



STUDENT HANDBOOK
ACADEMIC YEAR 2020 – 2021



The vision of the American University of Malta is to secure a bright future for all by producing a next generation of leaders with an ethical, entrepreneurial and innovative spirit.

The American University of Malta is an American comprehensive university dedicated to nurturing those who are inquisitive of mind, ambitious of heart and robust of spirit.

This handbook is intended to provide students with information related to student life at the American University of Malta (AUM). The handbook includes sections on campus information, general polices, residential policies and student activities. Each AUM student is expected to be familiar with policies and regulations in this entire handbook as well as all the academic policies in the [University catalog](#).

In case of emergency, call 112 for ambulance, police, and the fire department.

ACADEMIC CALENDAR 2020 – 2021

Fall 2020

August	18	Placement Tests
August	19	New Faculty Orientation
August	20-21	Orientation and New Student Course Registration
August	24	First day of Class and Fee Payment
August	31	Last day to Add/Drop
September	8	Victory Day*
September	21	Independence Day*
October	20	Mid-term grades due
October	23	Last date to withdraw from a course without grade 'F'
November	26-27	U.S. Thanksgiving*
December	8	Immaculate Conception*
December	9	Last Day of Classes
December	13	Republic Day
December	11-17	Final Exams
December	21	Grades available

Spring 2020

January	12	Placement Tests
January	13	New Faculty Orientation
January	14-15	Orientation and New Student Course Registration
January	18	First day of Class and Fee Payment
January	25	Last day to Add/Drop
February	10	Feast of St. Paul's Shipwreck*

March	16	Mid-Term Grades Due
March	19	Feast of St. Joseph's*
March	22	Last date to withdraw from a course without grade 'F'
March	31	Freedom Day*
March - April	20-5	Spring Break
April	4	Easter Sunday
April	6	Classes Resume
April	6	Registration Opens for Summer/Fall Semesters
May	1	Workers' Day
May	12	Last Day of Class
May	14-20	Final Exams
May	27	Commencement
May	24	Grades available

***National and AUM Holidays**

Office of Student Affairs

Student Affairs begins communicating with students at the time of admission and helps them integrate into campus life through orientation programs and student activities. There are numerous clubs, events, and community outreach opportunities that are organized in order to encourage students to develop friendships and become active and reflective global citizens. Student Affairs helps students better understand the university by clarifying and guiding them through its policies and procedures. It also receives and addresses student concerns, complaints, and suggestions.

Primary contact – studentaffairs@aum.edu.mt

Mission

Student Affairs' mission is to support the academic, personal, and professional development of students in their growth as well-rounded global citizens.

Vision

Student Affairs envisions AUM students leaving their college experience as well-rounded global citizens with the skills and abilities needed to lead productive lives and to deal effectively with personal and professional challenges.

Goals

The primary goal of Student Affairs is to meet the needs of AUM students through co-curricular and extra-curricular activities, including:

- Guiding students through the ongoing immigration processes during their stay in Malta
- Creating a connected and supportive community of fellow students
- Providing guidance and support to students as they face challenges
- Helping students to develop into culturally aware citizens and leaders
- Creating spaces for student to live healthy and productive lives through managing living, learning, and recreational environments.

New Student Orientation

Student Affairs conducts orientation programs for new students at the beginning of each semester. The orientation program is designed to help new students familiarize themselves with the University by providing information on academic programs, facilities, policies, procedures and resources. Students have the opportunity to meet their advisors, faculty and administrative staff, as well as, other students. During orientation, students are given a tour of the campus facilities and are provided with the necessary materials and resources to fully integrate themselves within the AUM system. They are also

assisted with immigration procedures and are introduced to the advisement and registration system. Students are also encouraged to participate in the activities designed to create a sense of belonging, to socialize, and to participate in collaborative learning. During orientation, students also have the chance to learn more about AUM and life in Malta.

Attendance at orientation is mandatory.

Office of the Provost

The Provost is part of AUM's leadership team and is considered as the chief academic officer. Dr Jeremy D Brown is the Provost of the American University of Malta. The Office of the Provost oversees the functions of many other offices and departments at the AUM, including the Office of the Registrar, the Faculty and the Faculty Committees, the Library, Quality Assurance, etc.

Office of Admissions

Admissions manages the recruitment, admissions, and immigration advising process for prospective and current students, including:

- Reaching out to prospective students
- Providing information for students to make admissions decisions
- Assisting students as they transition to AUM and Malta
- Guiding students through visa and immigration processes before arrival in Malta

Office of the Registrar

The Office of the Registrar is responsible for academic and classroom scheduling, student registration, enrollment verification, grading and academic records maintenance, transfer credit articulation, degree audits, monitoring undergraduate general education requirements, degree awarding, course evaluations, student data/statistical analysis, GDPR and FERPA compliance, and transcript services. These responsibilities, assignments, and services are completed in accordance with institutional policies and standards.

