



**AUM**  
AMERICAN UNIVERSITY OF MALTA

# STUDENT HANDBOOK

## 2022-2023



**AMERICAN UNIVERSITY OF MALTA**

Licence Number: 2016-002

Category: University

Learn Today . Lead Tomorrow

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## 1.0 WELCOME TO AUM



Welcome to the American University of Malta (AUM), a dynamic institution located in the island of Malta, in the heart the Mediterranean!

The American University of Malta combines the structure and rigour of American higher education with the multicultural environment and exciting opportunities of the European Union.

We welcome students and faculty members from around the world in the spirit of the Malta's openness, tolerance, and ambition to achieve greatness. Our inspiring students are the embodiment of the university's motto:

**“Learn Today . Lead Tomorrow”**

### 1.1 Our Vision

The American University of Malta secures a bright future for all by producing a new generation of leaders that have an ethical, entrepreneurial and innovative spirit.

### Our Mission

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.

### Our Values

- Quality
- Excellence
- Integrity
- Relevance



## 1.2 OUR VALUES EXPLAINED

### QUALITY

For or AUM is including all activities in terms of defining, assuring and enhancing the definition of quality of the university from strategic planning to curriculum development, from students to the staff.

### EXCELLENCE

For AUM means academic achievement of all students as the main success measure of the university; consistent student engagement and retention of students and to continue to build a positive and student centric ecosystem conducive to being the best.

### INTEGRITY

For AUM is a core value encompassing ethical behaviors and practices from an academic and non academic context interlinked with the fundamental values of honesty, respect and responsibility.

### RELEVANCE

For AUM means experiences that add value to the personal aspirations, interests, and or cultural experiences of students throughout their learning journey at AUM.



## 1.3 ACADEMIC CALENDAR

### SPRING 2023

January	27	Placement Tests
January	30	New Faculty Orientation - 1 / New Student Orientation
January	31	Tuition & Fee Payment Deadline / Course Registration Starts
February	1	New Faculty Orientation - 2
February	2	Course Registration Ends
February	3	First day of Class
February	6	Add / Drop Starts
<b>February</b>	<b>10*</b>	<b>Feast of St. Paul's Shipwreck*</b>
February	17	Add / Drop Ends
March	24	Mid Term Exams Start
March	30	Mid Term Exams Ends
<b>March</b>	<b>31*</b>	<b>Freedom Day*</b>
<b>April</b>	<b>3-14*</b>	<b>Spring / Easter Break*</b>
April	5	Mid Term Grades Due
<b>April</b>	<b>7</b>	<b>Good Friday*</b>
April	17	Class Resume / Mid Terms Grades Due
April	20	Last date to withdraw from a course without 'A' Grade of 'F'
<b>May</b>	<b>1*</b>	<b>Workers Day*</b>
June	2	Last Day of Classes
June	5	Final Exams Starts
<b>June</b>	<b>7*</b>	<b>Sette Guinio*</b>
June	15	Final Exams Ends
June	19	Grade Entry Due Date
June	21	Grade Appeal
July	1	Commencement

**\*National and AUM Holidays**

### FALL 2023

September	4	Placement Tests
September	4	New Faculty Orientation
September	5	Course Registration Starts
<b>September</b>	<b>8*</b>	<b>Victory Day*</b>
September	9	Course Registration Ends
September	12	First Day of Class
September	12	Add / Drop Starts
<b>September</b>	<b>21*</b>	<b>Independence Day*</b>
September	22	Add / Drop Ends
October	30	Mid Term Exams Start
November	3	Mid Term Exams Ends
November	10	Mid Term Grades Due
November	17	Last Day to Withdraw from a Course without a Grade 'F'
<b>November</b>	<b>23*</b>	<b>US Thanksgiving*</b>
<b>December</b>	<b>8*</b>	<b>Immaculate Conception*</b>
<b>December</b>	<b>13*</b>	<b>Republic Day*</b>
December	15	Last Day of Class
December	16	Final Exams Start
December	22	Final Exams End
December	23	Interession Starts
December	28	Grade Entry Due Date
January	5	Grade Appeal Last Day

**\*National and AUM Holidays**



## 1.4 HISTORY OF THE AMERICAN UNIVERSITY OF MALTA

During British rule in Malta, the Royal Navy made extensive use of the dockyard. The British Building, originally designed by William Scamp R.E and built between 1841-1844, was built as one of a pair. The building was extensively damaged during World War II.



