



MCAST

STUDENT HANDBOOK

2024 / 2025

TABLE OF CONTENTS

WELCOME TO MCAST.....	1
OUR MISSION	3
ABOUT THIS HANDBOOK.....	3
QUALITY POLICY.....	3
ABOUT MCAST.....	4
STUDENT SERVICES	5
MCAST STUDENT CARD	7
STUDENT LIAISON OFFICE	7
STUDENT REPRESENTATION AT MCAST.....	7
MCAST PARKING PERMIT	8
CCTV SYSTEM.....	8
LOST AND FOUND	9
STUDENTS' SUGGESTIONS AND COMMENTS	9
YOUTH HUB.....	9
CAREER GUIDANCE	10
THE OFFICE OF THE REGISTRAR	10
STUDENT ATTENDANCE	10
JUSTIFICATION OF ABSENCE AND EXTENUATING CIRCUMSTANCES	11
WI-FI ACCESS ON CAMPUS	12
ERASMUS+ PROJECTS AND MOBILITY OFFICE	12
THE MCAST EQUALITY CONSULTATIVE COMMITTEE (ECC)	13
THE MCAST INTEGRATION UNIT	13
COMMUNITY SOCIAL RESPONSIBILITY (CSR)	13
FITNESS CENTRE.....	14
SPORTS DEPARTMENT.....	14
MAGIC WONDERS CHILDCARE CENTRE.....	14
EVENTS.....	14

CHAPLAINCY	15
CENTRE FOR LEARNING AND EMPLOYABILITY (CLE)	16
Five Full-time Award Programmes	16
Key Skills	16
Partner School Project	17
Other Programmes and Services	17
INCLUSIVE EDUCATION UNIT (IEU)	17
IEU Services	17
Documents required	18
IEU Registration Process	18
APPRENTICESHIPS AND WORK-BASED LEARNING	19
What is Work-Based Learning?	19
Types of Work-Based Learning (WBL) offered by MCAST:	19
WBL Experiences need to be:	19
Students on Apprenticeships:	19
Support is provided by	20
Rights and responsibilities of apprentices	20
The Apprenticeship Training Agreement	21
Current method of assessment	21
STUDENT'S WELLBEING SUPPORT SERVICES	22
Wellbeing Hub	22
Counselling and Therapy	22
Psychiatric Services	22
Educational Psychology Services	22
Addiction Related Issues	23
Nutritional Advice	23
Sexual Health Services	23
Tobacco Cessation Support	23
Student Support Services - Group Activities	23
Student Mentors	24
Student Support Services Coordinators	24
LIBRARY AND LEARNING RESOURCE CENTRE	24
Library Webpage	24
Online Library	25
Library Services	25

Satellite Libraries25
Wi-Fi Access and Surveillance26
Opening Hours26
Rules and Regulations26
COMMUNICATIONS27
Student Emails27
Institute Notice Boards and Digital Signage Monitors	28
Tele/Mobile Phones and SMS	28
Mail	28
MCAST Website	28
MCAST Social Media Pages	28
Moodle	28
Classter	28
Microsoft Teams	28
MCAST STIPENDS OFFICE	29
Stipends Office Introduction29
Link to apply for Stipends and Grant	30
How to Apply	30
Supplementary Allowances31
Application Submission32
Eligibility and Payment32
MG2I - MCAST GATEWAY TO INDUSTRY33
INTERNATIONAL STUDENTS	34
Getting Started	34
E- Residency	34
Health Screening35
Accommodation35
Transport35
Healthcare35
Safety and Security35
Applying for an Exemption of Fees35
Tips for living in a new country36
MCAST POLICIES, PROCEDURES, RULES AND REGULATIONS	37
DATA PROTECTION POLICY	39
POLICIES, PROCEDURES AND REGULATIONS	39

STUDENT CONDUCT REGULATIONS	39
THE MCAST TRANSGENDER POLICY	41
DRESS CODE	41
SMOKING REGULATIONS	41
CLEANLINESS	42
FOOD AND DRINK	42
ASSESSMENT	42
ACADEMIC INTEGRITY	42
CHEATING BEHAVIOUR	43
RECYCLING	43
PLAGIARISM	43
How to Avoid Plagiarism	44
GRIEVANCE OFFICE	45
Main Objective	45
What is a Grievance?	45
How to raise a grievance.....	45
HEALTH & SAFETY REGULATIONS	46
INSTITUTE OF APPLIED SCIENCES	49
TIMETABLES	51
INSTITUTE REGULATIONS	51
Field/Farm/Laboratory Regulations.....	51
MCAST - Northumbria University BSc (Hons) Nursing Studies.....	52
For the Joint Award	52
Appeals, Complaints and Disciplinary Procedure Academic Appeals.....	52
Complaints.....	52
Academic Misconduct.....	53
Non-Academic Disciplinary Procedures	53
INSTITUTE OF BUSINESS MANAGEMENT AND COMMERCE	55
KEEPING IN TOUCH	57
Email.....	57
Moodle.....	57
Classter	57

Class Representatives	57
Open-door Policy.....	57
Timetables	57
Administration Student Hours.....	57
INSTITUTE OF COMMUNITY SERVICES.....	59
INSTITUTE'S VISION	61
FACILITIES AND SERVICES FOR STUDENTS.....	61
Student Representative	61
Communication.....	61
INSTITUTE FOR THE CREATIVE ARTS	63
INSTITUTES COLLABORATION.....	65
FACILITIES AND SERVICES FOR STUDENTS.....	65
Booking of Rooms.....	65
ICA Library	65
Own Materials, Supplies and Equipment	65
ICA Library	65
INSTITUTE'S REGULATIONS	66
Health and Safety	66
Parking Areas	66
Restricted Areas.....	66
Studio Ethics	66
Exhibitions	67
Assignments and Assessments.....	67
Records of Work.....	67
Portfolio of Creative Work	68
Collection of Work.....	68
Timetables	68
INSTITUTE OF ENGINEERING AND TRANSPORT.....	69
FACILITIES AND SERVICES FOR STUDENTS.....	71
Use of Computers and Internet.....	71
Moodle.....	71
Facebook Page.....	71
INSTITUTE'S REGULATIONS	71
The Code of Conduct - Centre for Maritime Studies:	71

Uniforms - Aviation Maintenance Training Centre / Centre for Maritime Studies	72
Restricted Areas.....	72
HEALTH AND SAFETY.....	72
Electrical and Electronics Workshops:	72
Workshops & Laboratories.....	72
INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY	73
INSTITUTE'S VISION	75
USE OF COMPUTERS AND INTERNET FOR RESEARCH	75
COMMUNICATION.....	75
Administration Student Hours.....	75
Institute Website.....	75
VLE.....	75
Classter	75
INSTITUTE'S REGULATIONS	76
GOZO CAMPUS	77
GOZO CAMPUS VISION	79
GOZO CAMPUS REGULATIONS.....	79
APPENDICES	81

WELCOME TO MCAST

#MCASTmyfuture

MG2



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 students may need throughout their 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. 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 ensure 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 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.