AUM Library

The Library houses a collection of breadth and depth that complements the curriculum and research areas of the AUM community. With a focus on electronic resources (1,000,000 eBooks and 10,000 eJournals), the Library is accessible 24/7 from anywhere in the world. Whether it's 3pm or 3am, the

Library will provide students with all the resources they need. [Search the AUM Library collection \[https://aumalta.on.worldcat.org/discovery\]](https://aumalta.on.worldcat.org/discovery)

Student Activities and Clubs

Student Affairs organizes frequent student activities throughout the year. These activities are included as part of the Activity Fee and they are a great way to get to know other students. Many of our activities are also designed to help students learn more about Maltese history and culture. Here are some sample activities:

- Valletta Tour
- Bowling
- Pool Tournament
- Boat Tour of Gozo and Comino Islands
- Ice Cream Social
- Tour of Blue Grotto (sea caverns)
- Halloween Party

Student Affairs facilitate student growth through a variety of organizations. It supports activities to complement courses such as academic, civic, social, cultural, religious, or recreational clubs for fun and leisure. Membership in these clubs not only helps students make new friends and meet people with common interests but it also helps them to acquire important skills such as leadership, organization, teamwork, and event planning. The university encourages all students to establish or join organizations to explore or further their interests.

Contact Student Affairs for more information on how to start a club or organization at AUM: studentaffairs@aum.edu.mt

Student Government Association (SGA)

The SGA represents the student body; it provides an opportunity for students to demonstrate leadership and serves as a liaison between the students and the university administration. It also plays an important role in planning and sponsoring student campus activities and events. The SGA consists of a President and Executive Committee. As the student body expands, representative members will be added to the SGA and job responsibilities will change.

Writing Center

The Writing Center has as its mission the honing of students' composition skills. A handy resource for EAP, undergraduate, and graduate students, it provides assistance at all stages of the writing process, from the construction of an argument to the fine-tuning of its expression.

There is no cap on the number of consultation sessions per student. Indeed, students are encouraged to make use of the Center as often as they need assistance. This might be for a single assignment, or for several over the course of a semester. Similarly, a student might seek consultation for one paper after another that are required by the same instructor, or for papers assigned by separate instructors in the same semester.

Student Support Services & Resources

Health Services

It is mandatory that all enrolled AUM students have health insurance. Malta-based students might be covered by their parent's health insurance policy or by other health insurance policies. All other students are required to provide proof of valid insurance coverage to Student Affairs when paying their tuition fees to be exempted from the university insurance. If a student does not provide proof of health insurance, Student Affairs will assist by supplying information concerning local health coverage.

Disability Services

Students with disabilities may find that they require additional support, services or considerations if they are to realize their full potential as students at AUM. The university will support students with physical, emotional, and learning disabilities so that they have access to the full range of the university's academic and cultural opportunities and resources. Students who feel that they would benefit from extra support should contact the Director of Student Affairs for a confidential discussion.

Personal Counselling Services

For immediate help, call [support line 179](#)

Student Affairs provides guidance as students face minor or extreme emotional and mental health challenges. Student Affairs can make referrals to personal counselors, psychologists or psychiatrists.

Students' Rights

AUM adheres to the following values that underlie the philosophy and goals of the university:

- The importance of personal integrity.

- The right of every individual to be treated with respect and dignity.
- The freedom of intellectual inquiry in the pursuit of truth.
- The freedom of speech and the open exchange of ideas.
- The acceptance and appreciation of diversity with regards to race, gender, gender identity, sexual orientation, class, religion, age, disability, and ethnicity.
- The recognition that community service is an important component of the intellectual development of students.

AUM students have the right to pursue their education in a free and fair manner as long as they make sure that they are eligible to remain part of the student community by meeting the University's academic standards. It is the responsibility of students to observe the regulations imposed by the campus for the governance of the academic community.

- Students have a right to expect AUM to maintain a climate conducive to learning.
- University teaching should reflect consideration for the dignity of students and their rights as persons. Students have a right to be treated with courtesy and respect.
- Students have a right to be informed about the general content of a program and courses within the program, what will be required of them, and the criteria upon which their performance will be evaluated. Students have a right to have their performance evaluated promptly, conscientiously, without prejudice or favoritism and consistently, with the criteria clearly stated at the beginning of the course.
- Students have a right to participate in evaluations of programs and lecturers: these are considered in the retention and promotion reviews of faculty members.
- Students have a right to be free from discrimination and sexual harassment. Campus policy prohibits discrimination and harassment of students because of their race, color, religion, national origin, sex, age, gender identity and expression, sexual orientation, or status as an individual with a disability.
- Students have a right to privacy and confidentiality subject to reasonable campus rules and regulations, right to protection against unauthorized disclosures of confidential information contained in their educational records, and to examine the information contained in their educational records.

Grievance Policy, Academic and Non-Academic

Students are encouraged to meet faculty members during regular, posted office hours. If for any reason they are not able to meet the faculty member during office hours, they may request an appointment either through phone or email. The faculty members' contact numbers and email addresses are displayed on their office doors.

All students have the right to express their dissatisfaction in both academic and non-academic matters. The difference between the two is understood as follows:

Academic Grievance - student wishes to contest the application of course requirements, the results of examinations, admission to a program, instructor behavior, or any similar issue.

Non-Academic Grievance – student wishes to address a situation that occurred outside of the classroom. A grievance-based appeal on such an issue is relevant if the grievance is between a student and one or more other students, a faculty or staff member, a student organization, or any other office or agency of the University.

