incomplete applications will remain pending until you take further action, as required. Kindly note that no further processing of the application will take place after 30th June of the respective academic year.

## **Eligibility and Payment**

Online applications are vetted according to course enrolment data held at MCAST, subject to students' attendance data and according to the criteria set by Legal Notice 308/2016 regulating the award of Students' Maintenance Grants. Once an application has been approved by the MCAST Stipends Office, you will receive instructions via email to confirm your application. You are to login again using the e-ID and active password and click on the Confirm button. All Students' Maintenance Grants are credited directly to students' bank accounts. No alerts are sent to students when funds are credited, so you are to check the fund balance directly in your account.

## **Justification of Absence and Extenuating Circumstances**

Every absence from any lecture session, or 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, etc.), which is to be handed in to the respective Institute's Administration. When you are sick/taken ill you will be expected to hand in the Medical Certificate to your Institute's Administration as per the table below:

Part of day	The following school day
1 day	The following school day
2-5 days	By not later than the 2nd school day upon your return
Prolonged sickness	Every six days from the first medical visit , either by post or by a trusted representative

Please make sure that all the required information in the Medical Certificate (such as, the NI number, date, your signature, etc.) is filled in. Medical Certificates with missing information will NOT be accepted. In cases of prolonged or regular illness, you are strongly encouraged to discuss your situation with your Institute Director or Deputy Director, so that the particular circumstances are evaluated and a plan for the way forward is agreed upon. It is highly recommended that you retain a copy of all original certificates submitted to the Institute's Administration.

**Student Attendance:** As an MCAST student, you will only benefit from the vocational experience through proper attendance and full involvement in your programme of study. You will be automatically notified if you are repeatedly absent/late and may be stopped from carrying out assessments if your behaviour exceeds acceptable limits. Should this behaviour persist, you will be considered as having resigned from your programme of study. You are advised to check your MCAST email daily for any notifications in this regard.

## **MG2i International**

MCAST has a growing international student community from all over the world following a diverse range of study programmes. Through MG2i, MCAST offers an array of programmes at undergraduate and post-graduate level, in a broad range of fields, including; Health Care Management, Nursing, Business Management, Aviation, IT, Engineering, Tourism and Events Management.

We believe that through our internationalisation efforts, we are not only marketing MCAST as an entity, but also promoting Malta as a destination for Higher Education. Malta is bilingual, which means that practically everyone on the island speaks Maltese and English fluently, making it the perfect place to welcome thousands of International students from all across the globe every year. Malta's cultural and economic scene adds to the value and student experience our graduates receive. With a thriving job market and ample opportunities in the various growing sectors, Malta offers a perfect backdrop for a higher education experience.

At MCAST, we also offer custom-made programmes for cohorts brought together by common interests and/or goals. This allows greater flexibility in terms of course delivery and timeframes. At MG2i, we pride ourselves in offering a high quality educational experience, ensuring that our students get the utmost out of their experience while studying in Malta. Since all our study programmes are delivered in English, we require all our students to have a sound knowledge of the language. Applicants without IELTS certification can opt for the MCAST Preparatory Access Course, which is tailor-made to enable them to obtain a Level 5 certificate in English over a period of ten months, ensuring that they have the necessary language competences to follow our programmes.

As an international student coming to Malta for the first time, or even if you have visited before, MG2i staff can help you with all your requirements prior and post your arrival to Malta.

International students following a full-time course at MCAST may benefit from a government scheme, which enables them to work for up to 20 hours a week during their studies with a provision of a stay-back period of six to nine months to engage in a job related to their studies. We believe that every student is entitled to the best level of education possible and that access to education is an incontrovertible right. We therefore strive to ensure that the learning experience that is offered while studying at MCAST is of the highest quality.

T: 2398/7155/7160/7877 E: [mcastintapp@mcast.edu.mt](mailto:mcastintapp@mcast.edu.mt)





# MCAST Policies, Procedures, Rules and Regulations

## Data Protection Policy

The General Data Protection Regulations (GDPR) regulate the processing of personal data, whether held electronically or in manual form. MCAST is geared to fully comply with the Data Protection principles as set out in these Regulations. MCAST collects and processes information to carry out its functions under the Education Act. All data is collected and processed in accordance with GDPR, the Education Act and other subsidiary legislation. The information you provide to the College may be disclosed to the Education Department and to other Government Authorities/ Agencies, as authorised by the respective laws. The latest version of the official College Policies, Procedures and Regulations as well as Forms is available online at [www.mcast.edu.mt](http://www.mcast.edu.mt) or from the Institute's Administration.

E: [dpo@mcast.edu.mt](mailto:dpo@mcast.edu.mt) | T: 2398 7271

The MCAST Student Privacy Statement can be accessed at:

W: [https://www.mcast.edu.mt/students\\_privacy\\_statement/](https://www.mcast.edu.mt/students_privacy_statement/)

## Fostering Quality through Quality Assurance

Regulations and procedures are the cornerstone of any society and a statutory requirement for education and training organisations. They are important and necessary for the promotion of an orderly and inclusive environment in which everyone may feel safe and at ease. At the same time, they define the rights and responsibilities of MCAST Students. Being a vocational Education and Training Institution, MCAST prepares its students for the world of work. To this end, the establishment and respect of such rules is even more significant.

# Policies, Procedures and Regulations

You should be familiar with the pertinent documents below since they include the rights and obligations of both staff and students.

[mcast.edu.mt/college-documents/](http://mcast.edu.mt/college-documents/)





Whilst all the regulations are important, the MQF/EQF 1-3, MQF/EQF 4 and MQF/EQF 5-7 Programme Regulations (Doc 003; Doc 004; and Doc 005) are the main regulations that provide detailed information, which is vital to your academic life at MCAST and include information on:

Student Behaviour and Academic Conduct;

- Attendance Regulations;
- Assessment Regulations;
- Work Based Learning Regulations;
- Progression and Certification

## **Student Conduct Regulations**

As an MCAST student, you 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, ensure conformity, take appropriate disciplinary action and safeguard the overall interest of the community. Misconduct is any action by a student, either willingly or inadvertently, which in one way or another interferes with the operations and activities of the College and/or of those who work or study within it; and/or any action which damages the College or its reputation, as a result of, but not limited to, any of the following examples (refer also to Doc 038: Student Conduct Regulations):

1. Any other behaviour or actions that constitute a criminal offence;
2. Any behaviour or actions that cause or constitute a potential harm to self and others;
3. Any behaviour or actions that tarnish or potentially tarnish the name or reputation of MCAST;
4. Obstruction of, or improper interference with, the functions, duties and/or activities of any student, member