STUDENT SERVICES



MCAST STUDENT CARD

MCAST provides all students with a Digital MCAST Student Card issued by the Office of the Registrar via email. This is a vital document that students are expected to always have so that it can be easily presented on their smartphones on campus and during any college or institute event. The Digital MCAST Student Card is to 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 and other services. If the digital card is not presented when requested, students cannot avail themselves of the services and may be asked to leave the campus for security reasons.

The Digital MCAST Student Card can also be presented to third parties as proof of attending courses at MCAST. Students are to abide by any conditions that may be set by the College in relation to the Digital MCAST Student Card, as well as any deadlines set and communicated.

STUDENT LIAISON OFFICE

The Student Liaison office is in Room 309, Third Floor, Students' House and strives to address the needs of learners, improve the learner experience and learning environment. Information on student services and support within MCAST together with drop-in sessions and other opportunities for student initiatives, including CSR hours performed within our campus, are also available. Through MCAST outreach and network of support, students can achieve the best possible outcome from programme of studies and be able to develop a wider range of skills throughout their time at college.

T: +356 2398 7310

E: student.liaison@mcast.edu.mt

STUDENT REPRESENTATION AT MCAST

Student representation is an essential element of student life at the College. Following the legislation of the MCAST Act XXXII of 2023, students are now represented on all MCAST boards, ensuring that student voices are present at all levels of decision-making at the College. There is one student representative on the Board of Governors, two student representatives on the Vocational & Professional Council, and one student representative on each Board of Studies within the 6 MCAST institutes.

The MCAST student council, Kunsill Studenti MCAST (KSM), is an autonomous student organization representing all students at all levels at MCAST. KSM is composed of 13 members who have different roles and seeks to provide the best possible connection between MCAST management and students. Additionally, the members work to organize various initiatives within the campus.

Members are elected from the student body at MCAST for a term of 2 years. KSM may be contacted on the following email address: ksm@mcast.edu.mt

Any queries on student representation and activism at MCAST may also be directed to the Student Liaison Office on student.liaison@mcast.edu.mt.

MCAST PARKING PERMIT

Access to the MCAST Underground Carpark is allowed through the presentation of a parking permit card. To apply, fill in the online form available at: moodle.mcast.edu.mt/studentparking/

Once the card is ready; applicants will be advised by the institute administrative staff to collect the card from the Institute's Senior Administration Officer (SAO). A €10 deposit is paid on collection and a receipt is presented. The deposit is refundable once the card is returned, and the receipt presented to the finance department. In the case of a lost card, the Institute's Senior Administration Officer needs to be informed immediately. The refund will not be reimbursed, and a new card may be requested against a second €10 deposit for the replacement card. Kindly note that only one parking permit card is given at any point in time.

Non card holders can park their vehicle in the surface carpark accessed via Gate 1. It is your responsibility to abide by the rules of safe driving and parking. As indicated in different areas of the Campus, parking and driving on MCAST grounds is at one's 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: +356 2398 7406

E: quentin.farrugia@mcast.edu.mt

LOST AND FOUND

Should you find items on campus which do not belong to you, you should turn them into 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.

YOUTH HUB

The MCAST Youth Hub, located within the Main Campus in Paola, is an indoor space to relax, socialise, and connect with other students. Managed by friendly youth workers from Aġenzija Żgħażaġh, the Hub provides a safe environment where pupils can build positive relationships and explore exciting opportunities. The hub offers a variety of activities to help develop valuable life skills, like public speaking and teamwork. Through workshops, campaigns, volunteering, and more, all gain the confidence to make responsible decisions and achieve personal goals.

The Hub is open Mondays and Thursdays from 9:00 to 14:00 and Tuesdays and Fridays from 11:00 to 14:00.

Have questions or want to learn more? Contact our youth workers by sending a message on Aġenzija Żgħażaġh's social media channels or

T: +356 2258 6700

E: agenzia.zghazagh@gov.mt

CAREER GUIDANCE

For assistance and guidance in choice of an educational programme and career path, meet the Career Advisers within the Outreach Services and Student Affairs team. Career advisors can help identify abilities and potential for students to develop and grow both in personal and career visions leading to empowering make career and learning choices.

In a private consultation, timely career information, learning, training and work issues are discussed and explored leading to an action plan that best suits the student.

Furthermore, identify tips on how to look for a job or kick-start a career and improve interview skills.

To set an appointment contact Career Guidance:
careerguidance@mcast.edu.mt

THE OFFICE OF THE REGISTRAR

The Office of the Registrar provides leadership and recommendations 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, and the interpretation of educational policies including the evaluation of credits and loads earned and academic requirements for your graduation.

STUDENT ATTENDANCE

MCAST students benefit from the vocational experience only through proper attendance and full involvement in their programme of study. Automated notification is sent if students are repeatedly absent or late and may be stopped from carrying out assessments if behaviour exceeds acceptable limits. MCAST students must familiarise with, and to respect, these thresholds which are available in section 9.3. of the following College Programme Regulations available on the college website mcast.edu.mt/college-documents/

It is essential to read the document pertaining to the programme level.

MQF Levels 1 - 3	DOC 003 PROGRAMME REGULATIONS (MQF EQF INTRODUCTORY LV A B – LV 3)
MQF Level 4	DOC 004 PROGRAMME REGULATIONS (MQF EQF LEVEL 4)
MQF Levels 5 - 7	DOC 005 PROGRAMME REGULATIONS (MQF EQF LVL 5 – 7)

Students may also monitor attendance limits by accessing the Attendance reports via the College CMIS Classter.

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

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

WI-FI ACCESS ON CAMPUS

Access to Wi-Fi is open, however internet connectivity is filtered and regulated by the MCAST Wi-Fi Policy MOP_ADM_001_12 INFORMATION TECHNOLOGY PROCEDURE, which is available on the MCAST Intranet system: intranet.mcast.edu.mt/policies-regulations-and-procedures-admin/ Students are encouraged to use the Wi-Fi responsibly and to turn off Wi-Fi connectivity on their phones during lectures.

ERASMUS+ PROJECTS AND MOBILITY OFFICE

MCAST as a vocational college strives in providing the best possible exposure to starting careers through the Erasmus+ which helps students grow, mature and learn about different opportunities for international exchanges.