Academic Grievance:

If a student wishes to file a formal academic grievance, these steps apply:

- The grievant must file a formal written complaint with the Provost.
- The Provost will ascertain if the complaint falls within the scope of an action appropriate for a grievance and will attempt to resolve the complaint informally before instituting the official grievance process.
- If such action is deemed appropriate, the Provost will forward the complaint to one of the faculty committees as deemed appropriate normally within three school days.
- The committee will review the complaint, interview the complainant and any witnesses cited in the complaint.
- The Committee will recommend a cause of action to the Provost normally within seven school days.
- The Provost will forward to the student the recommendation of the Committee or a modification of its recommendation deemed appropriate after consultation with the committee normally within three school days.
- If the student does not agree with the decision, the student has the right to file an appeal with the President. Any appeal must be submitted within ten school days and should focus on any material that was not considered during the Committee's deliberations. The President or his/her designee will review the decision and render a final decision in the matter normally within three school days. The President is the final authority to whom appeal may be made.

These timeframes do not apply during academic breaks.

Non-Academic Grievance

If a student wishes to file a formal non-academic grievance, these steps apply:

- The grievant must file a formal written complaint with the Director of Student Affairs.
- The Director of Student Affairs will ascertain if the complaint falls within the scope of an action appropriate for a grievance and will attempt to resolve the complaint informally before instituting the official grievance process.
- If such action is deemed appropriate, the Director will convene a committee of a minimum of three people including faculty, administration, and student representative(s) normally within three school days.
- The committee will review the complaint, interview the complainant and any witnesses cited in the complaint.
- The committee will recommend a course of action to the Director of Student Affairs normally within seven school days.

- The Director will forward to the student the recommendation of the committee or a modification of its recommendation deemed appropriate after consultation with the committee, normally within three school days.
- If the student does not agree with the decision, the student has the right to file an appeal with the President. Any appeal must be submitted within ten school days and should focus on any material that was not considered during the Committee’s deliberations. The President or his/her designee will review the decision and render a final decision in the matter normally within three school days. The President is the final authority to whom appeal may be made.
- Reports, records, notes, and decisions for grievances will be filed in the office of the Director of Student Affairs.

These timeframes do not apply during academic breaks.

Students’ Responsibilities

Student Communication Policy

AUM requires students to provide the Office of the Registrar with the correct contact information, including permanent and local addresses, telephone numbers, student number, and legal name (as written in their passport). Addresses should be updated via the MyAUM portal or through the Registrar’s Office on the appropriate form. Name and other official identification changes require official documentation, and they must be processed according to the requirements of the student’s nationality.

Following instructions on the AUM website, each student must also ensure that their university email account has been assigned at the time of admission. This email address is linked to their student ID number to ensure effective communication among students, faculty and the administration. The university assigned student email account is AUM’s official means of communication with all students. Students are responsible for all official information sent to their university assigned email account. Students are responsible for checking their AUM email account and for responding to official communications via their AUM email account. If a student chooses to forward messages to another account, the student remains responsible for all information, including attachments. The University will not respond to any email other than to the student’s AUM account. (Refer to IT policies for more details).

Student Publication Policy

If students or student organizations would like to develop a student publication, whether online or in print, they should consult with the Director of Student Affairs. Any student publication that may be developed at AUM will be required to conform to the norms of responsible journalism and avoid libelous, indecent, or harassing material. The same publication policies will apply when deciding what material can be included on the web site, or any other social media, developed and managed by the students.

Student publications will need to have an advisor who will be a faculty or staff member. Students should get all articles, stories or any other related materials reviewed by the advisor or a designated editor to ensure the correctness of the English language. Students should get prior approval from the Director Student Affairs or a designee before distributing, posting or publishing any printed or online material in the name of AUM.

Student Temporary Residence Card (TRC)

All international students (EU and non-EU) are required to apply for a Temporary Residence Card (TRC) on the basis of their status as a student in order to reside legally in Malta. Our AUM Student Affairs Team works closely with students to assist them with submitting their TRC application at the Identity Malta Office.

The resident permit process is defined by Identity Malta and students must submit all documents required by law. It is the responsibility of all international students to be knowledgeable about and follow resident permit application regulations and procedures.

Important Notes about the TRC

- Do not expect the TRC process to be quick. Expect an average of 3 months to receive your card. AUM is NOT able to expedite the process.
- Do not make any travel plans to leave Malta while you are waiting for your TRC. Your Blue Paper (receipt) does not allow you to travel outside of Malta.
- Take close note of the AUM Attendance Policy for your classes, outlined in your syllabus. If you do not meet attendance requirements, we are legally required to report you to the Central Visa Unit who will cancel your TRC. You will then be required to leave the country.

TRC and Working in Malta

- Students are allowed to work part-time up to 20 hours a week but must have a valid TRC first.
- **Do not expect to work in Malta during the first 3 - 4 months.** You should plan to have enough financial resources to cover your living expenses in Malta for this period.

Students on an AUM visa who discontinue their studies or transfer to another university must submit their passport for visa cancellation prior to their departure. Any questions about your immigration status can be directed to student_affairs@aum.edu.mt.

Transportation Facilities/Services

Public bus service is available to enable students to move around the island. The Office of Student Affairs provides students with information on how to apply for a Student Bus Pass during orientation. Malta Public Transport can be found at www.publictransport.com.mt/

Guidelines for Using AUM Name, Logo, and Mark

Students may use the AUM name in association with their university-sanctioned activities. Recognized student groups producing merchandise for sale that incorporates AUM's name, marks or logos must request permission from the Director of Student Affairs. Students may use the name of a school, department or other AUM programs outside the University (other than on a resume) only with approval of the appropriate authorized person.