- of staff, or any visitor to the College;
5. Vandalism and damage to the College's or third party's (students, staff or visitors) property either caused intentionally or as a result of recklessness/negligence;
  6. Inappropriate and/or unauthorised use of the College's and the Institute's property
  7. Theft and/or misappropriation of any the College's and the Institute's property, or the property of staff, students and/or visitors;
  8. Provision of access to college facilities (libraries; canteens; sports grounds; classrooms, workshops, laboratories, etc.) to unauthorised individuals/persons;
  9. Disruption of any academic, corporate and social activities promoted and/or held by the College and its Institutes;
  10. Tampering with attendance records and/or academic achievement records, both personal and of others;
  11. Bullying and harassment of any student, member of staff and/or any visitor on the grounds of sex, race, religion or belief, disability, sexual orientation, gender reassignment, age, etc.;
  12. Violent, indecent, disorderly, threatening, intimidating or offensive behaviour (including the carrying and brandishing of weapons) or language, whether expressed verbally or in writing or by gesture, including in electronic form; Fraud, deceit, deception or dishonesty in relation to MCAST or its staff, students or visitors;
  13. Failure to comply with disciplinary sanctions and reasonable instructions related to discipline imposed by the Institute Director and any of the MCAST Disciplinary Boards;
  14. Use/abuse, consumption and/or distribution of alcohol, drugs and/or illegal substances on college/institute property/grounds; and/or during any college/institute activities held inside and/or outside college/institute premises;
  15. Breaching of any official MCAST regulations either intentionally or as a result of negligence and/or recklessness.

## The MCAST Transgender Policy

MCAST recognises and values the diversity of its students' gender, gender identity and gender expression. The College is committed to promoting equality, diversity and good relations in all its policies and procedures and undertakes not to discriminate against transgender and non-binary students. Transitioning is the process undertaken by a trans person in order to bring their gender presentation into alignment with their gender identity. The College acknowledges the transitioning journey and commits to support all students undergoing this critical process. MCAST students are able to request that a change of gender and name is done to their College records. This request needs to be done at the same time or during the legal transition process. The student can request this change at any point of the application/registration process. The request must be made in writing to the Registrar via an affidavit declaration, and must be accompanied by evidence of the legal proceedings.

### Dress Code

MCAST is first and foremost an educational institution. It is therefore very important that you attend wearing the appropriate attire. With increasing emphasis on corporate image, many employers regard workplace attire as serious business. As an MCAST student you are preparing yourself for the world of work where first impressions are very important. These are transmitted through clothing amongst other things. For this reason, the following is not allowed:

- Sleeveless vests, T-shirts with bold, extravagant, offensive pictures and/or words, low cut tops or crop tops, transparent, see-through or skimpy clothing, very tight bottoms high above the knee (Long trousers are a must in workshop settings). Underwear should not be visible through any attire.

- Flip-flops or similar footwear constitute a safety hazard besides being considered inappropriate for an educational institution preparing students to work in particular environments.
- Piercings and jewelry items have to be removed in workshop settings where safety requirements so demand.





## **Smoking Regulations**

Due to the health risks related to passive smoking, smoking is not allowed in any MCAST building in line with statutory requirements. Students, employees and visitors are also prohibited from smoking near exterior entrances, open windows and any outdoor air-intakes. Smoking is only allowed in designated areas outside the main doors and in the parking areas.

## **Cleanliness**

All students are required to keep the College and Institute environment tidy and safe to use. Appropriate bins should be used to dispose of any rubbish. It is the responsibility of each and every one of us to ensure that cleanliness is maintained in all classrooms, buildings and open spaces within the College premises. Anyone vandalizing, dirtying, breaking furniture and/or writing on desks, will face disciplinary action. Lecture rooms found in a very dirty state should be reported immediately to the Institute's administration.

## **Food and Drinks**

No food or drinks are to be consumed in the classrooms, science labs, animal units and/or workshops unless permission is granted. All food and drinks must be kept in bags during lessons. You are allowed and encouraged to have an adequate supply of water available when undertaking strenuous manual work in workshops and/or fields, etc.

## **Assessment**

It is the practice at MCAST for academic staff to employ a combination of formative, i.e., continuous, and summative assessment for the benefit of MCAST students. The three documents dealing with the various programme levels referred to earlier, namely, Doc 003, Doc 004 and Doc 005, which can be accessed on the MCAST website at [www.mcast.edu.mt](http://www.mcast.edu.mt), all outline the regulations governing the assessment process, which may be found in Section 10. This section also goes on to outline the corollaries of academic integrity, described in greater detail below.

## **Academic Integrity**

Academic integrity is the moral code or ethical policy of academia, which upholds values such as honesty in your studies, acknowledging the work of others and giving credit where you have used other people's ideas as part of presenting your argument, maintenance of academic standards and rigour in research and academic publishing. By enrolling at MCAST, you have joined an academic community and you are expected and required to act honestly regarding the work you submit for assessment in your courses. Academic integrity is closely related to the concept of good academic practice, which stipulates that

you are required to act with honesty and integrity in fulfilling requirements in relation to assessment of your academic progress. Academic integrity, therefore, emphasises the avoidance of cheating or plagiarism.

## **Cheating Behaviour**

Cheating is seeking to gain unfair advantage, usually violating regulations, of which plagiarism is one type. At MCAST, it is academic misconduct to present someone else's work as being one's own. Note that plagiarism has to do with work and copyright violation has to do with words. These are often confused. Cheating behaviours include:

- False citation;
- Plagiarism (also see section below);
- Using unauthorised sources or notes in examinations or tests;
- Dishonestly obtaining material or information prior to examinations;
- Copying from other students;
- Permitting other students to copy your work;
- Soliciting work from others (e.g. individuals, 'editors' or essay banks, etc.);
- Unauthorised collaboration, or collusion occurs where:
  - Collaboration became collusion,
  - The work submitted has resulted from collaboration with others whose contribution has not been acknowledged;
- and, Fabrication may take various forms but is essentially concerned with manufacturing aspects of the work produced. For example, the insertion of made-up information, data, sources, quotes, anecdotes or analysis would all amount to fabrication.

**Recycling** - The multiple submission of your own work/material is not, in itself, considered as academic misconduct, particularly, if the necessity for doing so is declared at the outset. Submission of material that has been submitted on a previous occasion for a different summative assessment is, however, unlikely to be academically appropriate.



The merit of such material will therefore be a matter of academic judgement and it may attract fewer (or no) marks than would have been the case if it had not been assessed previously.

Most students do not have any problems understanding the rules and expectations about acting honestly at MCAST, although some are not familiar with academic expectations and plagiarism.