The Erasmus+ programme offers unique global working and learning experiences offering student support before, during and after the mobility exchange. A semester of study abroad improves future job prospects by developing soft skills and ensuring students are prepared to compete in the international job market. Various partners across Europe, ranging from Latvia to Portugal, Spain, the Netherlands, France, Norway, Ireland, Finland, Germany, Poland offer collaboration with various colleges, universities and companies abroad. Provided are 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

International opportunities are also provided through partnership projects with various institutions based on different themes, and many students are involved in these projects. This is a truly international experience through which European identity is discovered.

T: +356 2398 7219

E: louis.aquilina@mcast.edu.mt

A: Erasmus+ Projects and Mobility Office, Students' House, 3rd floor, Main Campus

THE MCAST EQUALITY CONSULTATIVE COMMITTEE (ECC)

The Equality Consultative Committee (ECC) was set up to draft and implement the College's Equality Objectives and Equality Policy. One of the main functions of the Committee is to raise awareness of equality at MCAST via CPD and activities, and to provide support to the various College departments regarding matters concerning equality. In fact, as part of its remit, the ECC liaises closely with the Human Resources Department, the Wellbeing Hub and the Grievance office regarding equality matters at the College.

One of the major milestones of the ECC was the achievement of the NCPE Equality Mark for the college. Moreover, the Committee was also responsible for the drafting and launch of the Anti-harassment Policy, the Transgender Policy for students and the College Gender Equality Plan of Action (GEP).

Contact the MCAST Equality Consultative Committee by visiting the dedicated page on the college website mcast.edu.mt/equality/#e2 or by sending an email to equality@mcast.edu.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, seeking 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. The MCAST Integration Unit 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: +356 2398 7329

E: ibelong@mcast.edu.mt

COMMUNITY SOCIAL RESPONSIBILITY (CSR)

MCAST, through the Community Social Responsibility programme, collaborates with non-profit and non-governmental organisations and government agencies. As a result of this partnership, young and adult learners are empowered to become active citizens and to develop and cultivate skills, attitudes and values suitable for 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. A diverse range of opportunities is provided by MCAST in collaboration with the social partners and interested stakeholders.

CSR opportunities include areas such as entrepreneurship, creative and performing arts, sport and culture among others. Students share their time helping an organisation through their community work while at the same time are also helping people, communities, associations or the environment they represent.

T: +356 2398 7431

E: csr@mcast.edu.mt

FITNESS CENTRE

The MCAST Fitness Centre located on the Main Campus promotes the wellbeing of students and staff. Students are encouraged to carry out workouts under the guidance of a qualified gym instructor. Students can avail of this centre beyond timetabled hours. Please find us on social media or contact us on fitness@mcast.edu.mt for more information.

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. Should you wish to avail of the MCAST sports facilities please get in touch with Jason Muscat on jason.j.muscat@mcast.edu.mt

MAGIC WONDERS CHILDCARE CENTRE

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. Reach out to us on magicwonders@mcast.edu.mt for more information.

EVENTS

Events add to the richness of campus life at MCAST, providing opportunities for the creation, dissemination and application of knowledge and ideas through presentation, discussion and debate, and opportunities to celebrate and promote the achievements of MCAST and its staff members. In this regard, MCAST encourages the organization of events for a more vibrant community college. The Events Department is involved from planning up to implementation, thus ensuring the best possible outcome for the event. All events are expected to comply with the MCAST Events Policy and Procedures.

T: +356 2398 7259

E: events@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.

The team seeks to be an informal, friendly presence on the MCAST campus, providing a welcoming and caring environment where students are cherished and valued. We offer a listening ear and support when requested. 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 and 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 meditations.
- The Chapel is open all day for those who wish to spend some quiet time in prayer and reflection. Mass is also offered at noon.
- Social media: Our Pastoral outreach also involves a presence on socialmedia through our Facebook page.

- Chaplaincy Area: New premises are being provided for the use of the chaplaincy in Block G, ground floor. The area is planned as a welcoming space for all the MCAST community; an informal space where meetings can take place for small or larger groups or where any individual can come along for a friendly chat, for spiritual assistance or to gain access to other chaplaincy services.

T: +356 9945 7284

E: chaplaincy@mcast.edu.mt | aurelio.mule.stagno@mcast.edu.mt

F: MCAST Salesian Chaplaincy

CENTRE FOR LEARNING AND EMPLOYABILITY (CLE)

The Centre offers one-to-one support and small group mentoring to students 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 and students are encouraged to fill in the form: forms.office.com/e/eJvsTHSfVr

Apart from additional support, the Centre focuses on various initiatives aimed at creating learning opportunities for all.

Five Full-time Award Programmes

- Award in Vocational Skills (Introductory Level A)
- Award in Vocational Skills (Introductory Level A)
- Award in Basic office Skills – MGF Level 1
- Award in Hospitality – MQF Level 1
- Award in Retail – MQF Level 1

Key Skills

Coordination of all key skills units across MCAST courses at different levels.

Partner School Project

The Centre offers after school programmes to 8 secondary schools in Malta and Gozo. Currently there are 6 Diploma courses and two stand-alone units running: Diploma in IT, Diploma in Engineering, Diploma in Hairdressing, Diploma in Art & Design, Diploma in Performing Arts, Diploma in media, Award in Performing Skills I & II.

- **Preventive Classes** – Offering the opportunity during summer to support students at MQF L1 – 3 to complete their full certificate
- **Programmes** for inmates in collaboration with the Correctional Services Agency
- **Community College of the Third Age Programme** – An informal programme for senior citizens to support this population in active aging

Other Programmes and Services

- **Foreign Language Courses (Spanish, Italian, French, German, Chinese, Arabic)** – Free courses for students and staff at MQF Level 1 and 2
- **My personal journey Programme** – An enrichment programme for MQF Level 2 students to support them along their learning journey
- **Erasmus+** projects related to the Centre's areas of specialisation

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.

IEU Services

- 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 2 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

Documents required

- Educational Psychology report (in case of Special Educational Needs)
- Occupational Therapy report (in case of mobility-related impairments)
- Medical report or evidence (in case of medical / health conditions)
- Psychiatric report or note (in case of mental health conditions)
- Individual Educational Plan (IEP) (if applicable)
- Confirmation Letter by MATSEC / ADSC stating which access arrangements were granted for your O/I/A-Level exams (in case of students who sat for O/I/A-Level examinations)

IEU Registration Process

To start the IEU registration process, please complete the form below. On completion a member of the office will be in touch.

forms.office.com/r/PwvEmpxf2G

Feel free to contact IEU regarding any clarifications before submitting the form.