Financial Responsibilities

- Students will not be allowed to register for classes unless all outstanding balances from the prior semester are paid in full.
- By registering for classes, students accept responsibility for charges for the entire semester.
- Failure to receive a reminder bill confirming charges does not waive the requirement for payment when due.
- Students are responsible for dropping courses by the drop dates and for using the drop and withdrawal procedures published in each term's Schedule of Classes.
- Non-returning students are responsible for submitting a written withdrawal to the Director of Student Affairs, who will then inform the Registrar.

Student Conduct and Community Standards

As members of the University community, students are to conduct themselves in a manner that maintains a safe and academically productive environment for themselves and others.

Community values: as a member of the AUM community we value a campus that is welcoming, respectful and suitable for learning. AUM Community Values include:

- Showing proper respect to fellow students, as well as, to AUM employees and representatives. This includes security personnel in addition to faculty and staff.
- Displaying principles of integrity at all times.
- Respecting university property and facilities.
- Abiding by high standards of academic integrity, ethics, and honesty.
- Attending classes regularly and punctually, and completing assignments on time.
- Being actively involved in class discussions and other course-related classroom activities.
- Adhering to the published test or examination rules and regulations.
- Refraining from plagiarizing other people's work by submitting it as their own, and/or any other forms of academic dishonesty.

- Having knowledge of and fulfilling the requirements for course and program completion.

Behavioral Misconduct

In order to ensure AUM is a safe and productive environment, behavioral misconduct will be addressed with a lens of safety and education. The University reserves the right to discipline students for any acts of behavioral misconduct. All cases of non-academic misconduct are reported to the Director of Student Affairs.

The following behavior is classified as misconduct according to AUM rules and is subject to disciplinary action:

1. Behavior or conduct that threatens or endangers the health or safety of any person on university premises or at university sponsored activities/events, including but, not limited to:
 - a. Physically assaulting a student, employee, or visitor.
 - b. Harassment, which includes physical, verbal, graphic, written or electronic.
 - c. Bullying, which includes physical, verbal, relational and cyber.
 - d. Any form of intimidation that appears threatening to an individual or limits the ability of a student, faculty or staff to work, or study
2. Sexual assault, harassment, misconduct, and stalking; attempting or making sexual contact, including, but not limited to inappropriate touching, against a person's will (see [Harassment, Bullying and Non-discrimination Policy](#)).
3. Possessing, consuming or selling drugs or controlled substances on campus, in the residence halls, or at university-sponsored activities/events.
4. Consuming, possessing, or distributing alcoholic beverages on campus.
5. Smoking on campus, i.e. in the building, on the balconies or near the main doors/building entries.
6. Any violation of traffic laws on campus, including reckless driving and parking in unauthorized spaces.
7. Willful or reckless damage to university property.
8. Organizing an event, co-curricular or extra-curricular activity inside AUM without prior permission from the Office of Student Affairs.
9. Distributing materials, such as leaflets or journals, posting notices, or collecting signatures on the premises of AUM without prior permission from the Director of Student Affairs.
10. Disrupting or obstructing classroom activities or any other university activities, including but, not limited to:
 - a. talking during speeches or classes;
 - b. arriving late for classes or leaving early;
 - c. receiving or initiating phone calls during classes;
 - d. sending text messages during class; and
 - e. making negative or rude comments during class about other students, faculty members, or the opinions of other students.
11. Altering or tampering with university records, documents or ID's.
12. Using another person's name and/or ID number.
13. Gambling or engaging in illegal gaming activities on campus, a residence hall, or at a University event.
14. Unauthorized use of the University's corporate name and/or logo. This includes

distributing or posting printed material in the name AUM without prior approval of the Office of Student Affairs.

15. Abuse of computer equipment (e.g. stealing, deleting information, internet theft, causing damage to equipment or knowingly introducing a computer virus). – Refer to IT policies
16. Failure to follow the direction of University officials acting in accordance with their duties, including but, not limited to:
 - a. Deliberately failing to comply with the directions of University security guards acting in accordance with their duties.
 - b. Failure to provide security guards with personal identification, such as their AUM ID card, or other appropriate documentation upon request.

Reporting Behavioral Misconduct

In the event of a suspected incident of behavioral misconduct by a student, the person (e.g. student, staff or faculty) raising the issue must submit a formal written report to the Director of Student Affairs requesting action. The Director of Student Affairs will review the written request and determine if there are sufficient grounds to pursue the case further. If so, the Director will forward the case to the appropriate committee, which will include faculty, staff, and student peers. The student under investigation will be formally notified of the date and venue of a hearing. The Director of Student Affairs will make the student under investigation, as well as all committee members, fully aware of the charges. Final decision will be taken by the committee.

During the hearing, both the student and the person bringing the charges will be allowed to state their case before the committee. If requested, the parties involved will be allowed an advisor during the proceedings from inside the university community or from the student's immediate family. The advisor may not speak to anyone other than the student; they are there to advise and must do so in a calm and quiet manner. Once the committee has heard the evidence, it will come to a judgment and if a student is found responsible it will determine sanctions normally within two school days of the hearing. Decisions on accused parties are decided based on preponderance of evidence (more likely that it occurred versus less likely). The decision will be formally submitted in writing to the Director of Student Affairs who will then inform the student immediately and administer the sanctions.