## **Plagiarism**

Plagiarism means presenting someone else's work as your own, even with their consent. Plagiarism is wholly unacceptable and is treated by MCAST as an act of academic misconduct, comparable to cheating in exams or fabricating data. If plagiarism is discovered, it not only makes the student concerned liable to serious penalties, but also raises questions about personal integrity. It is unethical to fail to give recognition to the person who is the true owner of the work.

However, sometimes what appears to be intentional plagiarism can be poor academic practice arising from a lack of understanding of standard methods of acknowledging the source of words, ideas and diagrams in your work. Where you are not sure whether or not you are committing plagiarism, you may either opt to not use the material or else consult with your lecturer/tutor on the best way to approach the problem. You will be asked to sign your submitted work to show you have read and understood MCAST's Regulations on Academic Misconduct. You may access Plagiarism regulations and procedures for the respective levels on the MCAST website at [www.mcast.edu.mt](http://www.mcast.edu.mt).

## **How to Avoid Plagiarism**

- If one is using the author's specific words, it is important to put these words within quotation marks and give credit to the source and the author. Remember to mention the author and source in the bibliography/ references section and to reference it in the appropriate manner in the text, as required.

- Paraphrasing and summarizing a text is a good way of avoiding plagiarism. However, remember that changing a few words, or the order of the sentence, does not make the text yours. To be fully clear of plagiarism you should use your own words and always remember to reference any source on which the idea was based.
- When writing a paragraph, always make sure to distinguish whether the information you are giving is general knowledge, or not. If the information you are using is, in fact, general knowledge, then you do not need to cite the source. On the other hand, you must write the source of any other information that is not general knowledge.
- To determine whether information is general knowledge or not, you must: Ask yourself if the information you are giving would be known by the majority of your audience. Common knowledge will most likely be known by everyone; Make sure that the information you are giving is agreed upon by everyone and that it is “a known fact”. If there are disputes over the information you are giving and different points of view, then it is not general knowledge and you must make sure to quote the various perspectives; Determine whether the information appears unreferenced in a number of credible sources, as then it is most likely to be general knowledge; and, Determine whether it is factual information, such as the birth and death of well-known people and dates of historical events, which does not need to be referenced being in the public domain.
- Avoid procrastination (i.e., leaving your work to the last minute). Panic may lead you to plagiarism to finish on time.

Last but not least, keep in mind that referencing is a very important tool that every student should make responsible use of. When used correctly, it will not only protect you from plagiarism, but it will also support your work by giving it a solid background.



## **Grievance Office**

### **Main Objective**

To provide all MCAST full-time and part-time students with structured support and point of reference when they encounter situations involving disagreements, concerns, disputes or when they feel that they are not treated fairly. The Grievance office seeks above all to promote and facilitate a culture of truthful dialogue. Every effort will be made to resolve the issue at the earliest possible stage, and at each stage, efforts will be made to avoid proceeding to the next step and settle the matter amicably. Goodwill and mutual respect will suffice to resolve most grievances.

### **What is a Grievance?**

Grievances are concerns, problems or complaints that students encounter during their course of study/placement and raise with the MCAST Grievance Office. The Benefits of having the grievance office The office assists MCAST students to share and obtain advice about their concerns, complaints, and grievances.

The office developed the MCAST Grievance Policy and Procedure, which ensures that students are treated fairly, and any grievance is addressed in a timely, transparent and consistent manner and, where possible, resolved.

## How to raise a grievance

Grievances are best dealt with at an early stage. Students are encouraged to attempt an informal resolution by raising their concern with the person concerned or another appropriate person. Should you feel that you can't sort your complaint this way or after accessing other avenues of redress available to you and treated unfairly, you have the right to put your case and raise a grievance formally. Any grievance presented to the 'Grievance Office' must be in writing.

Students can access the MCAST Grievance Procedure

Formal Form A through the MCAST Website – Documents

- College Forms (available at the following link: <https://www.mcast.edu.mt/college-forms/> ) under the Grievance Office Heading.

You can also access the MCAST student and staff grievances procedure through the following link <https://www.mcast.edu.mt/college-documents/>) under the Grievance Office Heading.

You may communicate your grievance with the MCAST Grievance Office on the following contact details:

E: [sandra.cortis@mcast.edu.mt](mailto:sandra.cortis@mcast.edu.mt) | T: 23987130

## Health & Safety Regulations

Through its Health and Safety Policy, MCAST recognizes that safety is a fundamental part of all its undertakings. The implementation of this policy necessitates a group effort, and hence, everyone's cooperation is vital. Emergency Evacuation Procedures: It is important that you familiarize yourself with the information related to the evacuation routes, fire exits and the designated assembly points throughout the College, to know what to do and where to go in the event of a fire alarm. The allocated College assembly points at and any other related information are listed in the MCAST

Emergency & Evacuation Policy & Procedure which can be accessed on the MCAST website. Fire drills are conducted in all MCAST buildings. Students who may require specific assistance to evacuate from the buildings should notify the Director or the Deputy Director of their Institute at the start of the academic year. This is necessary for arrangements to be made for such students to be escorted via a Personal Emergency Evacuation Plan based on their specific needs. Your safety is our priority!

**First Aid Provision:** The list of first aiders including their contact number/s are available in all the College foyers. First aid boxes are indicated by means of first aid point signage. It is important that you familiarize yourselves with these provisions. Automated External Defibrillators (AED): At the College, there are currently two AED's, which can be found and accessed in the following areas: the Reception area of the Administration Block and the Institute for Community Services (ICS) foyer. Accident Reporting and Investigation: All accidents within the College grounds must be reported accordingly:

- If you have an accident, report it to your respective Director or Deputy Director;
- In the event of a serious incident, an ambulance is called and a member of staff accompanies the student to hospital. Parents/ guardians will be notified. Kindly refer to the MCAST Reporting of Injuries Policy &
- Procedures. Security/Personal Possessions: You should keep all your personal possessions with you at all times. The College is not liable for any loss or damage to your personal property.
- You are not to bring any items to the College that could be considered dangerous or offensive (including weapons).
- If your course equipment is potentially dangerous, follow the relevant Health & Safety guidelines for carrying such equipment.
- Our security team is here to help you. MCAST Security can be contacted on 79464636. Identification Tags: All

students are expected to wear their MCAST Student Card lanyard at all times whilst they are at the College. This helps MCAST in identifying any unauthorised visitors on Campus.

- Equipment/Machinery in Workshops: Proper training and instruction on the use of College equipment will be given to you as part of your coursework. Prior to using any equipment and/or machinery, or attempt practical work, you must make sure that you have understood the basic safety rules.
- Personal Protective Equipment (PPE): It is important to note that PPE should always be used, in addition to the implementation of all other possible safety measures. PPE is necessary to protect the individual from hazards associated with the tasks/activities being undertaken, e.g., eye protection, hearing protection, safety footwear, hardhat, gloves, etc. As a minimum requirement to be allowed into any MCAST workshop, you are expected to wear the following PPE: safety shoes S3 and lab coat or overall or boiler suit.