T: +356 2398 7237 / 7324 / 7127

E: inclusiveducation@mcast.edu.mt

A: Inclusive Education Unit, Student House, MCAST Main Campus, Paola, PLA 9032

APPRENTICESHIPS AND WORK-BASED LEARNING

What is Work-Based Learning?

This is an educational approach that provides students with work experiences where they can apply academic and technical skills and develop their employability. It is a period during which learners attend a period of instruction and training with an industrial, commercial or service workplace as part of the on-the-job training or an education programme. Reference: Chapter 576 – Work-based learning and apprenticeship Act.

Types of Work-Based Learning (WBL) offered by MCAST:

- Apprenticeship
- Work Placement
- Internship

WBL Experiences need to be:

- Driven by learning outcomes
- Accessible to all students and designed to meet diverse needs
- Focused on career readiness
- Integrated within curriculum and not stand-alone experiences
- Supported by a college-based team including lecturers, career and technical mentors

By exploring careers, understanding their own strengths and interests, and learning through hands-on application of valuable employability skills, Work Based Learning will help ensure a skilled workforce.

Students on Apprenticeships:

Students following an apprenticeship course must join the Apprenticeship Scheme and actively seek to find and retain a sponsor.

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.

Support is provided by

- Active engagement with registered industry partners;
- Effective processes and constant oriented internal operations
- Identification and advertising of on-the-job opportunities for apprentices on apprenticeship.mcast.edu.mt/
- 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
- 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

Rights and responsibilities of apprentices

- Attend Induction Session and access regularly the MCAST email
- Develop a Europass CV, apply for vacancies and attend for the Interview process
- Sign the Apprenticeship Training Agreement and abide by its conditions
- Present signed contract and updated Jobsplus Employment History Sheet to the AWBL department.
- Attend school-based learning and work-based learning.
- Receive assistance from appointed mentor who is also to visit the student at the place of work, at least twice a year
- Update training logbook on a regular basis
- Fill attendance on Claster by the set deadline
- Receive top-up payment
- Notify MCAST of any issues

The Apprenticeship Training Agreement

- The MCAST Apprenticeship Training Agreement for the respective course is distributed to all students present for the induction meeting. It can also be collected from the Apprenticeship and WBL Department. Both the employer and the student are to fill out the blank sections of the agreement, initialize each page and sign. The JobsPlus Engagement Form is to be submitted online by the employer. Then allow 4-5 days, access jobsplus.gov.mt/ dashboard and print a copy of the updated Employment History Sheet. This document needs to show that you have been registered as 'Full-time-Apprentice'.
- Original signed agreement and copy of the Jobs Plus Employment History Sheet showing one's apprenticeship, are to be presented to the Apprenticeship and WBL Department preferably before the commencement of said apprenticeship.
- Students are responsible for the recording and inputting their MCAST apprenticeship attendance sheet on Classter. In order to secure receipt of the top-up stipend, apprentices are reminded to input their attendance by stipulated deadline. Please refer to the 'Apprenticeship Student Guide' given during the induction meeting to guide you in the inputting of your attendance on Classter. Also note that this office only processes hours attended by students apprentices and which are processed by employers by stipulated deadlines. These hours are then forward to MEYR for processing of payment; which is four weekly through Government Payroll.
- Whenever on sick, students need to upload a medical certificate with attendance on Classter under the 'Files' section to cover these days. Failure to do so, will be marked as 'Absent'.
- Also whenever required to attend MCAST on a release day, students are to mark this day as 'Excused' and attach evidence such as an email or timetable provided by the Institute. Failure to do so, will also be marked as 'Absent'.

Current method of assessment

- Attendance Record
- Reflective Journal (Log Book) – submitted as per Institute's direction

These methods of assessment are consolidated by the Mentors' visits which are currently held twice a year.

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

T: +356 2398 7143 / 7153 / 7158

E: apprenticeships@mcast.edu.mt

STUDENT'S WELLBEING SUPPORT SERVICES

Wellbeing Hub

MCAST takes a proactive approach in helping students to cope with the demands of higher education by providing a safe space to support health and holistic growth. The team is committed to deliver a high quality, professional service during this exciting time of your lives and is honoured that you have chosen MCAST to be a part of your present and future.

The team at the Wellbeing Hub assures safeguarding the student as a holistic person and is here to provide access to services and support that are appropriate to needs and circumstances.

Whilst talking to friends and family members is very important, 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.

The multidisciplinary team of the Wellbeing Hub consists of various professionals who in their own specific way contribute to your wellbeing. The team includes Counsellors, Psychotherapists, Clinical Psychologist, Educational Psychologist, Social Workers, Psychiatrist, Nutritionist, Sexual Health Nurse, Tobacco Cessation Nurse.

Counselling and Therapy

Services to better manage personal problems and the power to positively manage your own life and take your own decisions.

T: +356 2398 7115 / 7129 / 7165 / 7186 / 7189 / 7190; 2398 7188 (Admin)

E: counsellors@mcast.edu.mt

T: +356 2387 7665 / 6 / 7 (Gozo Campus)

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

Psychiatric Services

Life can present many difficulties that may impact our mental health. You can seek psychiatric assistance through one of the therapists.

E: counsellors@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 to manage and cope better with their difficulties.

T: +356 2398 7189
E: marilyn.muscat@mcast.edu.mt
A: MCAST Student House, Level 3, Main Campus, Paola

Addiction Related Issues

You can receive support to work on your addictions such as those regarding drugs, alcohol and gambling.

E: substanceissues@mcast.edu.mt

Nutritional Advice

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

T: +356 2398 7188
E: nutrition@mcast.edu.mt
A: MCAST Student House, Level 3, Main Campus, Paola

Sexual Health Services

In a discreet and confidential manner, receive advice on sexual health, treatment available, prevention of sexually transmitted infections, vaccines and referral to the Genitourinary Clinic for testing and consultations.

E: sexualhealth@mcast.edu.mt

Tobacco Cessation Support

Access help to stop smoking in a planned manner for a better and healthier lifestyle.

E: tobaccocessation@mcast.edu.mt

Student Support Services - Group Activities

Different life experiences can influence our wellbeing. By participating in group workshops, one can discuss various personal and social themes of one's choice with other students and the counsellors and 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, one will also learn to help others and work as a team. Acquiring group communication skills can be beneficial on a personal and academic level, as well as in a future workplace.

T: +356 2398 7188
E: counsellors@mcast.edu.mt
A: MCAST Student House, Level 3, Main Campus, Paola

Student Mentors

Student Mentors offer support on a day-to-day basis throughout your learning journey in various aspects including the social and academic ones.