The sanctions (outcomes) for those found responsible of violating a misconduct policy will be founded on education, community restoration, and community safety. The sanctions include, but are not limited to the following:

- **Written Reprimand:** an official letter of censure.
- **Work Sanction:** supervised work in University programs, offices, buildings, residence halls, or off-campus programs.
- **Restitution:** Repayment to the University or to any affected party for damages and/or injury.
- **Referral:** To appropriate community resource such as individual alcohol/substance assessment and/or consultation.
- **Other Sanctions:** as appropriate to the circumstances of a given case. The student may also be made 'persona non grata'.
- **Housing Probation:** an official warning that further violations would constitute grounds for loss of the privilege of living in any University housing for a specified period of time or until a specific condition or conditions are met.

- **Housing Suspension:** loss of the privilege of living in any University housing for a specified period of time or until a specific condition or set of conditions are met.
- **Housing Expulsion:** loss of the privilege of living in any University housing at any time.
- **Disciplinary Probation:** an official disciplinary warning enacted for a specified duration admonishing a student that any further misconduct during this time period may result in suspension.
- **Active University Suspension:** complete separation from all University activities, services, facilities and grounds. Active suspension may be term or conditional. Upon return to the University, the student will be placed, automatically, on Disciplinary Probation for a minimum of one year
- **Term suspension** shall be for a stipulated period of time, not to exceed two years, after which the suspended student may return to the University.
- **Disciplinary Dismissal:** permanent termination of the individual's relationship with the University. This includes all activities, services, facilities, and grounds, undergraduate, graduate and professional schools. A dismissal shall be noted as "Disciplinary Dismissal" on the academic transcript.

Bias or Hate Motivated

If behavioral misconduct occurred and was motivated because of an individual's or group's (or their property) identity (i.e. race, ethnicity, age, religious beliefs, disability, gender, gender identity or expression, sexual orientation and/or social class), the sanction may be elevated.

Appeals

A decision reached by the Director of Student Affairs or the Student Conduct Committee may be appealed by the Respondent to the Director if the committee made the decision, or to the Provost if the Director made the decision. Any appeal must be submitted within ten school days and should focus on any material that was not considered during the Committee's deliberations. A Respondent who requests an appeal is called the "appellant." An appeal consists of a review of the written record and supporting documents. Appeals can be granted only on the basis of new evidence, procedural irregularity, or other grounds of a serious nature.

The timeframes mentioned above do not apply during academic breaks.

Sexual Harassment Policy and Grievance Procedures

Refer to the [Harassment, Bullying and Non-discrimination Policy](#) for additional details.

Non-Academic Regulations

Students with Disabilities Policy

AUM recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from the university's educational programs, services, and activities, and is committed to providing these services as per all applicable local laws, regulations, and guidelines. Students requesting accommodations for a disability should contact the Director of Student Affairs.

Pet Policy

No pets, except those assisting people with disabilities, are permitted in Campus buildings at any time. Guide dogs assisting people with disabilities on campus grounds must be on a leash and under supervision at all times, and must have documentation that demonstrates that the animal is healthy.

Academic Regulations

[Catalog](#)

The University Catalog describes the degrees, certificates, courses, and programs offered at AUM and it is the primary source for academic information. It constitutes a contractual agreement between the university and the student, which means that students are required to fulfill the program and graduation requirements set forth in the Catalog for the year in which they enter the university. Students should be familiar with the contents of the Catalog and use it as a tool throughout their university years. Detailed information regarding the admission policies and procedures, financial aid and fee structure can be found in the Catalog.

[Faculty](#)

The members of the AUM faculty, are experts in their fields, and were selected because they are committed to an atmosphere conducive to study and learning. They hold all students to high standards because they want everyone to succeed. Students must not hesitate to ask instructors for assistance when needed, or for answers to any questions. Faculty members want to get to know their students and provide the assistance they need. A simple greeting, before or after class, is an easy way to connect with a professor. If students have a problem or need to address an issue that will take some time, they can schedule a visit during the instructor's office hours.

Academic Advising

Each full-time faculty at AUM is assigned a group of students as advisees. These assignments, and any subsequent changes, are made by the Provost. Undergraduate students beyond their first year of study are normally advised by a faculty member in their disciplines. Undergraduate student advisees may be reassigned once they have declared a major or if they elect to change their major. First year students and students who have yet to declare a major may be assigned to a faculty member teaching in the General Education Program. EAP students may be advised by EAP faculty or faculty in the General Education Program. Graduate students are typically advised by faculty teaching in their graduate program.

During student orientation, all students will meet with their academic advisor to discuss their program study and to map out a tentative program of study. Thereafter students should meet with their advisor prior to course selection for the next semester. In this meeting, faculty should discuss academic progress with their advisee and make any necessary changes to the study plan.

Students who are not in good academic standing are advised of the support services, including tutoring, that are available to them and the steps they need to take to return to good standing.

Students on probation are required to meet with their academic advisor on a regular basis to assess their progress and to report their use of AUM's resources for academic support. Students violating AUM's attendance policy or doing poorly at mid-term are also required to meet with their advisors. If students have concerns, comments, or recommendations about their educational experiences at AUM, they should contact the Provost.

Academic Integrity

AUM Honor Code

Students are responsible for understanding the Code's provisions. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations.