Furthermore, the use of different machinery and/or other equipment requires particular PPE, as indicated in the relative Risk Assessment, Operational Manual and/or as will be instructed by the lecturer and/or, the relevant mandatory signage for the particular machinery/equipment. Kindly refer to MCAST Workshop Safety Policy and Procedures.

T: 2398 7405 | E: [peter.micallef@mcast.edu.mt](mailto:peter.micallef@mcast.edu.mt)

## **MCAST Parking Permit**

Access to the MCAST Underground Carpark is allowed through the presentation of a parking permit card. To apply, you are to fill in the online form available at: [http://moodle.mcast.edu.mt/student\\_parking/](http://moodle.mcast.edu.mt/student_parking/). Once the card is ready, you will be advised by the institute administrative staff to collect your card from your Institute's Senior Administration Officer (SAO). You will be asked to pay a €10 deposit when collecting

the card and will be presented with a receipt. The deposit is refundable once the card is returned and the receipt presented to the finance department. In the case of a lost card, you are to inform the Institute's Senior Administration Officer immediately. The refund will not be reimbursed and you may request a new card against a second €10 deposit for the replacement card. Kindly note that you cannot have more than one parking permit card at any point in time. Non card holders can park their vehicle in the surface carpark accessed via Gate 1 of the Campus. It is your responsibility to abide by the rules of safe driving and parking. As indicated in different areas of the Campus, you park and drive on MCAST grounds at your own risk. No loud use of audio equipment in vehicles is allowed. You shall not park in reserved areas. Any breach of the College traffic regulations within the MCAST car park and/ or College grounds will cause the immediate revocation of your parking permit without notice.

## **CCTV System**

MCAST operates a Closed-Circuit Television (CCTV) system on the MCAST Main Campus to provide staff, students and visitors with a safe environment. The positioning of the CCTV system is planned to ensure maximum coverage. However, the College cannot guarantee that all incidents will be detected and recorded. Access to the CCTV system and search for extracts of the footage is restricted to the Estates Manager and his/her designate. All requests, including those by police authorities, in relation to the reviewing of CCTV footage of the MCAST Main Campus must be made to the Estates Manager within seven (7) days. Requests should include the date and time the images were recorded, any information to identify the individuals and/or belongings and the location of the camera, if known.

T: 2398 7406 | E: [quentin.farrugia@mcast.edu.mt](mailto:quentin.farrugia@mcast.edu.mt)

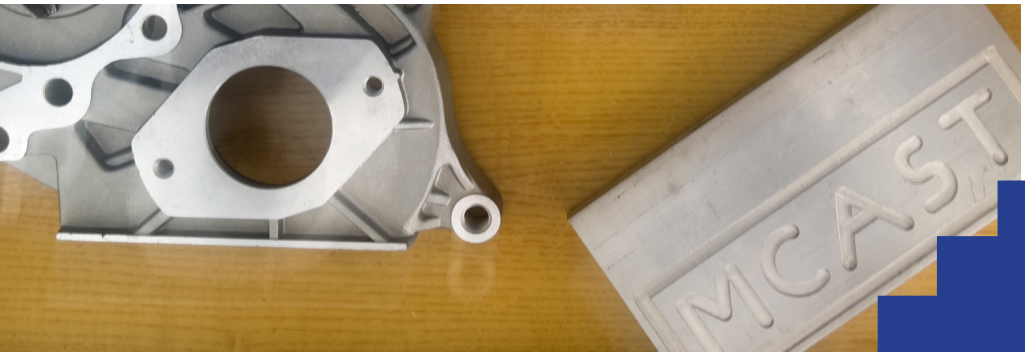


## Lost and Found

Should you find items on campus which do not belong to you, you should turn them in to the Institute Administration Office, or the office closest to the location (including the MCAST reception) where you found them. Should you lose any items on campus, you are to check at the various offices on Campus, including your Institute's Administration and Reception desk, Student House, Canteen and Library, for the possible recovery of your lost property. However, you are also reminded not to leave valuables unattended. You are solely responsible for your personal belongings and neither the College nor the Institute can be held responsible for any lost or stolen property.

## Students' Suggestions and Comments

At MCAST we aim to continually provide you with the best possible services. To this effect, we value your opinion on the services we provide and the various courses we offer, as well as the learning environment. You are therefore strongly encouraged to provide your feedback through various means such as online surveys and focus groups that are conducted by the College from time to time. The online survey is one of the important tools which enable MCAST to keep in touch with students and ensures that we are offering the best learning experience possible. The information gathered is confidential and the data will only be used for the purpose of continuous improvement.





Institute of  
**Applied Science**

## Institute's Aims and Targets

We provide educational opportunities for scientifically and/or technically inclined students who aspire to posts in the industrial, environment, nursing and health sciences, as well as in agricultural, aquatic and animal sciences, offering high employability and challenging careers. To achieve this aim, we

1. provide students with the highest academic and practical learning experiences in their chosen career path;
2. promote a friendly, inclusive and embracing culture;
3. instill in students a sense of responsibility and respect; and,
4. encourage initiative while developing a flexible mindset.

**Timetables:** For each individual level, all students will be given set timetables, which need to be followed in order to satisfy the required hours for each unit. Lectures for full-time (day) courses are normally carried out between 08:00 and 16:30, five days a week. However, the Institute and the Centre reserve the right to schedule lessons after 16:30, up to 20:00, according to the exigencies and needs of the course and in line with college provisions. For various reasons, the timetable may need to be changed at short notice but, when possible, you will be notified in advance. It is advisable to check the Student Information Management System (CLASSTER) regularly for any updates.

For practical work, some classes need to be split into groups, depending on the number of students involved. At the beginning of the academic year, you will be informed which group you belong to. Absenteeism, even from single lessons, will lead to automatic cuts in your stipend, while continuation and progression on your course may also be jeopardised.

## Institute Regulations

Apart from the main college regulations listed in the earlier sections within this publication, students at the Institute of Applied Sciences and at the Centre for Agriculture, Aquatics

and Animal Sciences are to take note of, respect and adhere to the following:

Apart from the main college regulations listed in the earlier sections within this publication, students at the Institute of Applied Sciences and at the Centre for Agriculture, Aquatics and Animal Sciences are to take note of, respect and adhere to the following:

## **Field/Farm/Laboratory Regulations**

1. You are to follow all instructions and Health and Safety precautions as instructed by administrative staff, lecturers, technical staff and/ or mentors whilst on MCAST premises and also during fieldwork, placements, conferences/ workshops and site visits.
2. You will only be allowed to enter the field, farm or laboratories if you are wearing the proper safety gear, as instructed by your lecturers. If you do not have your safety gear with you, you will be marked as absent.
3. The laboratory rules are to be followed at all times when working in a lab.
4. You are to immediately report all accidents that occur (or near misses, even minor ones) to the lab technicians or lecturer in charge or to the administration.