They support students in planning studies, managing time, organising work, and overcoming challenges that are encountered. They are also present in all MCAST institutes and centres, and work in close collaboration with various staff members and professionals for the student's own benefit.

Student Support Services Coordinators

The Student Support Services Coordinators (SSSCs) are lecturers within your Institute who 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.

LIBRARY AND LEARNING RESOURCE CENTRE

MCAST Library services provide information and resources to support the learning, teaching and research needs of students and staff community. The MCAST Resource Centre on the Main Campus in Paola offers a dynamic collaborate space spread over two floors. It includes study rooms, silent study areas and group work areas. The library offers academic publications, subjects of general interest and a good fiction collection, in Maltese and English for leisure reading, CDs, DVDs, and educational games and toys. Also, an extensive collection of periodic journals and magazines on many subjects, all of which can be borrowed. There are also past dissertations for reference.

The library offers 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. One can also scan documents, print material and do photocopies at reasonable prices. Leaflets are available at the library desk to assist in how to utilise 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 www.mcast.edu.mt/mcast-library (or from the Research section of MCAST website). Please make use of the Library Menu which includes the useful information for 'New Users', Opening Hours, Services, Registration Form, Contact Points and general information. Library Menu can be seen on 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 mcast.primo.exlibrisgroup.com/discovery/search?vid=356MCAST_INST:MCAST

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. Available are subscriptions to

- EBSCO
- Emerald
- Elsevier ScienceDirect databases for journal articles
- Elsevier Clinical Skills for comprehensive nursing skills
- Weblinks database for teacher reviewed websites
- ProQuest database for downloadable e-books.

Library Services

In addition to the above-mentioned information resources, the LLRC offers other services, which are explained on the 'Library Services' page www.mcast.edu.mt/library-services/

- New students: Please visit Library's New User Page to be familiarised with the library 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 offsite 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 www.facebook.com/MCAST.Libraries/.

Wi-Fi Access and Surveillance

Access to Wi-Fi is open, but MCAST reminds students that internet connectivity is filtered and regulated by MCAST Wifi Policy (Doc 182), accessible via the MCAST website.

The library is under the surveillance of security cameras.

Opening Hours

The LLRC's opening hours can be viewed regularly from the 'Library Addresses and Opening Hours' webpage (mcast.edu.mt/library-opening-hours/), 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 non-academic 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 in the registration form, which is available on the Library Webpage, to access library resources and services. (mcast.edu.mt/library-registration/)
- Students need their Student ID card to pass the entrance security gates
- 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
- Return borrowed library items on or before the due date as there is a fine of €0.12 per cents per item for every overrunning library opening day. You may renew or reserve items online by signing into the library catalogue webpage mcast.primo.exlibrisgroup.com/discovery/search?vid=356MCAST_INST:MCAST by clicking on 'My Loans' under your name
- Only registered users can borrow items. All borrowed items must first be 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

- Library lockers are free of charge and intended for library users only. The use of lockers is daily, strictly during the Library Opening Hours. It is crucial to lock the locker to ensure the safety and security of personal belongings while using the library. To lock a locker, a one-euro coin must be used. This coin will be returned to the student when they unlock the locker. MCAST authorized personnel will empty all lockers at the end of each day. Visitors are solely responsible for their 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
- When using the computers, please refrain from navigating to objectionable sites, downloading programmes, music or playing games
- For detailed Library regulations, please visit the College documents page on the MCAST website. mcast.edu.mt/college-documents/

T: +356 2398 7500/1/2/3

E: LLRC@mcast.edu.mt

COMMUNICATIONS

It is important to maintain constant communication with the College and Institute and familiarise yourself with the communication system for the latest developments. Communications such as the ones listed in the sections below are forwarded via various media platforms.

Student Emails

At the start of the academic year, MCAST assigns students with a dedicated email address and instructions for activation. It is the student's responsibility to frequently check their inbox for any messages requiring attention. Students 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: www.outlook.com/mcast.edu.mt.

Circulars and Announcements are sent to MCAST email address to keep students informed on new developments and opportunities at the College.

Institute Notice Boards and Digital Signage Monitors

Notice Boards and Digital Signage monitors in common areas within the College are sources of communication between administration and students, and they need to be checked regularly throughout the day.

Tele/Mobile Phones and SMS

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

Mail

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

MCAST Website

The MCAST website www.mcast.edu.mt is continuously updated to provide 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.

Moodle

Institutes make use of the Moodle platform to provide information to students. Lecture notes and assignments are all communicated via Moodle.

Classter

Classter is another platform through which institutes inform students with lecture timetable, classes and assignment results.

Microsoft Teams

Microsoft Teams is accessible through the student's MCAST email. Here Teachers may create groups, text directly or create online meetings.

MCAST STIPENDS OFFICE

Stipends Office Introduction

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

For queries related to Grant, Stipend, Supplementary allowance payments and requests to refund (Overpayments), students attending MCAST may:

- visit the reception desk on Level 3, Room 306, Students' House, MCAST Main Campus, Paola, between 08.00am and 1.45pm daily (Monday to Friday, except on Public Holidays) or
- send queries that require a personalized reply to stipends.information@mcast.edu.mt from their MCAST email account for verification purposes and in accordance with the General Data Protection Regulations.

T: Freephone 153

E: stipends.information@mcast.edu.mt

A: MCAST Stipends Office, Rm 306B, Students' House, Main Campus, Paola, PLA 9032

W: mcast.edu.mt/stipends-office/

All telephone communication is handled by EduServizz.gov / One Stop Shop officials. As per policy adopted by all Government Departments, members of the public cannot communicate directly with individual members of staff. Freephone 153 is be used for all queries related to Stipends and Grants. EduServizz.gov / the One Stop Shop oversee answering calls, providing clarifications and assisting students and members of the public.

Students who require assistance to apply for students' maintenance grant, amend, or upload required documents are to phone freephone 153 Servizz.gov requesting an appointment to call in person at the one stop shop in Floriana where customer service can assist. Students need to present their ID card, eID number and active password together with the documents that are to be uploaded.

One Stop Shop Edu Servizz.gov Opening Times:

Monday to Saturday: 08:00h – 13:00h and Wednesday 16:30h – 19:00h

[Link to apply for Stipends and Grant](#)

To apply for Stipends and Grants, students are to log in through this link studentgrants.gov.mt/login with their personal e-ID and active password to fill in the online application form.

Personal details are automatically uploaded in the application. Applicants are required to choose the details related to their course of studies and fill in their bank details, including the 31-character IBAN. It is of utmost importance that the electronic form is completed correctly so that there will be no delays in the processing of their application.