"To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of AUM community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: ***Student members of the American University of Malta community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.***"

In the spirit of the Code, a student's word is a declaration of good faith acceptable as truth in all academic matters until proven otherwise. To maintain an academic community according to these standards, students and faculty must report all alleged violations to the Office of the Provost.

At the beginning of each semester, faculty members have the responsibility of explaining to their students the policy regarding the Honor Code, and what is considered an integrity violation in their courses with special attention to plagiarism. They must explain the extent to which aid, if any, is permitted on academic work. It is the sole responsibility of the students to request an explanation of any aspect of an instructor's policies regarding the Honor Code that they do not fully understand. They have an obligation not only to follow the Code themselves, but also to encourage respect among their

fellow students for the provisions of the Code. This includes an obligation to report violations by other students to the Office of the Provost.

Faculty members are also responsible for maintaining the integrity of the learning and testing process. Faculty members may actively proctor exams, prohibit the use of mobile phones in class, or take any other actions they believe are warranted.

For all academic assignments, project work, and presentations, students need to ensure that due acknowledgement is given to the source of any information that they incorporate in their work. Students must ask their professors if they are unsure whether or not something constitutes academic misconduct in any form. The following are some examples of academic misconduct:

- Cheating or using unfair means in examinations as determined by the professor.
- Significant paraphrasing in written academic work.
- Unacknowledged use of information or ideas unless such ideas are commonplace.
- Citing sources which student has not read or referred to.
- Breaching the word limit of assignments and/or intentionally mentioning the wrong word count.

Cheating may take many forms, for example:

- Copying from another student’s paper during an exam or allowing or encouraging another student to copy from your paper during an exam.
- Having someone else take your exam in your place or taking an exam for someone else.
- Obtaining unauthorized access to exams and accepting exams obtained by unauthorized access.

Grading Policy and Grade Point Average (GPA)

The following grading system has been adopted by AUM:

Undergraduate Grading System				Graduate Grading System		
Grade	GPA Points	Percentage Scores	Standard	Grade	GPA Points	Percentage Scores
A	4.0	94.00 – 100	Excellent	A	4.0	90-100
A-	3.7	90.00 - 93.99	Excellent	B+	3.5	85-89
B+	3.3	86.00 - 89.99	Very Good	B	3.0	80-84

B	3.0	83.00 - 85.99	Very Good	C+	2.5	75-79
B-	2.7	80.00 - 82.99	Good	C	2.0	70-74
C+	2.3	76.00 - 79.99	Good	F	0	0-69
C	2.0	73.00 - 75.99	Good			
C-	1.7	70.00 - 72.99	Unsatisfactory			
D	1.0	63.00 - 65.99	Unsatisfactory			
F	0	0.00 - 62.99	Failing			

Grades for courses taken at AUM appear on both the official and unofficial transcript and are included in the cumulative GPA. However, courses not designated as repeatable for credit are not included in the GPA calculation. If a course is repeated, only the second grade earned in the course is calculated into the cumulative GPA. Credit for nonrepeatable courses is given only once.

A thesis grade will be awarded after completion and public defense of the thesis. If the thesis work continues into a second semester, an “IP” grade will be assigned, and the student must register again for the thesis course. Students who do not complete the thesis/final project after registering for full credits must register for the full thesis/final project credits the subsequent semester.

The “IP” designation will be used until completion and successful defense of the thesis with the limit of two extensions. All students must be registered in the semester in which they defend their thesis.

Grades recorded as a result of sanctions and/or academic misconduct are included in the cumulative GPA and will not be excluded in any event of repetition. Conduct grades may not be petitioned.

Grade point totals are computed by assigning four points for each credit of A, three points for each credit of B, two points for each credit of C, one point for each credit of D, and zero points for each credit of F. The plus sign increases the points assigned the letter grade by 0.33 per credit, and the minus sign decreases the points assigned the letter grade by 0.33 per credit. The grade point average is calculated by dividing total points by total credits of A, B, C, D, and F. Grades of I, T, W, NC and the grades of S and U are disregarded in the computation of the grade point average.

Academic Progress

English for Academic Purposes (EAP)

Students applying to AUM may need to take remedial English (EAP or English for Academic Purposes) before they can matriculate into bachelor’s programs or masters level programs. For institutional integrity, students should progress through the sequenced EAP courses in a defined and reasonable period of time. Students who are unable to progress through the EAP sequence in a reasonable period of time may be dismissed from the institution.

Students planning to matriculate in one of the AUM Bachelor's degree programs must achieve an IELTS score of 6 or equivalent for admission. Students planning to matriculate in the AUM Master's programs are required to achieve an IELTS 6.5 or equivalent for admission.

At the time of enrolment, the admissions department will assess the English competence of the prospective student, asking for official IELTS documents or those from similar systems such as TOEFL. If the student's certification is below the desired level of competence, but the student meets all other admissions requirements, he/she is conditionally enrolled into AUM, on successful completion of the EAP program.

If the student does not have an English language certification and is deemed by admissions to require additional English tutoring, he/she will be referred to the director of EAP for testing. It is compulsory for all conditionally admitted students to enrol in the EAP program.

The EAP program is divided into 4 levels which consists of 8 weeks per level.

- **EAP 92 - Student level (IELTS or equivalent) between 3.0 – 3.9 (Elementary)**
- **EAP 94 - Student level (IELTS or equivalent) between 4.0 – 4.4 (Elementary – Pre-Intermediate)**
- **EAP 96 - Student level (IELTS or equivalent) between 4.5 – 4.9 (Pre-Intermediate)**
- **EAP 98 - Student level (IELTS or equivalent) 5.0 working toward 6/6.5 (Upper-Intermediate)**

The progression of students to the next level is dependent on achieving the required test score and attendance of no less than 75%.

