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MOP_ADM_001_16	C	POLICY AND PROCEDURES FOR EXHIBITING STUDENTS' PROJECTS			



## MCAST Manual of Administrative Procedures

### Chapter 16: POLICY AND PROCEDURES FOR EXHIBITING STUDENTS' PROJECTS

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(\*) Signed approval sheets are archived at the QA Office

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Updated par 4.2 by adding the following text in italics: <i>Provided that the College Principal may chair the committee in the absence of a nominated member of the Board of Governors.</i>			
Updated par 6.2.1 by adding the following text in italics: <i>This could range from software development, electronic circuits, clothing or jewellery items, or any other project that is in line with the curricula.</i>			
Updated par 6.2.2 by adding the following text in italics: <i>Provided that, where the project is of an intangible nature, the process may be documented through a poster or publication.</i>			
Added reference to FORM 01 in par 6.2.3			
Removed reference to Semester 1 and Semester 2 projects from par 7.4			

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<https://intranet.mcast.edu.mt>

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#### Continuous Improvement

Procedures are meant to be 'living' documents that need to be implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated!  
 Contact your Deputy Principal or QA Office on Ext 7121 today!

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**In the case of a conflict in the interpretation between the Manual of Procedures and the Collective Agreement(s), the Collective Agreement(s) shall prevail.**

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## 1. Introduction

- 1.1 Since its inception in 2001, MCAST strives to champion the hands-on experience of all its students across all Institutes. Along with skills development, the emphasis on the production of items, models and projects as part of the assessed units (part of the established formal study programmes) increased their importance. The result of the approach taken led to various outstanding exhibitions to showcase the multitude of the MCAST students' talents, skills and knowledge as reflected in their product. These exhibitions were hosted both at MCAST and in other public places.
- 1.2 The College invests in raw material, equipment and licences to support students in with practical experience, often in the form of students' projects. Students also contribute to their education process when they source specific *ad hoc* materials to complement those provided by the College. Students acquire first-hand experience, skills and competences during this important stage of their study programme. MCAST is, not only proud of creating so many learning and training opportunities for its students, but also proud to provide students with the different materials required to complete their projects, such as wood, stone, circuits, software packages, furniture for hair salons, and an ever-increasing amount of equipment that makes it possible to convert their theory into practice. These students receive some of these materials and use the MCAST equipment and spaces during their study programmes. These are financed from MCAST's regular public funded budget.
- 1.3 In this regard and in light of this policy, MCAST is promoting a collaborative scheme that aims to create agreements for the temporary or permanent exhibition of students' projects (which may include physical objects such as works of art, artefacts or productions) that enhance MCAST's physical environment. It is the College's policy to ensure that some of the students projects are directed towards **the 2022-2027 MCAST enhancement project** and to support projects that add prestige to the College.
- 1.4 MCAST students' projects can be exhibited according to the terms established in this policy and procedure. The display of students' projects can contribute to the embellishment of the MCAST open spaces, offices, corridors, staircases and other property suitable for such exhibits. They will also serve for MCAST's public recognition of its teaching and learning programmes; as well as create opportunities for students to make their talents, skills and knowledge visible to the entire MCAST community and visitors.
- 1.5 Furthermore, through this scheme, all projects sought to be commissioned by third parties will be screened and approved for eligibility prior to agreement.
- 1.6 The policy/procedure applies solely for students' projects produced during the course of a study programme offered by MCAST.

## 2. Purpose

- 2.1 This policy document aims to:
  - create a seamless procedure for the approval of students' projects commissioned by third parties (also known as Live Projects), and
  - provide a system for MCAST to display students' projects, both for the benefit of the MCAST community and the individual students who own such projects.

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These students' projects, produced as part of their vocational and education programmes at MCAST, deserve to be suitably promoted and showcased both for the public and all MCAST stakeholders.

- 2.2 The policy refers to all registered MCAST staff and full-time students. Students' projects will be exhibited for an agreed period in any place within the MCAST Campuses at Paola, Qormi, Mosta and the Gozo Campus, as well as in other places where exhibitions of students' projects are held outside these campuses as organised by MCAST.
- 2.3 Fee-Paying full/part-time students may also enter into an agreement with MCAST for the display of their students'. It is however, the College's prerogative to invite these students to display particular projects.