Students are urged to apply for Stipends and Grants online before the end of December of the respective academic year to receive stipend from the beginning of the academic year, if found eligible.

If a student changes the 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 Profiling (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 students' maintenance grant.

[How to Apply](#)

The Stipends and Grants online application consist of:

Page 1: This page contains the students' personal details. Students are to ensure that these are correct. Applicants will also need to insert an IBAN. It is made up of 31 alphanumeric characters.

Page 2: Applicants are urged to click all the questions and to fill in all their course details. There shall be at least one item in the Education / Employment History section.

Page 3: This page relates to Supplementary Grant. Only applicants facing proven hardship and humanitarian situations are to click Yes to the question regarding Supplementary and select a reason why they are applying for Supplementary.

Page 4: Applicants are to upload the requested files indicated in the application. Applicants need to upload a recent Employment History and all pages of the school-Leaving Certificate and Profiling. Students

applying for Supplementary Stipend and Grant (if applicable), are to make sure to also upload all the necessary documentation under the proper heading, such as parents' Employment History, parents FS3, Social Security statements of allowances/benefits received, profit and loss declaration (where applicable).

Once the online application is filled in, students need to click the **Submit** button.

Students may take up to 10 minutes to login, fill in and correctly submit an online application. This timeframe assumes that scans of requested documentation are already prepared and the IBAN account already available.

Students may amend their online applications for Stipends and Grant until end of June of the respective academic year.

There shall be no further processing of online applications after the end June of the respective academic year.

Supplementary Allowances

Supplementary Stipends and Grants are additional monetary funds awarded to students facing certain circumstances of proven hardship or humanitarian situations.

Supplementary Stipends and Grants are divided into two tiers:

- Supplementary Stipend Rates – These are credited to students found eligible for Supplementary Stipend paid every four weeks in addition to the normal stipend.
- The Supplementary Grant - This award is given once as one amount to students who are found eligible for Supplementary entitlement and who are studying at MQF Levels 5 or 6.

All applications for Supplementary Allowance are vetted and processed by the students' Maintenance Grants' Board.

Application Submission

By submitting the Application Form, applicants shall be:

1. Confirming that all information submitted is correct and that they bind themselves to refund the Government of Malta the amount of money indicated by the Authorities, should they for some reason:
 - have misled the authorities through the information submitted
 - absent themselves from the course
 - fail to register satisfactory progress or discontinue their studies
 - have worked more than 30 hours/week during the academic year
2. Authorising the respective authorities to verify the information submitted as may be necessary, including the obtaining of information from other Government Entities/ Departments/Institutes in connection with the application submitted.

Any information may be passed on to other Departments/Institutes/Entities involved in the processing of the application and for customer care purposes. Also, information can be forwarded for statistical purposes to other Departments/Institutes/Entities.

3. Permitting the respective Authorities to take any necessary action to recover any overpayments or amounts due by applicants.

Following the submission of new or re-confirmation of the online application, students will receive an email and an SMS confirming the submission of their online application. Applicants must monitor their application, as once this office receives the Educational Institutions' confirmation of the students' commencement or continuation of course, students would need to confirm/reconfirm their online application.

* Only confirmed applications can be considered for payment process.

Eligibility and Payment

Online applications are vetted according to course enrolment data held at MCAST, subject to students' endorsed attendance records and according to the criteria set by Legal Notice Subsidiary Legislation 605.06 regulating the award of Students' Maintenance Grants. Once an application has been approved by the MCAST Stipends Office, students will receive instructions via email to confirm their application. Students 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' active bank accounts. No alerts

are sent to students when funds are credited, so students are to check the fund balance directly in their account.

Stipends and Supplementary Allowance payments (where applicable) are paid periodically in backdated four-weekly payments. Stipends officers process payments according to the endorsed attendance reports submitted by the institutes/departments by the period deadline.

For more information regarding pay-dates for the current academic year, including attendance periods, please access link:

mcast.edu.mt/maintenance-grants-paydates/.

MG2I - MCAST GATEWAY TO INDUSTRY

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.

MG2I through its internationalisation efforts, markets MCAST as an entity whilst promoting Malta as a destination for Higher Education. Malta is bilingual, and practically everyone on the island speaks Maltese and English, making it the perfect place to welcome thousands of international students from across the globe every year. Malta's cultural and economic scene adds to the value MCAST student experience. With a thriving job market and ample opportunities in the various growing sectors, Malta offers a perfect backdrop for a higher education experience.

MCAST also offers custom-made programmes for cohorts brought together by common interests and goals. This allows greater flexibility in terms of course delivery and timeframes. Through MG2I MCAST offers a high-quality educational experience, ensuring that students get the utmost out of their experience while studying in Malta.

Since all study programmes are delivered in English, students must 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 the programmes.

Online applications are vetted according to course enrolment data held at MCAST, subject to students' endorsed attendance records and according to the criteria set by Legal Notice Subsidiary Legislation 605.06 regulating the award of Students' Maintenance Grants. Once an application has been approved by the MCAST Stipends Office, students will receive instructions via email to confirm their application. Students 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' active bank accounts. No alerts are sent to students when funds are credited, so you are to check the fund balance directly in your account.

Stipends and Supplementary Allowance payments (where applicable) are paid periodically in backdated four-weekly payments. Stipends officers process payments according to the endorsed attendance reports submitted by the institutes/departments by the period deadline.

For more information regarding pay-dates for the current academic year, including attendance periods, please access link:

mcast.edu.mt/maintenance-grants-paydates/

INTERNATIONAL STUDENTS

MCAST has a growing international community. This section is designed to help international students navigate their way at MCAST and in Malta.

Getting Started

All International students are required to present an original copy of their academic documents to Admissions and Records department which is located:

Admissions and Records Department, Student House, Level 3.

Once copies of original documents have been presented, are to proceed to the MG2I International Office, to complete the registration process.

E- Residency

The International team assists with Classter registration (MCAST LMS), and helps students navigate their way around the campus.

The team also assists with a very important step in which process, which is the E- Residency Application. All students, who have arrived in Malta on a student visa are required to go through this process. Students who require assistance with Residency extensions are also required to seek assistance from the office throughout the duration of their stay in Malta.

Where to get E- Residency Assistance:

MG2I International Department, Student House, Level 1.

Health Screening

All Third Country National students are required to undergo Health Screening.

Health Screening is carried out within a private clinic, and the MG2I International Department helps by providing a few options as to where this can be carried out. Private Health screening usually costs around €250.

For further information about Health screening:

hpd.gov.mt/idcu/healthscreening/healthscreening_foreign_students

Accommodation

The college does not provide student accommodation; however, the International Office helps by providing a list of rental agencies.