Academic Warning, Probation, Suspension

Semester and cumulative AUM grade point averages (GPA) are calculated for each student. The GPAs are noted on the academic transcript. Academic standing for continuing students is based on the term and cumulative AUM GPA. Academic standing is defined as one of the following conditions:

- **Good Standing:** Undergraduate students with a semester and cumulative GPA of 2.0 and above. Graduate students with a semester and cumulative GPA of 3.0 and above.
- **Warning:** Undergraduate students who have received a semester GPA that has fallen below 2.0 (3.0 for graduate students) receive an academic warning. Unless other suspension criteria apply, students who have two warnings during any four consecutive periods of enrolment at AUM will be placed on academic probation. until they qualify for Good Standing.
- **Probation:** After completing 15 US/30 ECTS credit hours of study, any undergraduate student with a cumulative GPA below 2.0 (3.0 for graduate students) is placed on Probation. While on academic probation, undergraduate students may not register for more than 12 credit hours (24 ECTS) in any semester: (for graduate students this is 6 credit hours or 12 ECTS). Furthermore, students on academic

probation are ineligible to hold or run for office in any organization or activity associated with the university; travel to or compete in any event; or, serve as a working member of any student organization. Students will remain on academic probation until they meet the requirements to be in Good Standing.

- Suspension/Dismissal: Students on probation who do not return to good standing within two semesters will be suspended or dismissed from AUM. At the end of each semester, the Registrar will identify cases of non-compliance with the academic standards and will advise students of their suspension or dismissal. Students on suspension may not enrol for at least one full academic semester (not including summer semesters). If a student is placed on suspension a second time, they may not take courses for one full academic year. A third suspension results in dismissal from the University. They must officially request readmission and write a letter to the Provost stating what they have been doing during their period of suspension, and what they plan to do differently upon return if readmitted to AUM. Students who have been suspended and are readmitted may be subject to dismissal if they do not earn a minimum of a 2.0 (C) average (3.0 for graduate students) during their first semester after readmission.

Re-enrollment

Students who have missed two consecutive semesters of enrollment at AUM may re-enter the university provided they were in good academic standing when they left and have not attended another college or university during their absence. To do so, they must complete a re-enrollment form available at the Registrar's Office.

Student Attendance Policy

Instructors of undergraduate courses must post their attendance policy on their course syllabus prior to the start of the semester. Students' grades are affected by non-compliance with the attendance expectations articulated on the syllabus. Course Instructors are responsible for reminding students of the importance of regular attendance at learning or teaching sessions, and for accurately recording student attendance. Prior to a foreseen absence, a student must notify their instructor (in person, by phone or by e-mail) if they must be absent for scheduled class sessions. The instructor may then excuse these absences from the normal class attendance policy or may include the absence as part of the permitted number of absences during the course.

Graduate students benefit from the lectures and activities prepared by their instructors and discussions with their fellow students, and thus class attendance is required. Students are expected to attend all the classes, or other scheduled sessions for the courses in which they are registered, including make-up classes.

Unsatisfactory student attendance includes failure to regularly attend learning and teaching sessions without providing a satisfactory reason to instructors for absence and/or persistent late arrival at, or early departure from, learning and teaching sessions. Where a student fails to attend classes for two weeks cumulatively without the University's permission, the student will receive a "non-attendance warning (NAW)," and will be required to provide satisfactory explanation for their non-attendance. With each subsequent NAW issued, a formal report on the student's non-attendance is made to the Central Visa Unit (CVU). Where a student fails to attend classes for four or more weeks cumulatively, or where a

recurring pattern of nonattendance (that is more than two NAWs) is observed over the course of the semester, the student may be deemed to have failed the course; in which case they will receive an “F” (Fail)” or “U” (Unsatisfactory)” grade, as appropriate. At this point, and at the instructor’s recommendation, the Provost has the authority to instruct the Registrar to remove the student from the course.

Student Records Privacy Policy

Your Rights Under GDPR and FERPA

The American University of Malta is committed to complying with the EU General Data Protection Regulation and the Data Protection Act, 2018 (GDPR) in relation to the collection, handling and processing of personal data. AUM collects, handles and stores personal data relating to individuals which include student applicants, present and former students, website users, etc. In this respect it has a responsibility to implement and comply with data protection laws.

As a current or former university student, The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding education records. They are:

- The right to inspect and review your records. You may request to review your records by submitting a written request to the University Registrar or other school official having custody of such records
- The right to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- The right to restrict the disclosure of Directory Information; and
- The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by the university to comply with the requirements of FERPA.

Definition of Education Records

Education records are those records directly related to a student maintained by the university or by a party acting for the university including but not limited to grades, transcripts, class lists, student course schedules, health records and student discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail.

Release of Education Records

The university will not disclose personally identifiable information from a student's education records unless the student provides a written release containing:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. Your signature and the date signed

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, AUM ID numbers) may not be publicly disclosed.

Definition of Directory Information

The AUM has identified the following student information, under FERPA, as "directory information": student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, degrees and awards received and the most recent educational institution attended.