## **MCAST - Northumbria University BSc (Hons) Nursing Studies**

In the event of a possible conflict in the interpretation of the contents of this handbook, where the students following the joint MCAST/Northumbria University BSc (Hons) in Nursing Studies are concerned, the documents available on the Northumbria University website, <https://www.northumbria.ac.uk/governance/terms-and-conditions/> will prevail, unless otherwise communicated by the institute.

## **For the Joint Award**

By mutual agreement, your time on campus, your wellbeing, your behaviour as a student and your experience in clinical placements are governed by policies in place at MCAST and contained within this handbook.

By mutual agreement, all academic elements of the programme such as assessments, marking, appeals, academic misconduct, etc., are governed by Northumbria's regulations. These are set out in the following document: Northumbria's Academic Regulations for Taught Awards (ARTA): Academic Regulations for Taught Awards.

## **Appeals, Complaints and Disciplinary Procedure**

### **Academic Appeals**

By mutual agreement, Northumbria University's appeals process will be followed where students wish to appeal against an academic decision of the Joint Programme Assessment Board.

If the student remains dissatisfied at the completion of stage 2, they have the right to appeal to either the Office of Independent Adjudicator (OIA), UK or the Maltese Commissioner of Education.

## **Complaints**

Non-academic complaints are dealt with in the first instance by MCAST. See MCAST Student Grievance Policy. If the complaint is related to programme delivery, the student has recourse to the Office of Independent Adjudicator (OIA), UK. <https://www.oiahe.org.uk/>.

## **Academic Misconduct**

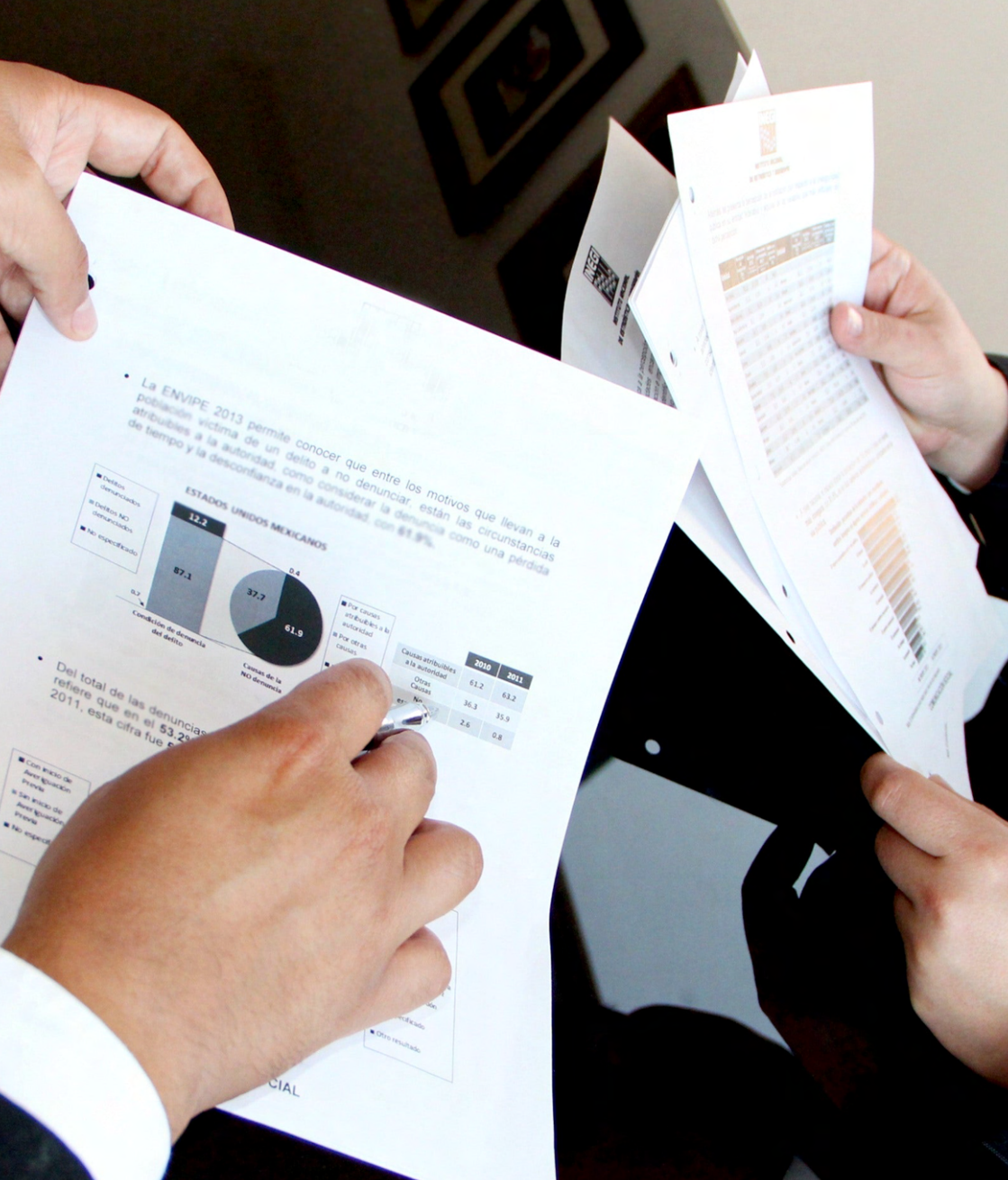
By mutual agreement, Northumbria University's academic misconduct policy will be applied.



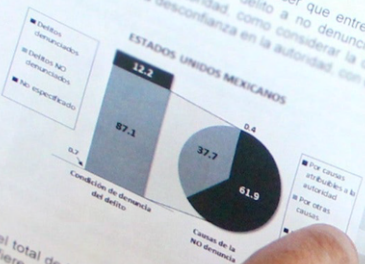
## Non-Academic Disciplinary Procedures

Students on the Joint Degree will be subject to MCAST Student Disciplinary Policies. Some policies that relate to your wellbeing that have a specific impact on your academic performance such as personal extenuating circumstances will be governed by Northumbria regulations. Further details of some of these can be found via the following link: <https://www.northumbria.ac.uk/about-us/universityservices/academicregistry/quality-and-teachingexcellence/assessment/guidance-forstudents/>





La ENVIPE 2013 permite conocer que entre los motivos que llevan a la población víctima de un delito a no denunciar, están las circunstancias atribuidas a la autoridad, como considerar la denuncia como una pérdida de tiempo y la desconfianza en la autoridad, con 81.9%.