### 3. Definition of Terms

Deputy Principal	The respective Deputy Principal responsible for the Institute in question.
Director	The respective Institute Director of the student participating in this scheme.
Insurance	A sum of money allocated for the insurance of the projects/items for this scheme. MCAST always covers the required insurance for this scheme.
Inventory	A detailed list of all the projects/items from the MCAST students.
MCAST	The Malta College of Arts, Science and Technology, including the Main Campus at Paola and the offsite campuses at the Gozo Campus in Għajnsielem, Mosta and Qormi.
Principal	The MCAST Principal & CEO.
Students' projects	A project is a temporary endeavour (with a start and an end date), undertaken as part of the MCAST study programme to create a unique product, service or result within defined constraints. A project is finalized when its objectives have been attained.
Students' projects Committee	A group of selected representatives to administer this scheme.

### 4. MCAST Students' projects Committee

- 4.1 This policy requires the appointment of the MCAST Students' projects' Committee.
- 4.2 The committee will be made up of a designated member of the Board of Governors, a Deputy Principal, a Director, a Deputy Director (acting as Board Secretary), and a student chosen by the 'Kunsill Studenti MCAST'.  
Provided that, the College Principal may chair the committee in the absence of a nominated member of the Board of Governors.
- 4.3 The main responsibility of the Committee is of ensuring the proper administration of this policy, the right to resolve any conflicting situation resulting from this scheme, and to process applications seeking financing for raw materials.

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- 4.4 In consultation with the Institute Directors, the Committee shall set detailed procedures, eligibility and selection criteria for the financing of raw materials for students' projects.
- 4.5 The Committee will be appointed by the Principal on the recommendation of the Council of Institutes.
- 4.6 The Committee may appoint an external Curator to provide technical advice, as necessary.

## 5. Type of Projects

- 5.1 Students' projects, implemented within the context of study programmes, can result from a number of initiatives taken by the College, the lecturers or third parties.
- 5.2 In general, there are the following categories of students' projects:
  - i. Projects requested by and entirely funded by MCAST
  - ii. Projects (within study units), of a compulsory nature, where students source their own raw materials but use the time, space, equipment and guidance provided by the College
  - iii. Projects initiated by stakeholders, industry or third parties, where raw materials are typically paid by the initiator. Such projects are typically referred to as 'Live Projects'. Students use the time, space, equipment and guidance provided by the College to work on the project.
  - iv. Other types of projects as deemed necessary by the College

## 6. Procedures for different type of projects

### 6.1 Projects requested by and entirely funded by MCAST:

- 6.1.1 The MCAST Principal or the Executive Management Team may request specific initiatives to be undertaken in the context of specific study unit or study programmes. The requested project should not deviate from the expected learning outcomes of the relevant unit and should not compromise the overall achievements of the students.
- 6.1.2 The College will fund all the raw materials related to these projects. The time, space, equipment and guidance are provided by the College.
- 6.1.3 Following consultation and agreement with the Institute Director and the Lecturer on design, timeframes and deliverables, MCAST procures the raw material.
- 6.1.3 The items prepared by the students will be used/displayed within the campus space and will be accompanied by '*Item/Exhibit produced by students at the Malta College for Arts, Science and Technology (MCAST)*'.

### 6.2 Compulsory projects (within study units where students may or are requested to source their own raw materials)

- 6.2.1 Most of the study programmes offered by MCAST include study units during which students are expected to design, plan and implement a project. This could range from software development, electronic circuits, clothing or jewellery items, or any other project that is in line with the curricula. The development process and the product produced by the student is part of the students' assessment for that unit.

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6.2.2 Students may wish to access the **Projects Raw Material Fund** for financial support to procure raw materials for their respective projects<sup>1</sup>. Students who receive support through this Fund have to make available their projects to the College for display purposes for 1 year.

Provided that, where the project is of an intangible nature, the process may be documented through a poster or publication.

6.2.3 Students who do not seek financial support through the Projects Raw Material Fund are also invited to make available their projects for display purposes for an agreed period of time not less than 6 months. Students are invited to use the **Students' Project (Form 01)**

6.2.4 Where a project is set to be displayed by MCAST (either through 6.2.2 or 6.2.3), the student must fill in and return a signed **Students' Project Form (Form 01)** to their Institute Director or one of the Deputy Directors. It is to be noted that students who are under eighteen years of age would need their parent's endorsement.

6.2.5 Through Form 01, the student agrees with MCAST:

- (i) the period for which MCAST is holding the project;
- (ii) the place where the project is being exhibited – in case it is necessary to change its exhibition venue, the Students' projects Committee informs the student at least five working days before this change; and
- (iii) the insurance MCAST is covering for the exhibit. The final exhibition venue of the project remains at MCAST's discretion.