Transport

Students in Malta can make use of **free public transport**. Registration for the “tal- Linja card” is through: www.publictransport.com.mt/

We also suggest that students make use of the “**Tal Linja App**”, which helps navigate public transport around the island.

Healthcare

All students should have medical insurance cover. The main hospital in Malta is Mater Dei which is found in Msida.

Students can also avail from public health centres found in several localities around the island. The Paola Health Centre is situated 10 minutes on foot from the Main Campus.

There are several pharmacies around the island that have scheduled doctor visits. Private appointments usually cost anywhere between €10 - €20.

Safety and Security

The number to call for all emergency services in Malta (ambulance, fire, and police) is **112**.

Applying for an Exemption of Fees

Some students may be entitled to apply for an exemption on their tuition fees. Students are kindly asked to submit their application for exemption through the following link:

www.servizz.gov.mt/en/Pages/Education_-Science-and-Technology/Education-Services/Higher_-_Tertiary-Education/WEB542/default.aspx

Those eligible should be holders of:

- Refugee status.
- Subsidiary Protection.
- Temporary Humanitarian Protection.
- Asylum seekers.
- Failed asylum seekers until deported.
- TCN single permit.
- Long-term resident and other resident schemes.
- Spouses and dependents of the above.
- TCN married to EU and Maltese Citizens and their dependents.

It is the students' sole responsibility to check whether they are eligible for an exemption. Students who fail to be granted an exemption will be required to settle the required tuition fees.

Students, who fail to acquire an exemption by a stipulated deadline, will be asked to settle their fees, and refunded upon presentation of an exemption.

For assistance regarding exemptions and other financial matters:

MG2I International Department, Student House, Level 1.

[Tips for living in a new country](#)

Ask for Help

Studying in a different country may be a little bit daunting at first, but our team is here to help you, please make sure to reach out to the international office if facing any difficulties in settling in. The right support can be found on campus.

Explore and Participate

Make sure to wander around and get acquainted with the Maltese Islands. There is a lot to do, see and take in. Make sure to make the best out of your stay.

We also encourage all international students to participate in ongoing campus activities, as this will help in meeting like-minded individuals and integration with peers.

Stay Organised

Make sure to keep track of deadlines including monitoring visa & Residency expiry, and MCAST policies and procedures.

MCAST POLICIES, PROCEDURES, RULES AND REGULATIONS

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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 mcast.edu.mt/data-protection-documents/ or from the Institute's Administration.

The MCAST Student Privacy Statement can be accessed at:
www.mcast.edu.mt/students_privacy_statement/

T: +356 2398 7271

E: dpo@mcast.edu.mt

POLICIES, PROCEDURES AND REGULATIONS

mcast.edu.mt/college-documents/ is where all pertinent documents are available, they include the rights and obligations of both staff and students.

Whilst all 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

MCAST students are expected to comply with MCAST regulations and behave respectfully towards all members of the College community and visitors. When MCAST rules and regulations are contravened, the College is 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):

- Any other behaviour or actions that constitute a criminal offence
- Any behaviour or actions that cause or constitute a potential harm to self and others
- Any behaviour or actions that tarnish or potentially tarnish the name or reputation of MCAST
- Obstruction of, or improper interference with, the functions, duties and/or activities of any student, member of staff, or any visitor to the College
- Vandalism and damage to the College's or third party's (students, staff or visitors) property either caused intentionally or because of recklessness/negligence
- Inappropriate and/or unauthorised use of the College's and the Institute's property
- Theft and/or misappropriation of any the College's and the Institute's property, or the property of staff, students and/or visitors
- Provision of access to college facilities (libraries; canteens; sports grounds; classrooms, workshops, laboratories, etc.) to unauthorised individuals/persons
- Disruption of any academic, corporate and social activities promoted and/or held by the College and its Institutes
- Tampering with attendance records and/or academic achievement records, both personal and of others
- 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
- 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
- Failure to comply with disciplinary sanctions and reasonable instructions related to discipline imposed by the Institute Director and any of the MCAST Disciplinary Boards
- 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
- Breaching of any official MCAST regulations either intentionally or because 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 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 can 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.

- 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 specific work environments.
- Piercings and jewellery items must 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 everyone 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 DRINK

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, 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: 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 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 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.

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.
- 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 or placement. The office assists MCAST students to share and obtain advice about their concerns, complaints, and grievances.

The MCAST Grievance Policy and Procedure 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 www.mcast.edu.mt/college-forms/ under the Grievance Office Heading.

T: +356 2398 7130

E: sandra.cortis@mcast.edu.mt

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 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 numbers is 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 always keep all your personal possessions with you. 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 7946 4636.
- All students are expected to always carry their MCAST Student Card whilst they are on campus as this helps MCAST in identifying any unauthorised visitors.
- **Equipment/Machinery in Workshops:** Proper training and instruction on the use of college equipment is given as part of student's coursework. Prior to using any equipment or machinery, or attempt practical work, students 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 and 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 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: +356 2398 7405

**INSTITUTE OF
APPLIED SCIENCES**



INSTITUTE OF APPLIED SCIENCES

We provide educational opportunities for scientifically and/ or technically inclined students who aspire to posts in the applied sciences, chemical technology, food technology; nursing, health sciences and pharmacy technicians; environmental health, agricultural, aquatic and animal sciences, offering high employability and challenging careers. To achieve this aim, we

- provide students with the highest academic and practical learning experiences in their chosen career path
- promote a friendly, inclusive and embracing culture
- instil in students a sense of responsibility and respect
- encourage initiative while developing a flexible mindset

TIMETABLES

For each individual level, all students will be given set timetables, which need to be followed 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. The venue is generally MCAST premises but there may be exceptions. Students shall be informed in advance. For various reasons, the timetable may need to be changed at short notice but, when possible, you will be notified as soon as possible. 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:

Field/Farm/Laboratory Regulations

- Follow all instructions and Health and Safety precautions as instructed by administrative staff, lecturers, technical staff and/ or mentors whilst on MCAST premises and during fieldwork, work placements, conferences, workshops, Erasmus mobilities and site visits.

- Entrance to the field, farm, laboratories or work placements is only allowed if one is wearing the proper safety gear, as instructed by lecturers. Without safety gear students are marked absent.
- Laboratory rules are to be always followed when working in a lab.
- When students are at the workplace, they are to follow the employer's rules and regulations at all times.
- Students are to immediately report all accidents that occur (or near misses, even minor ones) to the lab technicians or lecturer in charge, coordinator 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, 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 MCAST Corporate Appeals Board.