Through EM Architects' design interventions, the building was brought back to life with a renewed purpose to serve Bormla in a new way. As well as restoring the historic fabric in a meticulous fashion, the overall building was also rehabilitated in order to usher the building into the current age whilst at the same time managing to showcase its stunning historic elements. The guiding principle behind this project remained the act of showcasing this heritage building as a protagonist of design.



In 1689 the Knights Building was commissioned by GM Adrien Wignacourt. Later in 1776, GM Emanuel de Rohan constructs arcaded level above existing arsenal. During the British period, the upper level was used as a ropery and sail loft. Much of the building was left in ruins after severe World War II damage.



## 1.5 Office of Student Affairs

We would like to welcome you to AUM. Your relationship with the Office of Student Affairs (OSA) and Divisions will be interactive, rewarding and enjoyable. The Office of Student Affairs (OSA) are responsible for the leadership, vision, strategic planning, and management and implementation of all student programs and acts as a liaison and advocate for student interests between the student and University and is the senior student conduct officer at AUM.

**Primary contact – [studentaffairs@aum.edu.mt](mailto:studentaffairs@aum.edu.mt)**

### Vision

The American University of Malta secures a bright future for all by producing a new generation of leaders that have an ethical, entrepreneurial and innovative spirit.

### Mission

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.

### Core Values

Quality, Excellence, Integrity, Relevance

### Career Services

**Inclusivity:** We value a university in which every individual is respected and where we seek to understand, respect, and celebrate our diversity as reflected in the AUM Principles of Community.

**Personal Development & Wellbeing:** We strive to create a student-centered community where co-curricular experiences strengthen and broaden student learning and soft skills development in a safe and respectful environment.

**Accountability:** We value integrity, respect, open communication and taking responsibility for our actions.

**Excellence:** We strive to be recognized as leaders in the field of Student, Advisory Services, Good Governance, and best practices.

### STUDENT AFFAIRS - What We Do For You!

Student Affairs, through effective policy and decision making, ensures student affairs demonstrates a commitment to students in achieving their diverse educational goals. Student Affairs is accountable for ensuring the success of the Student Affairs Departments programs, through effective performance in these essential functional areas:

- Career Services
- Clubs and Activities
- Housing
- Study Abroad Scheme
- Funding & Maintenance Grants
- Visa advisory & support services

# THE STUDENT AFFAIRS OFFICE

## Residential Life

- Oversee student residential life at AUM.
- Manage the Housing Team.

## Study Abroad

- Develop and manage incoming semester and Summer study abroad programs.
- Develop new partnerships for Bi-Lateral exchange programs.
- Advise and support students on study abroad opportunities.

## Career Services

- Contact local companies, institutions and recruitment agencies in Malta to organize internships and job placements.
- Mentor students and Alumni about their career opportunities pre and post graduation.
- Provide students with job-search resources and support workshops.
- Manage the AUM work-study program.





## 1.6 THE REGISTRAR'S OFFICE

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, FERPA compliance, and transcript services.

These responsibilities, assignments, and services are completed in accordance with institutional policies and standards.

### Registration Information

#### Register for Classes:

Students will register for their classes prior to the beginning of each semester. Students should review the Academic Schedule for dates and times of registration).

Kindly follow this link for more details: [Registrar](#)



# THE REGISTRAR'S OFFICE

## Registration Changes:

All students must complete their initial enrollment before the first day of classes for the semester. Retroactive credits will not be awarded to students who report that they attended classes but were not on the official rosters. Students will not receive credits for courses unless their names are on the official class rosters and on final grade sheets.

Students do not receive written confirmation of schedule changes. They are responsible for checking their schedules in their MyAUM portal before the end of the add/drop period to verify that their schedules are correct and that they are properly enrolled. Students are not allowed to remain in classes unless they are properly enrolled. Students remain responsible, both financially and academically, for all courses in which they remain officially enrolled.

## Add/Drop:

Students may add/drop any class until the last day to add/drop (see Academic Calendar for dates and deadlines). A student dropping the last class in which he/she is enrolled should consult the academic advisor and complete the required form. Newly admitted students and current students who are on academic warning or academic probation must obtain their faculty advisor's approval for registration. All students are encouraged to meet with their advisors each semester.

## Withdrawal:

Official withdrawal removes students from any academic program and cancels the student's status. In order to return to the university, students need to apply for readmission through the Admissions Office. Students who wish to withdraw must complete a Withdrawal form available in the Registrar's Office. Students must get clearance from all university departments to withdraw.