### 6.3 Projects initiated by third parties (Live Projects)

6.3.1 **The Live Project Form (Form 02)** must be filled in for any proposed live case project. For a live case project to be accepted, the following items must be present:

- Official Title of the Live Case Project
- Detailed Description of Proposal
- Evidence of Third Party Confirmation
- Director of Institute Recommendation
- Approval by Deputy Principal responsible for the Institute
- EMT Notification

6.3.2 Any live projects must be presented to the Deputy Principal responsible for the institutes who will inform the EMT of any approved live projects prior to their execution.

6.3.3 All live projects need to be notified to the EMT prior to their commencement.

6.3.3 All live projects proposals must be covered by an agreement with the organisation or company that wishes to assign this project to the institute.

<sup>1</sup> Refer to Section 7 for more details.

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## 7. Projects Raw Material Fund

- 7.1 The College remains committed to support the students with the resources necessary for them to maximise the learning process during their study programmes.
- 7.2 The College makes available a maximum of €10,000 on an academic year basis for students who might have financial challenges to purchase the raw materials necessary for their compulsory projects. The budget should be split between the two semesters.
- 7.2 Students are invited to submit an application using the **Project Raw Materials Application Form (Form 03)** to the MCAST Students' projects Committee to seek *ex-ante* approval prior to starting their project.
- 7.3 Procedures, eligibility and selection criteria shall be published by the MCAST Students' Projects Committee.
- 7.4 Applications are to be submitted by the end of November and end of March.
- 7.5 Students will be informed of the outcome of their application within 3 weeks of their submissions.
- 7.6 A list of approved projects and any reserve projects shall be presented to the EMT.
- 7.7 Approved applicants shall request reimbursement for costs incurred (refer to **Form 4**). The application needs to be accompanied by receipts, description of the costs incurred, and a picture of the project.
- 7.8 Each student can benefit from a maximum of €200 each academic year.
- 7.9 Upon approval, the Committee informs the student of the decision and draws up an agreement. It also directs the MCAST Finance Unit to process the reimbursement to the student.

## 8. Agreement between MCAST and the student

- 8.1 The agreement between MCAST and the student govern the period of display of projects (6.2.2 and 6.2.3)
- 8.2 In the case of compulsory projects that have been directly supported financially (6.2.2 and 7), the display period is of not less than 1 year/12 months.
- 8.3 In the case of compulsory projects that have not been directly supported financially (6.2.3), but where the students want to volunteer their projects for display, the display period is 6 months.
- 8.4 When the MCAST Students' Projects Committee concludes that a projects is accepted for display, an agreement is entered into between the student and the MCAST Principal, or the respective Deputy Principal responsible for the Institute. All such agreements require the prior endorsement of the relevant Institute Director.
- 8.5 The agreement is signed in duplicate. One original is stored in the office of the MCAST Students' Projects' Committee, while the second original is retained by the student.

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- 8.6 It is the responsibility of the MCAST Students' Projects' Committee to ensure that the student is informed about the termination of the agreement and to collect the project when the period expires.
- 8.7 The student cannot claim to take back the project for any reason before the termination of the agreement.
- 8.8 MCAST obliges itself to use the students' project only according to what is stipulated in the agreement and for no other purposes, unless there are extenuating circumstances that demand otherwise, such as the need of reconstructing the area of the exhibited project. In such cases, the MCAST Students' Projects' Committee engages in dialogue with the student to identify an acceptable exhibition venue agreeable to both the student and MCAST.
- 8.9 Upon signing of the Agreement, the MCAST Students' Projects' Committee ensures that the project is added to the Inventory for Displayed Students' projects, as applicable.
- 8.10 The agreement entitles MCAST to identify the project by indicating its reference number, the student's full name (unless they choose to remain anonymous) and the Institute and course title.
- 8.11 If the student fails to claim back the project within 6 months upon termination of the agreement, MCAST has the right to own the project of the student indefinitely.
- 8.12 This policy and arising agreements are also applicable to groups of MCAST students who produce a project as a team, with the same terms and conditions as established in this document.
- 8.13 Any student/group of students may opt to extend the MCAST agreement of the students' projects for a second time using **Form 01**. In case the student may wish to donate the project without any time bar (permanently), **Form 05 Agreement to Donate Students' Projects or Items to MCAST** needs to be filled in and submitted to the Students' projects' Committee.