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 MCAST Corporate Appeals Board.

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.

www.northumbria.ac.uk/

**INSTITUTE OF BUSINESS
MANAGEMENT AND COMMERCE**



INSTITUTE OF BUSINESS MANAGEMENT AND COMMERCE

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 or on telephone 2398 7600. Please be reminded that it is your responsibility to promptly inform MCAST of any changes to your address and/or other contact details.

Moodle

The Institute also makes use of the Moodle platform to provide information to students. Lecture notes and assignments are all communicated via Moodle.

Classter

Classter is 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 Deputy Directors or 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.

Timetables

Lectures are normally scheduled 0800-1630 but may extend to 2000.

Administration Student Hours

Should you have any difficulties or queries, you are encouraged to contact the Institute Administration reception desk from Monday to Friday between 07:30- 08:30 and 11:00-13:00

**INSTITUTE OF
COMMUNITY SERVICES**



INSTITUTE OF COMMUNITY SERVICES

INSTITUTE'S VISION

To foster a learning culture that promotes self-worth and to hone a sense of responsibility and citizenship.

Our courses prepare learners to work with different sectors of the community, many of which are vulnerable. For this reason, we place great emphasis on providing learning experiences that equip the learner with the necessary required skills that always ensure the wellbeing of the service users. It is essential that the learner has the necessary aptitude and soft skills required to assist people of all ages, especially during the work-based experiences offered throughout the course.

FACILITIES AND SERVICES FOR STUDENTS

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 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. Assessments must be submitted through the official Moodle link provided by the lecturer by the set deadline unless instructed otherwise by the lecturer. The timetable is available on Classter, please check the timetable often for possible updates or changes.

**INSTITUTE FOR
THE CREATIVE ARTS**



INSTITUTE FOR THE CREATIVE ARTS

INSTITUTES 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

During the year, coursework and assessments may require the use of equipment which may be rented for a short period of time through the Loaning Office, via e-mail, ica_equipment@mcast.edu.mt. Equipment bookings 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, with information on 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 is an extensive collection of electronic resources, including 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 the working world. Before investing in such equipment, consult with lecturers for recommendations to ensure that making suitable choices.

ICA Library

The library boasts a collection of over 5,000 volumes covering the various subject areas taught within the institute, with information on 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 is an extensive collection of electronic resources, including 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.

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 arriving with 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-Gharusa tal- Mosta. The right side (near Administration) is 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 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 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 the

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, make sure to save copies of your work on separate drives.

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**



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 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: 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 / Centre for Maritime Studies

Students at the AMTC and the CMS need to always wear a uniform 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.

Workshops & Laboratories

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

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 & laboratories sessions. Students arriving more than 10 minutes late will only be allowed in the lecture room, workshop & laboratories if they present a note issued by the Institute Administration.

**INSTITUTE OF INFORMATION
AND COMMUNICATION
TECHNOLOGY**



INSTITUTE OF INFORMATION AND 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 several 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 07:30-13:00 and 14:00-16:00.

COMMUNICATION

Administration Student Hours

Should you have any difficulties or queries, you are encouraged to contact the Institute Administration between 9:00-13:00 and 14:00- 16:00.

Institute Website

The Institute website 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 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: 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
- 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



GOZO CAMPUS

GOZO CAMPUS VISION

Through its Gozo Campus in Ghajnsielem, MCAST offers excellent vocational education and training (VET) opportunities to Gozitan school-leavers in its investiture as a further and higher education college. The Campus also fulfils MCAST's role as a community college for the re-skilling and up-skilling of the Gozitan community in general.

In the academic year 2024-25, the MCAST Gozo Campus is offering a selection of full-time and part-time courses, ranging from MQF/ EQF Levels 1 to 6, covering a broad spectrum of vocational sectors.

Most of our courses have a work-based learning component through vocational placements or apprenticeship. Some of these training programmes lead the students directly to employment, while others lead to higher level studies in Gozo and/or Malta.

MCAST programmes delivered in Gozo fulfil the same quality assurance standards applicable to identical programmes delivered by the corresponding MCAST Institute in Malta. This ensures that Gozitan students benefit from the same quality of service, available to their Maltese peers at the Malta-based Institutes, on their own home ground.

GOZO CAMPUS REGULATIONS

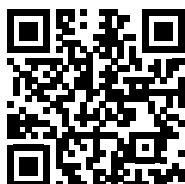
Apart from the main college regulations listed in the earlier sections within this publication, students at the MCAST Gozo Campus are to take note of, and respect, the following restricted areas: roof area/s; staff toilets and toilets of the other gender; staff kitchenette; janitors' rooms; computer labs and staff rooms (if unattended); and offices (in the absence of administrative staff).

APPENDICES

APPENDIX A

DOWNLOAD YOUR ACADEMIC CALENDAR 2023-2024

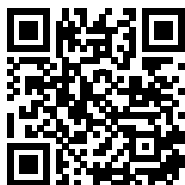
tinyurl.com/z3ppej3c



APPENDIX B

MCAST STUDENT INFO PAGE YOUR MCAST INFORMATION AND COLLEGE CONTACTS ON ONE PAGE

mcast.edu.mt/students-info-page/

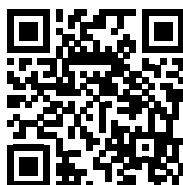


APPENDIX C

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.

mcast.edu.mt/college-forms/



APPENDIX D

REQUEST FOR EXTENSION OF DEADLINE OR RESCHEDULING OF ASSESSMENT SESSION (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.

mcast.edu.mt/college-forms/





MCAST



MAP KEY

- A** APPLIED SCIENCE - BINJA CATERINA VITALE
- B** BUSINESS MANAGEMENT & COMMERCE - BINJA LEWIS VICTOR FARRUGIA
- C** ADMINISTRATION
- D** ELECTRICAL - BINJA FELLEBERG
- E** RESOURCE CENTRE - BINJA OLIVER FRIGGIERI
- F** COMMUNITY SERVICE - BINJA JOHN WALSH
- H** MECHANICAL - BINJA PATRICK JOSEPH KEENAN
- I** AVIATION

- J** LOWER GYM / UPPER GYM
- L/M** INFORMATION & COMMUNICATION TECHNOLOGY
- L/B** AUTOMOTIVE
- N** ENGINEERING & TRANSPORT - BINJA JUAN BAUTISTA AZOPARDO
- S** STUDENTS' HOUSE
- U** CHILD CARE CENTRE
- G4** UNDERGROUND PARKING

- LIBRARY
- CAFETERIA
- PARKING AREA
- STAIRS
- GATES



MCAST

mcast.edu.mt