If the student completes the withdrawal process satisfactorily and meets all financial obligations, the Registrar notes the effective date of withdrawal on the student's permanent academic record. The effective date of the withdrawal will be used for calculating billing or refunds. The mark of a "W" will be recorded on the student's academic record.



## 1.7 QUALITY ASSURANCE & STUDENT INVOLVEMENT

Quality assurance for AUM is understood including all activities related to defining, assuring and enhancing the quality of the university from strategic planning to curriculum development, and involving all players including students and their commitment in building quality of education and contributing to the development of quality culture of the University.

Students are major stakeholders in a rapidly developing higher educational institution and are the essential part of the quality assurance domain. Students can bring different perspectives and effective ways on how to achieve excellence and quality. One of the key indicators in quality assurance is to ensure student participation in the governance of University, quality assurance procedures, such as, evaluation processes, in a role of a team member or observer, in internal reviews and other quality events and decision-making processes.

Students' involvement and enthusiasm in their education and their commitment to quality can be a great combination to their personal growth and contribution to the development of the university.



Through quality assurance students can directly influence the quality of their own education. Students being our partners, full members of the academic community in the educational process, can significantly influence the improvement of study programs, teaching and learning, assessment, and create a critical mass in discussions of academic issues.

Students are called equal partners in the governance of higher education, therefore their role can be defined both as a right and a responsibility.



## QUALITY ASSURANCE AND STUDENT INVOLVEMENT

In order to identify a clear procedure of demonstration of students' involvement, the University has developed a mechanism, which allows them to express their views in a constant and systematic way.



The University's Student representation system is central to promoting the partnership of staff and students in enhancing the learner experience. Student representatives are recruited through Student Union at the start of the academic year in September with a view to taking up their roles in October.

In addition to representation at course level through membership of program boards and student-staff university bodies, students also serve on most Faculty and University committees as well as on program validation and periodic review panels. Information on how to apply to become a student representative can be found on the QA webpage. For further information kindly see here: [Student Involvement and Policy Procedures](#)

Student members of University committees and panels receive the following induction:

- Student Participation in University bodies (Committees and Councils)
- Student participation in Monitoring and Overview of Quality
- Student Participation in Periodic Review



# QUALITY ASSURANCE AND STUDENT INVOLVEMENT

## Student Survey

Student-university relationships begin at the point of application and continue throughout the student stay at the university and as a member of the Alumni.

First year students of undergraduate degree programs complete an experience survey, third year students complete program/course evaluation survey, second and third year students complete placement survey distributed electronically, at the middle and end of each semester which enables staff to consider and respond to issues raised by students at program and module level. All surveys are delivered by the QA Department in collaboration with the Office of Student Affairs.

Alternative surveys are provided for students on graduate degree programs. Surveys are open for a period of one to two weeks with feedback to students within four weeks. Student evaluation surveys:

- Student Experience Questionnaire (1st year).
- Student Program/Course Questionnaire (3rd year).
- Student Placement Questionnaire (2nd , 3rd year).
- Graduate evaluation survey.
- Alumni survey.

The Quality Assurance department are responsible for ensuring student involvement in QA Policy and Procedures. Kindly follow this link for more details: [Quality Assurance](#)



## 1.8 THE LIBRARY

Library instruction sessions allow students to have hands-on practice with databases and other resources under the supervision of the librarian.

Scheduling a library instruction session also saves faculty time from having to answer individual questions about the research process and appropriate sources to use.

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 online resources they need.

For more information kindly follow this link: [Library](#)



**Turnitin** is an originality checking and plagiarism prevention service that checks your writing for citation mistakes or inappropriate copying. When you submit your paper, Turnitin compares it to text in its massive database of student work, websites, books, articles, etc.

### Research Help:

**Search for Books:** Find the required textbook for a course? Visit Course Reserves and search by course or instructor.

**Search for Scholarly Articles:** Search for scholarly articles? Go to Library Discovery and search by keyword, author, or title. Check the facets on the left and limit by peer-reviewed, journal articles, and date.

**My Library Account:** Check out, renew, or return print books? Go to Your Library Account and check online.

**Citing Sources:** MLA, APA & TURABIAN

### WORKSHOPS:

**Getting Started at the Library:** This course will introduce you to everything that's available to you at the Library.

**Introduction to WorldCat Discovery:** Workshop attendees will learn how to quickly and easily find materials using WorldCat Discovery.

**EndNote:** Find out how to build your personal database of references using EndNote. Learn how to organize the references in groups, produce bibliographies, insert bibliographic citations in your papers in your chosen style, and more.