Directory Information Restriction

Students have the right to restrict the release of directory information by completing and submitting a Restriction of Directory Information form to the Registrar.

Once a student restricts the release of Directory Information, in order to conduct any business with the university, the student will need to go in person to the Office of the Registrar and provide a written request for release containing the following:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. Your signature and the date signed

No information will be provided via telephone. No information will be provided to anyone - parents, relatives, friends, other students, or prospective employers - who may wish to contact the student or verify the student's status at the university, without a written release from the student that contains the elements listed above.

The restriction of information is permanent until the student requests, in writing, that it be removed. The restriction will remain in place even after the student has stopped attending or has graduated.

Restricted Directory Information is made available only where an emergency is involved, at the direction of a court order, or to AUM staff and faculty with a legitimate educational need to know.

Petition to Graduate

By the end of the fifth week of classes in their final semester, students who expect to complete degree requirements must confirm their intention to graduate through the Registrar by completing a Degree Completion Application form. Concurrent degree seeking students must submit a separate application for each degree sought.

All grade changes, removals of incompletes, final submission of a required thesis to the Library and transfer work necessary for completion of degree requirements must be on file in the Office of the Registrar by the last day of classes for that semester. Academic records are sealed thirty days after the conferral of a degree; no changes to the record will be made following that date.

Conferral of degrees is granted only when students apply to graduate, i.e. students will not receive retroactive degrees. Students who fail to complete all degree requirements by the end of the term for which they apply to graduate need not reapply for graduation. Their previous application will be automatically moved to the following semester.

IT Services

Wireless Internet access is available on campus. All students must have a network account in order to access University computing resources including the Internet. To obtain a network account, take a photo ID such as a passport copy to the IT Help Desk office.

Kindly refer to published IT policies for more information.

Laboratory Safety

Many laboratory-based modules require students to handle reagents, equipment or other material that may be of a hazardous nature. Students receive orientation by the course instructor on general laboratory procedures and practices in the first class of a laboratory course. This orientation also highlights the safety features of the laboratory including the position of the safety shower and eyewash stations and the fire exits. Instructions regarding any specific safety precautions and procedures (including usage of chemicals or other reagents of a hazardous nature) associated with a laboratory exercise are provided to students ahead of using the hazardous material or performing the associated technique/procedure or operating any equipment. Such instructions include information on the nature of the hazardous material/procedure, the associated risks and the appropriate safety procedures and techniques to handle and dispose of any hazardous substance as applicable. Students are required to strictly adhere to safety instructions and handle laboratory equipment and materials in a manner

appropriate to their personal safety as well as the safety of their colleagues and laboratory personnel. Students are not allowed to work in a laboratory except under supervision of a course instructor or a laboratory staff member. Any student found to be outright non-compliant with laboratory safety procedures will face disciplinary action.

Laboratory safety is the responsibility of everyone working in the Lab. All students are expected to adhere to and carefully follow these guidelines.

General Lab Rules

1. Arrive at the lab prepared for your work in the lab. Read all procedures well and follow all written and verbal instructions carefully. If anything is unclear, ask the lab tutor before proceeding.
2. Do not eat, drink, or smoke in the lab. Keep your food and drinks in your bag (At the discretion of the lab tutor: ask permission to leave the lab to drink).
3. Always wear suitable close-toed shoes in the lab.
4. Use safety eyewear whenever you are required or asked to do so.
5. Long hair should be tied back while working to avoid accidentally knocking over apparatus.
6. Observe good housekeeping practices. Keep work areas clean and tidy before leaving the lab. Keep aisles clear and stow your chair/stool out of passageways.
7. Exercise caution to avoid thermal burns when using burners or hot plates. If you sustain a thermal burn immediately flush the area with cold water and notify the instructor.
8. Familiarize yourself with the location of the fire extinguishers, emergency exit and the closest telephone. In case of emergency dial 112.
9. Dispose of broken glass in the broken glass (sharps) container and report this to the instructor right away.
10. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens.
11. Wash your hands with soap and water after performing all experiments. Clean, rinse and wipe dry all work surfaces and apparatus at the end of the lab activity. Leave all equipment as you found it.
12. Always use a pipette filler (pump or rubber bulb) and NEVER your mouth to suction fill a pipette.
13. When removing an electrical plug from its socket, grasp the plug not the electrical cord. Hands must be completely dry before touching an electrical switch, plug or outlet.

IMMEDIATELY REPORT TO THE INSTRUCTOR ANY ACCIDENTS OR INJURIES THAT OCCUR IN THE LAB.

Handling Chemicals

1. Use chemicals and biological strains with caution and wear safety goggles whenever working with chemicals.
2. Follow specific instructions regarding all chemicals used during lab. Carefully check the label on bottles before removing any contents. Take only as much chemical as you need.
3. If any chemical comes into contact with your skin, immediately flush the area with running water for a few minutes and notify the instructor.
4. Dispose of chemical waste in the appropriate containers checking the label on the container. Do not pour chemicals down the sink unless told to do so by your instructor.

Copyright

Maltese and international copyright laws govern the making of photocopies or other reproduction of copyrighted material. All students are expected to familiarize themselves with policies on 'fair use.' Copies are not to be used by students for any purpose other than private study, scholarship, or research. If copying or reproduction of copyrighted materials is more than what constitutes 'fair use', students may be liable for copyright infringement and risk losing their library privileges and/or be subject to legal action.