## 9. Implementation Provisions

- 9.1 The location for the exhibition of the student project is determined by MCAST in collaboration with the curator, as may be appointed by the Committee
- 9.2 If the project incurs any kind of damage, the MCAST uses its insurance policy to cover any resulting expenses for repair and/or restore. MCAST does not make good for any 'wear and tear' in the students' projects during their exhibition period according to the agreement (8).
- 9.3 MCAST may ask the student to withdraw the project from their agreed scheme if the student is found guilty of any disciplinary offence at MCAST that includes the suspension from College for more than one month.
- 9.4 All exhibits are monitored by the MCAST CCTV cameras and subject to MCAST's CCTV policies.
- 9.5 It is to be noted that a new agreement has to be signed for every project falling under this scheme.



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- 9.6 All projects displayed within the campus or outside the College parameters, the MCAST emblem must be displayed accompanied by the following wording: '*Exhibit produced by students at the Malta College for Arts, Science and Technology (MCAST)*'.

## 10. Insurance

- 10.1 MCAST binds itself to issue insurance cover for all students' projects to be exhibited at MCAST. Such insurance cover will extend for the duration of the exhibition period. The insurance document has to be signed by both parties, that is, MCAST and the student, before the commencement of their agreement.

## 11. Matters of Interpretation

- 11.1 In case of a conflict of interpretation, the MCAST Students' projects' Committee and the student/s seek to resolve the issue/s amicably. Nevertheless, whenever such conflicts remain unresolved for up to thirty working days, the interpretation and conclusions of MCAST are final. (refer to **Form 06**)

## 12. Procedures for Selecting Students for Financing through the Raw Materials Fund

- 12.1 Students are expected to fill in:
- STUDENTS PROJECTS FORM MOP\_ADM\_001\_16\_FORM\_01 to give consent to the College to exhibit their project.
  - PROJECTS RAW MATERIAL APPLICATION FORM MOP\_ADM\_001\_16\_FORM\_03 to request funding for purchasing raw materials.
- 12.2 Students are responsible to seek endorsement from the respective academic member of staff and to submit the application within the deadline via email:  
[rawmaterialsfund@mcast.edu.mt](mailto:rawmaterialsfund@mcast.edu.mt)
- 12.3 Both applications need to be submitted by the end of March (Call 1) or end of September (Call 2).
- 12.4 Applications will be vetted against the Eligibility Criteria set below. Any ineligible applicants will be informed in writing about the decision.
- 12.5 All applications will be vetted by the Committee against the Selection Criteria set below. Applications that do not include all the information will not be considered as eligible. Late and incomplete applications shall not be considered.
- 12.6 All applications that satisfy the eligibility criteria will be invited to an interview with the Committee, during which the applicants will answer questions posed by the members about the project proposal. It is the responsibility of the Applicants to make sure to be available on the date and time communicated to them for the interview. Applicants who do not turn up for their interview will be considered as no longer interested and thus they will be considered ineligible by the board

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12.7 The Committee will issue its result list in ranking order. A funding contract will be offered to the students depending on the budget available for that call.

12.8 Funded students commit to making their projects available to the College for exhibition purposes for 1 year.

12.9 ELIGIBILITY CRITERIA - To be considered as eligible, applications must:

MQF Level 4	MQF Level 6
1.Be submitted by an MCAST registered student at MQF Level 4;	1.Be submitted by an MCAST registered student at MQF Level 6;
2.Request raw materials for a project undertaken as part of their MCAST study programme;	2.Request raw materials to contribute to a dissertation project;
3.Include an itemised breakdown of the funding requested;	3.Include an itemised breakdown of the funding requested;
4.Include confirmation of regular attendance at the Institute and student is not at risk of being de-registered;	4.Include confirmation of regular attendance at the Institute and student is not at risk of being de-registered;
5.Endorsed by the relevant IVC.	5.Endorsed by the relevant supervisor ;
6.Duly filled in with all information requested.	6. Include a copy of the approved Statement of intent and endorsed by the Institute Research Committee and a copy of the Ethics Board.
	7 .Duly filled in with all information requested.

12.10 SELECTION CRITERIA

1. Innovation (25%)
2. Includes sustainability aspects (25%)
3. Takes into consideration social purpose (25%)
4. Potential impact of the project (25%)

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### 13. Relevant forms

FORM\_01\_STUDENTS' PROJECTS FORM  
 FORM\_02\_LIVE PROJECT FORM  
 FORM\_03\_PROJECT RAW MATERIALS APPLICATION FORM  
 FORM\_04\_PROJECT RAW MATERIALS REIMBURSEMENT FORM  
 FORM\_05\_AGREEMENT TO DONATE STUDENTS' PROJECTS OR ITEMS TO MCAST  
 FORM\_06\_COMPLAINT FORM  
 FORM\_07\_RAW MATERIALS FUND – EVALUATION TEMPLATE