## THE LIBRARY

Following a student-centered approach, AUM Library houses a collection of breadth and depth that complements the curriculum and research areas of the AUM undergraduate and graduate courses, EAP courses and community. With a focus on electronic resources (over one million eBooks and 12,000 eJournals), AUM Library Online System is accessible 24/7 through the website; [Library](#)

World-cat is a worldwide data base which allows Universities to share high-quality library metadata and more than 17. 860,638 titles available online. During your Orientation Session at AUM Library, the AUM Library administrator/technician provides each student with their own credentials (user and password). By entering the password into the system, students are agreeing to copyright provisions.

AUM Library also provides students with two data bases: a) ACADEMIC SEARCH COMPLETE which offers nearly 6,600 active full-text journals and magazines, plus 6,000 active full-text peer-reviewed journals, and b) BUSINESS SOURCE COMPLETE, which offers more than 2,230 active full-text journals and magazines and 1,320 active full-text peer-reviewed journals.

AUM Library includes 18 computer workstations, computerized check-in/check-out station, group study rooms, chill-out area, individual carrel desks, a managerial meeting room, a collection of more than 300 print books, and to eBooks, articles, mono-graphic records, online newspapers, and magazines alongside access to journals, conference papers, and individual book chapters via online databases.



## 1.9 IT SUPPORT & HELPDESK

The IT support & helpdesk department at the American University of Malta (AUM) provide 24/7 - 365 day IT support for all students at AUM.

The IT department also provide a free PC repair service for all students.

**Hereunder are the core services provided by the IT Department:**

- Support and manage AUM Students accounts and emails.
- Support and manage printers services.
- Manage and administrate the students information system.
- Manage and support Internet service.
- Manage and support office 365 including mailing system.
- Manage and support VPN remote access.
- Manage and support OCLC Library system.



## 2.0 FINANCE OFFICE

Welcome to the Finance Office! We are here to serve the students who attend the American University of Malta by maintaining accurate financial records and communicating with students concerning their accounts. For further information kindly visit here: [Finance](#)



### **The Finance Office are responsible for:**

- Tuition and Fee Assessment/Refunds
- Processing Payments
- Payment Plans
- Overdue Payments

### **Tuition & Fee Assessment:**

Tuition and fees are assessed each term to students registered for classes. By registering for a class, a student becomes financially liable for tuition and fees if the class is not dropped prior to the drop deadline on the academic calendar.

Students are expected to check their AUM e-mail on a frequent and consistent basis in order to stay current with finance-related communications. Students may view their account balances through their MyAUM portal.

### **How to view your billing information:**

1. Log in to [MyAUM](#) portal
2. Navigate to 'Financial' link
3. Click on the 'Ledger' link
4. Tuition and fees will be displayed on this page including your outstanding balance or settled amount.

### **Tuition/Fees/Refund Deadlines:**

#### **Spring 2023 Semester – February 3rd 2023**

Kindly note a financial hold or block is placed on a student's account if the student has not paid their tuition and fees for the semester. So it is imperative that student(s) financial affairs are in order prior to the semester starting. For more information kindly visit here: [Finance Page.](#)



## 2.1 ADMISSIONS

Welcome to the Admissions Office



### **The Admissions Office are responsible for:**

- Helping prospective students to fill out their online application.
- Review and quality check students applications.
- Advising students about their admission deposit.
- Providing support for Maltese Study VISA applications, if needed.

Kindly contact the Recruitment and Admissions office on : [admissions@aum.edu.mt](mailto:admissions@aum.edu.mt)



## 2.2 THE LEARNING JOURNEY

### Students Academic Relations & Advisors:

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.

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.

There after 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.

### Student Code of Honor:

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"*





# THE LEARNING JOURNEY

## Academic Integrity Plagiarism & Cheating

As previously stated, students are responsible for understanding the Code's provisions. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute an Honor Code violation.

***“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”***



Academic integrity is taken very seriously at the American University of Malta. AUM Students are responsible for understanding the Code's provisions and consequences for violating the code. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations.

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

At the beginning of each semester, faculty members have the responsibility of explaining the Honor Code, to their students and what constitutes a violation and what is academic integrity with a special emphasis being placed on plagiarism. Faculty must explain the extent to which assistance, if any, is permitted on academic work.

It is the sole responsibility of the students to request an explanation of any aspect of a faculty member's policies regarding the Honor Code that they do not fully understand. Students have an obligation to not only to follow the Code and AUM policies themselves, but also to encourage respect among their fellow students for the provisions of the Code and AUM rules and regulations in their entirety. This includes an obligation to report violations by other students to the Provost Office.