Causas atribuidas a la autoridad	2010	2011
Otras Causas	61.2	63.2
No especificado	36.3	35.9
Por otros motivos	2.6	0.8

Del total de las denuncias refiere que en el 53.2% en el 2011, esta cifra fue...



## Keeping in Touch

**Email:** The main means of communication with students is through the MCAST email address. Please make sure that you check your MCAST email regularly and that you only use the official MCAST email to communicate with the Institute.

Should you have any queries or difficulties please contact the institute via email [ibmc@mcast.edu.mt](mailto:ibmc@mcast.edu.mt) or on telephone 2398 7600.

**Moodle:** The Institute also makes use of the Moodle platform to provide information to students. Lecture notes, assignments and notifications of cancelled lectures are all communicated via Moodle.

**MCAST MIS:** The MCAST MIS (Management Information System) Classter, will be another platform through which we will be informing you of special activities and special dates via the IBMC Academic Calendar.

**Class Representatives:** Throughout the year there will be instances when issues of concern or ideas which are common to the whole class will arise. Each class will have one or two class representatives. The aim of the class representatives is to be the spokesperson for the whole class. Class representatives can request a meeting with the Director whenever they need to discuss matters relating to the whole class or course.

**Open-door policy:** At IBMC, we adopt an open-door policy and any student who would like to discuss something with the Director only needs to approach reception and request a meeting.



Institute of  
**Community Services**

## Institute's Vision

To embrace a learning culture that promotes self-worth and an inclusive approach based on reciprocal respect, to hone a sense of responsibility and citizenship.

## Facilities and Services for Students

**Hair and Beauty Salons:** These salons offer services, at reduced prices, to ICS students and the public. Students may also act as models for Hairdressing and Beauty students when they do not have lectures. Opening times and prices are available at the ICS Reception.

**Student Representative:** Each group selects a class representative to be the voice of the students, whilst also providing a fast and effective way to disseminate information. The class representative liaises with the Administration and the lecturers on any matters related to the particular group represented.

**Communication:** We encourage you to come forward with any issues or concerns that you might have so that we can assist you. The ICS Administration, Management and Academic Staff are available during college hours through the Community Services main reception desk or you may contact us on 2398 7550. We assure you that we will do our utmost to help you in a professional manner, whilst respecting your decisions and confidentiality.

Our main communication tool is the MCAST Classter system. It is highly recommended that you check this daily to enhance the communication process. All matters pertaining to the Institute and your course will be communicated to you via MCAST Classter system. We also recommend that you go through the MCAST handbook thoroughly to better understand and follow MCAST procedures and regulations.





Institute of  
**Creative Arts**

## **Institute's Collaboration**

The Institute collaborates with local industries to give you the opportunity to practice what you learn by working on projects, in response to real life briefs, carried out within your institute's studios and workshops, under the guidance of an expert team of lecturers.

## **Facilities and Services for Students**

**Booking of Rooms:** You may, from time to time, need to book a studio/workshop/classroom to work on an assignment. Booking, subject to availability, is to be registered through the administration offices via email, [ica\\_bookings@mcast.edu.mt](mailto:ica_bookings@mcast.edu.mt), at least four working days prior to when the spaces are required. Bookings are on a first-come, first-served basis and on the basis of experience in such environments.

**Booking of Equipment:** During the year, coursework and assessments may require the use of equipment, which you do not own. The Institute, through its Loaning Office, makes it possible for you to avail yourself of certain equipment for a short period of time. Bookings, via e-mail, [ica\\_equipment@mcast.edu.mt](mailto:ica_equipment@mcast.edu.mt), are on a first-come, first-served basis, subject to availability and knowledge of use.

**ICA Library:** The Library boasts a collection of over 5,000 volumes covering the various subject areas taught within the institute. You will find information about individual artists and designers, the history of art and design, art and design movements and schools of thought, art and technology, architecture, crafts, graphic design, performing arts, media, journalism, photography, cultural heritage and much more.

In addition to printed materials we have an extensive collection of electronic resources. These include hundreds of thousands of e-books and millions of e-journal articles. Students are requested to register with the library to make use of the online journal databases EBSCO, Emerald and Weblinks and ProQuest e-books.

## Own Materials, Supplies and Equipment:

While the Institute may supply test pieces, students are to bring their own tools, materials and supplies for their projects. Students are encouraged to buy equipment that would be necessary for them to follow their course, further their studies and enter into the working world. Before investing in such equipment, consult with your lecturers who can make recommendations that would help ensure that you make suitable choices.

## Institute's Regulations

Apart from the Main College regulations listed in the earlier sections within this publication, students at the Institute for the Creative Arts are to take note of, and respect, the following:

### Health and Safety

Students are to follow all instructions as per signage within the campus especially in the workshops and in studios.

### Parking Areas

Students making use of their private vehicles are requested to park their cars in the area to the left of the clock tower when facing the building (Ceramics Workshop side) and the large parking area adjacent to Ġnien l-Għarusa tal- Mosta. The right side (near Administration) is to be reserved for Institute Staff. At no time is parking allowed in front of the Institute's gates. The Institute management reserves the right to report and tow any cars parked in front of gates.

### Restricted Areas

Students are not allowed to enter the following rooms and areas:

- roof top; staff toilets; caretaker rooms; staff room;
- computer labs, studios, and workshops, if unattended or without permission from the unit lecturer; and
- administration corridors (unless during student hours). Entrance to the Institute for ALL students is from the door

to the left of the clock tower when facing the building (opposite the canteen). Smoking is not permissible on the Institute grounds, including the gardens within the Institute walls.

## Studio Ethics

All personal items are to be removed from studios at the end of each session.

- Any material brought or left in the studio for any coursework activity must not create hazards for you or for others.
- Nobody is allowed to lock doors of any classroom, studio or workshop while inside them.
- No food and drinks (other than water) are allowed in the studio areas – water is not allowed next to, and if operating, machinery/equipment.
- The use of shoes is not permissible in the Performing Arts Studio – you are encouraged to bring an extra pair of socks or appropriate soft shoes to use during sessions held in this studio.
- Use all equipment and machinery in a responsible way for your own safety and that of others and also in the interest of the learning process itself.