## Academic Integrity Plagiarism & Cheating

Students must confer with their professors/instructors if they are unsure whether something constitutes academic misconduct in any form.

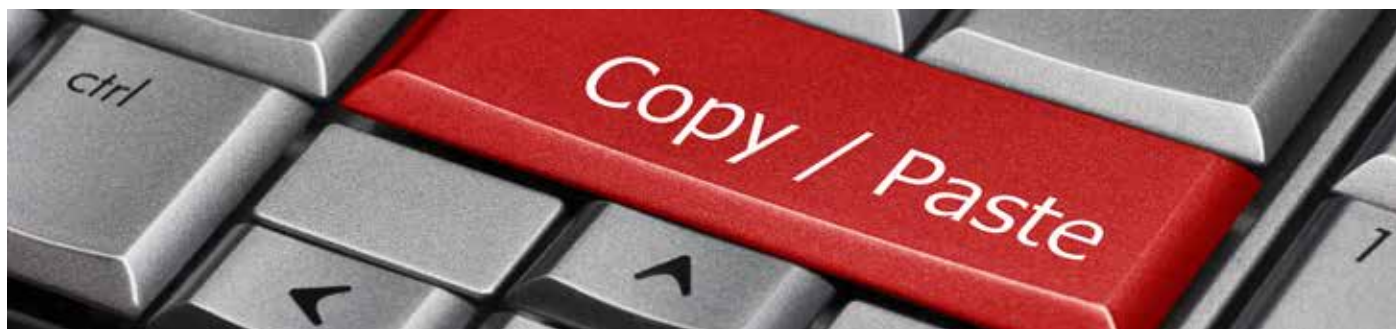
The following are examples of **academic misconduct** that you the student must be aware of:

- Cheating or using unfair means in examinations as determined by the professor.
- Using materials such as textbooks, notes, or formula lists during a test without the instructor's permission.
- Collaborating on an in-class or take-home test without the instructor's permission.
- Asking for, accepting, or providing outside help on online assignments or tests.
- Disrespecting an instructor or another student, in class or online.
- Talking, texting, or viewing material unrelated to the course during a lecture.
- Failing to silence one's cell phone during class.
- Posting inappropriate material, or material unrelated to the course, on discussion boards.

### Cheating:

Is defined as any actual or attempted act that is undertaken with the intention to gain unfair advantage on coursework, assessments, or examinations that includes, but is not limited to:

- Unacknowledged use of information or ideas unless such ideas are commonplace.
- Breaching the word limit of assignments and/or intentionally mentioning the wrong word count.
- Obtaining / accepting /encouraging others to obtain unauthorized access to a copy of a test / exam before the test / exam is administered.
- Distributing for financial benefits or for free, a test before it is administered.
- Changing grades in a grade-book, on a computer, or on an assignment.
- Continuing to work on a test beyond the set time limit, unless authorized by the instructor/exam supervisor.
- Sharing, soliciting information verbally, copying the work of another student, or intentionally allowing another student to copy from one's own coursework, assessment, or examination paper.
- Submitting course work for credit in more than one course without obtaining the prior written approval of the instructors.
- Submitting coursework that was previously submitted for another course even in instances in which the student is repeating the course without obtaining the prior written approval of the instructors.
- Falsifying the results/findings of research.
- Falsifying citations and references.



# Academic Integrity Plagiarism & Cheating

## Violations of Academic Integrity: Plagiarism

This is a serious academic offense that constitutes the use of someone else's ideas, words, projects, artwork, phrasing, sentence structure, or other work without properly acknowledging its source. Plagiarism is dishonest because it misrepresents the work of someone else as one's own. It is intellectual theft as it robs others of credit for their work. For a student found plagiarizing; the punishment may range from receiving a failing grade without the right to redo the assignment up to dismissal from the university.

### Plagiarism is defined as:

Misrepresenting someone else's ideas or work as one's own by not acknowledging the original ownership and source.

Plagiarism includes but is not limited to:

- Using parts or all an idea, word, sentence, diagram, artwork without proper citation even if minor or major changes have been applied to the original (including paraphrasing).
- Copying from another student's test or coursework.
- Allowing another student to copy from your test or coursework.
- Citing sources which the student has not read or referred to.
- 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.

For further information kindly see here: [Academic Misconduct and Plagiarism Policy](#)



## 2.3 NON ACADEMIC MISCONDUCT

### Non-Academic Misconduct

For what constitutes Non-Academic misconduct all new students are kindly requested to attend **their mandatory orientation session** which usually begin a week before the Semester starts. Existing students are kindly requested to keep abreast of any changes by referring to the American University of Malta Student Handbook which can be found online here: [Student Life](#)

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 Student Affairs.

The following behaviors are classified as misconduct according to AUM rules and are subject to disciplinary action:

- 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.
- Sexual assault, harassment, misconduct, stalking and attempting or making sexual contact, including, but not limited to inappropriate touching, against a person's will (see Harassment, Bullying and Non-discrimination Policy).
- Possessing, consuming or selling drugs or controlled substances on campus, in the residence halls, or at university-sponsored activities/events.
- Consuming, possessing, or distributing alcoholic beverages on campus.
- Smoking on campus, i.e. in the building, on the balconies or near the main doors/building entries.
- Any violation of traffic laws on campus, including reckless driving and parking in unauthorized spaces.
- Willful or reckless damage to university property.
- Organizing an event, co-curricular or extra-curricular activity inside AUM without prior permission from the Office of Student Affairs.
- Distributing materials, such as leaflets or journals, posting notices, or collecting signatures on the premises of AUM without prior permission from the Manager of Student Affairs.
- 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
  - e. Making negative or rude comments during class about other students, faculty members, or the opinions of other students.



- Altering or tampering with university records, documents or ID's.
- Using another person's name and/or ID number.
- Gambling or engaging in illegal gaming activities on campus, a residence hall, or at a University event. Unauthorized use of the University's corporate name and/or logo.
- Abuse of computer equipment (e.g. stealing, deleting information, internet theft, causing damage to equipment or knowingly introducing a computer virus).
- Deliberately failing to comply with the directions of University security guards.
- Failure to provide security guards with personal identification, such as the AUM ID card, or other appropriate documentation upon request.

## Reporting 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 Student Affairs requesting action. Student Affairs will review the written request and determine if there are sufficient grounds to pursue the case further. If so, the Manager 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 Manager 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 Manager 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.
- 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 is 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 is a 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, grounds, undergraduates, graduates and professional schools. A dismissal shall be noted as "Disciplinary Dismissal" on the academic transcript.

## **Students' Responsibilities**

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.

## **Bias or Hate Motivated Misconduct**

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 identity or expression, sexual orientation and/or social class), the sanction may be elevated.

# CLASS ATTENDANCE

## Student Attendance

Students must attend with regularity all the classes, including Laboratory courses, lectures, practical sessions for which they have entered, and all workshop and orientation sessions delivered by AUM to all students.

In the case of absence, a written notice (specifying the classes missed) should be sent to the faculty/professor in concern.

### **Policy for non-EAP students** (English for Academic Purposes):

- Students must attend with regularity all classes for which they've enrolled including Laboratory courses, lectures, and practical sessions. This includes the first 2 weeks of the semester.
- Non-attendance is defined as a student missing any part of a class (including the beginning) or in-person assessment.
- Non-attendance is classified as either regular or excused.
- Regular non-attendance of more than 25% will result in the student being dropped from the class and will receive either an "F" or "U".
- For students on a visa, regular non-attendance of more than 25% will be reported to Identity Malta which may result in the loss of visa.
- Students' grades can be affected by regular non-attendance if it is so specified in the syllabus.
- Excused non-attendance is not counted in the 25% of non-attendance and are not limited in the number of occurrences.
- Excused non-attendance is limited to documented medical reasons or to other reasons.
- Non-attendance due to medical reasons of more than seven consecutive calendar days or of 3 or more consecutive classes must be documented by a medical certificate. The medical certificate must be sent to the registrar within 2 weeks of resuming attendance.
- Non-attendance due to other reasons must either be one that is accepted by the course instructor or one that is accepted by the Office of Student Affairs through a petition. Such petition must be submitted either before the incident if foreseen or within two weeks after the incident if unforeseen. When the Office of Student Affairs approves a petition for non-attendance, this must be immediately reported to the course instructor and the registrar.
- Faculty are responsible for taking attendance in each class and to update the attendance records in AUM's Student Information System at least once a week.

For online classes:

- Students must turn on the camera during attendance checking.
- If a student does not indicate any presence when an instructor directly interacts with a her or him when called 2 times within about a 2-minute interval, then the student can be considered absent. It is the responsibility of the student to catch up to any missed material due to any type of absence.



## CLASS ATTENDANCE

The Registrar's office will issue *Non-Attendance Warning Letters* as follows:

- Between 11% and 15% - 1st Non-Attendance Warning Letter
- Between 16% and 20% - 2nd Non-Attendance Warning Letter
- Between 21% and 25% - 3rd Non-Attendance Warning Letter
- More or equal to 25% missing classes - Dismiss from the course with 'F' grade.