## Exhibitions

- The Institute reserves the right to photograph and publish work produced by students for demonstration during exhibitions. The Institute will make every effort to give students credit for their work.
- The Institute is entitled to retain any student's work for a maximum period of one year and for any purposes deemed necessary.
- With regards to exhibitions, the Institute retains the right to select, or reject, any work produced by students in connection with their course of studies.
- No exhibited student work may be taken down prior to the end of the said exposition of works unless special permission for very extenuating circumstances is sought



from the Institute Administration.

- The most important exhibition organised by the Institute forms part of the end-of-year Festival. The exhibition of students' projects is a significant cultural and educational event that also serves as a showcase for displaying your work and the learning taking place at the Institute.
- Important: The Festival forms an integral part of the course and, therefore, active participation in its organisation, running and dismantling, is compulsory.

## Assignments and Assessments

All necessary details in connection with assigned work are passed on to you in digital format shortly after the start of every study unit. The Assignment Brief will include all the information related to the assessment, including delivery dates, deadlines and grading criteria being assessed.

- More than one lecturer may be involved in the delivery of an Assignment Brief. However, one lecturer per unit will be responsible for the gathering of documentation.
- Formative feedback is given in order to provide you with direction regarding on-going work. Final assessments are held for each unit. For assessment purposes, your presence may be required during set days/times. Your performance throughout will inevitably influence final grades obtained.
- Creative subjects involve an array of practical elements. This means that lecturers need to observe students at work on site.
- Lecturers may NOT accept work that they have never seen.

## Records of Work

Students following any course at the Institute for the Creative Arts produce different types of work, which may include 2D sketches, drawings and paintings, 3D test pieces, models and prototypes, digital artwork and so on. When presenting work for assessment, you are to ensure that all work is appropriately labelled (name, course and unit number/ name) and according to the requested format. You **MUST** keep photographic

records of all physical work, because this may be required for internal and external assessment purposes. Where digital work is concerned, you are responsible for creating a back-up of your work. We have all experienced hard disk and printer malfunctions on the eve of a deadline. So back up!

## **Portfolio of Creative Work**

The Portfolio is a folder containing your work, which you will need for as long as you choose to work in the field. The Portfolio must demonstrate the breadth of your interest and your skills in your area of studies. This must be accompanied by personal annotations showing your ability to reflect on and evaluate your work process. Equally, you need to provide evidence of your ability to implement your ideas in whatever format is appropriate. Bulky objects can be photographed.

## **Collection of Work**

At the end of the academic year and following publication of results, it is solely your responsibility to collect ALL your work before the end of the summer recess. Work left behind will be deemed abandoned and will be disposed of without further notification. Works will only be given to students if these are clearly labelled upon submission. Students who resign from any Creative Arts course must collect their work before they stop attending. All work will be disposed of if not collected within one month. Students should retain their pieces of work as was submitted originally until graduation from the programme related to such work following publication of the result in case of appeals/audits.

## **Timetables**

Lectures are normally scheduled 0800-1630 but may extend to 2000. Students may be requested to be available outside timetable hours for seminars, talks by guest speakers and during exhibitions.



Institute of  
**Engineering and Transport**

## Facilities and Services for Students

**Use of Computers and Internet:** The Institute of Engineering and Transport has several laboratories, most of which are equipped with computers and state-of-the-art equipment. It is understandable that the upkeep of this equipment is of the utmost importance, not only because of its high cost, but also because of the large number of students that use our facilities. Computers and the internet on campus are to be used exclusively for academic purposes. Students cannot navigate to objectionable sites, download programmes or music, or play games. If specific programmes are needed for your studies, please contact your lecturers for guidance. All electrical/electronic equipment must be used in accordance with the guidance given by lecturers. When in doubt, please ask for guidance to avoid damage to equipment and possible safety hazards for yourself and for others.

**Moodle:** Several lecturers at the Institute of Engineering and Transport make use of Moodle in order to facilitate communication with students regarding the delivery of units, tutorials and further support on the unit content. It is in your interest to regularly check the Moodle website, especially when this is indicated by the lecturer. Moodle is also to be used to upload assignments for correction.

**Facebook Page:** The Institute of Engineering and Transport has a Facebook page, which is a means through which the IET interacts with students and staff. The main aim of this group is to bring us closer to each other, giving us the opportunity to share experiences and express our opinion about life at the Institute. URL: <https://www.facebook.com/IETMCAST/>. Your MCAST email address: please note that students are to Use only their MCAST email addresses when communicating with lecturers and administrative staff.

## **Institute's Regulations**

Apart from the main college regulations listed in the earlier sections within this publication, students at the Institute of Engineering and Transport are to take note of, and respect, the following:

The Code of Conduct - Centre for Maritime Studies: On the first day of joining the Centre for Maritime Studies, new students are given the Code of Conduct. The Code of Conduct is explained to all new students, who sign on receiving a copy. You are expected to abide by this code of conduct throughout your stay at the Centre. Uniforms - Aviation Maintenance Training Centre (AMTC)/ Centre for Maritime Studies(CMS): Students at the AMTC and the CMS need to wear a uniform at all times as directed. This needs to be procured by the students as per directions given during the induction meeting. Restricted Areas: Students are not allowed to enter the following rooms and areas:

- Roof top; staff toilets; caretaker rooms; computer laboratories and staff rooms (if unattended);
- Football pitch - Behind the Electrical and Electronics Engineering block;
- Workshops are not to be entered without permission and lecturer supervision.
- GMDSS and Simulator Rooms when unsupervised - Centre for Maritime Studies
- Other zones marked as restricted areas. No eating or drinking in the lecture rooms and workshops

## **Health and Safety**

### **Electrical and Electronics Workshops:**

Electrical and Electronics Engineering students are to note that isolation transformers are used as safety devices to minimise the risk of electric shock and must be used when working on live circuits, as directed by the lecturer (unless Earthing procedures are being tested). Such sockets are clearly labelled.