### **Policy for EAP students** (English for Academic Purposes):

All policies related to regular and excused non-attendance are applicable with the following modifications:

If a student is not present at the beginning of the class, they are 'late'. Being 'late' 3 times is equivalent to one absence.

- Students who are absent for 2 classes will receive an attendance warning.
- Students who are absent for 3 classes will have to meet with the EAP Coordinator.
- Students who are absent for 4 classes will receive a failing grade for the class but may need to continue to attend classes to maintain their AUM student status.
- Students who are absent for 10 classes will be suspended from AUM and may be reported to the Central Visa Unit.

### **Unsatisfactory Progress**

The Academic Council, after report from Faculty and Registrar, may exclude from the University and refuse to re-admit any students whose attendance or progress in their studies shall be deemed unsatisfactory.



## 2.5 IMPORTANT INFORMATION



Each course offered by the university has a designated grading scale, course prefix (or code) and number. The course prefix represents the discipline or field of study, and the number indicates the level of the course content. For further information kindly see here: [Grading Scale/System](#)

### MID TERM & FINAL EXAMS

All midterm exams will be scheduled and communicated to students by the registrar and faculty member during the semester. A faculty member may choose not to have a midterm exam if they choose other ways of monitoring progress through out the semester. The date of the midterm exam must be included in the course syllabus.

The midterm exam may only include content covered during the previous weeks.

Normally midterm exams should not be more than 20% of the course grade distribution. The exact contribution of the midterm examination to the final grade must be included in the syllabus. If the faculty member teaches multiple sections of the same course, the date for a common midterm exam must be scheduled, and the students informed of the date at the beginning of the semester.

Students may be excused from the midterm exam by the Provost and given a makeup exam on another date only if there is documented evidence of illness or other extenuating circumstances.

Final exams are given at the end of undergraduate courses. Except for project submissions, laboratory courses, and studio courses, no exam or assessment mechanism of any kind may be given during the last week of classes. Exams may not exceed the scheduled length (2 hours for most courses). Normally the final exam should not be more than 40% of the combined course grade distribution.

## MID TERM & FINAL EXAMS

The exact contribution of the final examination to the final grade must be included in the syllabus. The final exam schedule is established prior to the beginning of the semester by the Registrar's Office. Faculty members will include the day and time of the final exam on their syllabus. No final exam may be given at any date and time other than that established by the Registrar at the beginning of the semester.

Notification of take-home exams or significant end-of-course papers or projects will be included on the faculty member's syllabus at the beginning of the course. Take-home exams should be distributed by the beginning of the last week of classes. Take-home examinations will be due no earlier than the day of the formally assigned final examination for the class in question. Re-taking (or re-sitting) a final exam is not permitted.

## ASSIGNMENT REPORTS

Faculty report midterm progress for all semester-long courses so that students will have a clear idea of their standing in each course midway through the semester. The reporting period extends from the fifth through the ninth week of the semester, allowing flexibility as to when individual faculty provide reports for their classes. Normally grades are reported as letter grades. Students should check with their faculty members as to when reports will be complete and available for viewing.

## ABSENCE & NON ATTENDANCE WARNING

If a student is not present at the beginning of the class, they are late. Being late 30 minutes for 3 times is equivalent to one absence. More than 10% attendance missing will come with Non-Attendance Warning Letter as follows:

- Between 11% and 15% - 1st Non-Attendance Warning Letter
- Between 16% and 20% - 2nd Non-Attendance Warning Letter
- Between 21% and 25% - 3rd Non-Attendance Warning Letter
- More or equal 25% missing classes - Dismiss from the course, with F (Fail).

Absences sum 25% (3 and a half weeks for graduate and undergraduate students, and 2 weeks for EAP) will result in the student being dropped from the class and receive an "F" (Fail) grade.





## WARNINGS

- In case of missing attendance, the Registrar, through OIS will automatically issue Non-Attendance Warning Letters and Class Dismiss Letter.
- However, at any moment, Registrar observes that a student's attendance is not satisfactory, he will require the student's Academic Advisor to follow up with the student and give full academic support to assist the student to stay within his/her academic study plan.
- Faculty member/professors/instructors in concern (class instructors/professors or academic advisors), deans and Provost should always be updated with Non-Attendance Letters and Class Dismiss Letter reports
- Students dismissed from the class can assist/participate the class till the end, but they will not be allowed to take the examinations on the course or courses concerned.
- In case of attendance appeal, Student Grade Appeal Committee will decide if the student can be readmitted to the course and participate in all evaluation methods (assessments, midterm and final exam, project).
- Any appeal shall be heard by the Committee. Having heard any appeal, the Committee may confirm the refusal or grant permission to the student to take the examination.