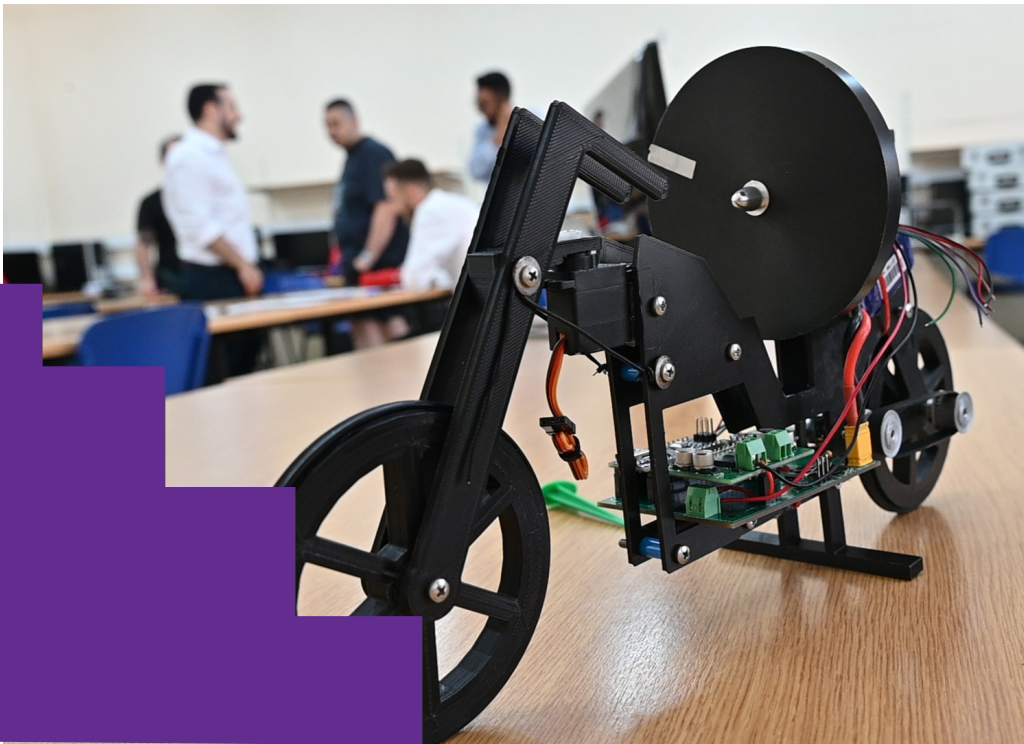


## Health and Safety - Workshops:

Students who are suffering from any condition or taking any medication, which may affect their performance in the workshop are to inform their lecturer immediately. All Personal Protective Equipment (PPE) is to be worn at all times.

It is the students' responsibility to inform the lecturer if for any reason they are feeling unwell or have even the slightest health conditions, which may preclude them from following a practical session.

You should be on time for your lectures and workshop sessions. Students arriving more than 10 minutes late will only be allowed in the lecture room/workshop if they present a note issued by the Institute Administration.





Institute of  
**Information & Communication  
Technology**



## **Institute's Vision**

To provide opportunities to students to enhance their skills and employability in the ICT field by working in close collaboration with the local and foreign ICT industry and by providing open, holistic and vocational education and training aimed at meeting and exceeding industry demands.

## **Use of Computers and Internet for Research**

The Institute of ICT has a number of Computer Labs, which are equipped with networked PCs, as well as dedicated labs used for multimedia, hardware and networking practice. The Labs are complemented by a Study Room, where you can make use of additional computers and an area designated for personal laptop use. The Study Room is open daily between 08:00-13:00, and between 14:00-16:30.

## **Communication**

**Administration Student Hours:** Should you have any difficulties or queries, you are encouraged to contact the Institute Administration between 9:00-12:00 and 13:00- 16:00.

**Institute Website:** The Institute website <http://iict.mcast.edu.mt> is the central repository for all Student Information, News, Job Vacancies, Student Projects and other Events related to the ICT industry and MCAST in general.

**VLE:** The Institute makes use of the VLE platform at <https://vle.mcast.edu.mt/> You may log onto your Moodle account and view course material, including slides and any information/ notes distributed in class.

**Classter:** The college makes use of Classter, which is an electronic system to manage and track your assignments and results. Classter can be accessed through this link: <https://mcast.classter.com/>

## Institute's Regulations

Apart from the main college regulations listed in the earlier sections within this publication, students at the Institute of Information and Communication Technology are to take note of, and respect, the following:

### Use of Equipment

The following actions will lead to disciplinary action:

- Banging on keyboards;
- Tampering with equipment, including cords and plugins;
- Personalising computers by installing screen savers;
- Changing the desktop background;
- Changing the video and audio settings;
- Adding, changing or moving icons around on the desktop; and,
- Playing games on PCs, whether in a lab/classroom or in the study room.
- Viruses, Hacking, and Malicious Software: Unauthorized tampering, deleting, manipulating or damaging of files is strictly prohibited. Disciplinary action shall be taken against any student caught intentionally infecting computers with viruses.





**Gozo Campus**



**Appendix A**  
**DOWNLOAD YOUR ACADEMIC CALENDAR**  
**2023-2024**

<https://tinyurl.com/z3ppej3c>



## **Appendix B**

### **MCAST STUDENT INFO PAGE**

#### **YOUR MCAST INFORMATION AND COLLEGE CONTACTS ON ONE PAGE**

<https://mcast.edu.mt/students-info-page/>



**Appendix D:**  
**ASSESSMENT / EXAMINATION RESULT**  
**APPEAL FORM (Doc 292)**

Note: When submitting the form, you will be given a signed copy of your form by the Institute Administration. You are required to keep this signed copy as evidence of your submission. You are entitled to have a person of your own choice present during the Appeals Board hearing sessions. Ask for a copy of this form from your Institute's Administration or access and print the form via the MCAST website.





## Appendix E:

### **REQUEST FOR CONSIDERATION OF EXTENUATING CIRCUMSTANCES LEADING TO ABSENCE FROM ASSESSMENTS FORM (DOC 106)**

Note: Ask for a copy of this form from your Institute's Administration or access and print the form via the MCAST website - <https://www.mcast.edu.mt/college-forms/>







MCAST



- 1** Administration
- 2a** Institute of Engineering & Transport
- 2b** Aviation
- 2c** Electrical & Electronics Engineering
- 2d** Mechanical Engineering
- 2e** Automotive Engineering
- 3** Institute of Community Services
- 4** Institute of Applied Sciences
- 5** Students' House

- 6** Institute of Business Management & Commerce
  - 7** Upper Gym/Fitness Centre
  - 8** Resource Centre
  - 9** Institute of Information & Communication Technology
  - 10** Child Care Centre
-  Bookshop  
 Canteen



## **Download My MCAST**

One app for all your college contacts

My MCAST Services includes information about all our student services. You will find information about guidance and counselling, our inclusion unit, international office and so many more services.

**Available on Googleplay and Appstore**

<https://play.google.com/store/apps/details?id=com.app.jptabone13>

[https://apps.apple.com/mt/app/my-mcast-services-v-1/id1546456155?fbclid=IwAR20mYOPlxvtkuo\\_-UsXA4k9xwPgjRkgl4rEyJDVhx\\_9L0ImWjZUKKutXe8](https://apps.apple.com/mt/app/my-mcast-services-v-1/id1546456155?fbclid=IwAR20mYOPlxvtkuo_-UsXA4k9xwPgjRkgl4rEyJDVhx_9L0ImWjZUKKutXe8)



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[mcast.edu.mt](http://mcast.edu.mt)