## STUDENT LEAVE OF ABSENCE

- Occasionally, students must leave the university for one semester because of circumstances beyond their control. Others find they simply need a break from studying. In such circumstances, taking a leave of absence might be construed as a wise course of action.
- Students who have an approved leave of absence for a semester may register for the semester in which they plan to return without applying for readmission.
- Unless there are extenuating circumstances such as illness, a leave of absence is not normally given to a student who leaves the university during a semester.
- Request for Leave of Absence should be submitted before the semester starts and no later than first 2 weeks from the semester (add/drop weeks at the beginning of each semester).
- In case the semester started, and the registration time is ended, the add/drop 2 weeks term end it, and the students did not contact the university and not presented a pertinent justification, then the student is dismissed from the university.
- In case of lit.c), the student is entitling to receive the Student Transcript in Original, for the completed semesters.

Kindly see here for further information: [Leave of Absence Form](#)



## GRADE REPORT & APPEAL

All grades except in complete “I” are final when submitted by the faculty member on record at the end of each semester. No final grade except incomplete “I” may be revised by re-examination. No change of grade may be made on the basis of re-assessment of the quality of a student’s work.

A grade can be changed only in cases of computational or recording error, or pursuant to a successful appeal of grade. All changes of final grades must be initiated by the faculty member of record, approved, and recorded by the last day of classes of the next regular semester (spring for fall grades and fall for spring and summer grades). In cases where the faculty member is no longer affiliated with the university, the grade change is initiated by the Provost. All grade changes must be submitted utilizing the Grade Change Request form. It is the responsibility of the Registrar to monitor compliance with this policy.

There are only two reasons for which a student may form a basis for appeal of a final grade. The first is that a technical error was made in computing or entering the grade or that an assignment was given that was unclear. The second reason for an appeal is based on the student’s opinion that a grade was assigned arbitrarily or capriciously, (e.g., the faculty member assigned a grade without any apparent system or evaluation or was based on other factors outside of course performance).

A student who believes that his/her grade was reported on the basis of a technical error should first present his/her concerns to the instructor. If the student is not satisfied with the out come of that discussion or believes that the basis of his/her grade is due to an arbitrary or capricious grading practice, he/she may file a grade appeal.

Student grade appeals must be made within 2 (two) working days after the grade publication.

A student must submit his/her grade appeal directly to the Provost with supporting evidence that addresses one of the specified criteria for the basis of the appeal.

Once a grade appeal is received by the Provost Office, the process of investigation and any necessary remedy is initiated. The resolution of Grade Appeal should take no more than 4 (four) working days, and it will adhere to the following:

- The student should complete a Grade Appeal Request Form and submit it to Provost office within 2 (two) working days after the publication of the grade. The Grade Appeal Request should be formal, submitted in writing, with evidence (in case) and signed by the student.
- The Provost Office will require the Faculty which conducted the exam (the instructor in case) to write his/her observations at the back of the paper justifying changes, if required, or hold the present grade, within 2 (two) working days
- If there is no change, then the Provost Office will ask the Faculty in case to provide within 2 (two) working days, a copy of the student’s final exam paper, along with the subjects and key answers.
- The Provost will nominate an ad-hoc Committee, which will comprise 2 faculty members, one administrator and one student. If any of the committee members has a real or perceived conflict of interest, they may be excused from the process. The Provost will determine whether an excuse is warranted or not.



## GRADE REPORT & APPEAL

- The ad-hoc Committee will examine the final exam paper again, within 2 (two) working days.
- The Committee will submit a report to the Provost on the case. In addition to the report, the Committee will also submit a recommended resolution and indicate the final grade.
- Within the day of receiving the report, the Provost is to contact the student and the faculty member regarding the findings of the committee and the outcome.
- The resolution of the Committee, regarding the student's grade should be taken as a decisive resolution, and the grade will be taken as final.

Academic appeals requests must be submitted not later than the end of the first day of orientation week of the following semester. For further information click here : [Grading Scale/System](#)

## INDEPENDENT STUDY & INSTRUCTIONS

Each academic program may include an Independent Study course, which provides an opportunity for advanced work for undergraduates under the close supervision of a faculty member. This course should be designed to enable students to pursue problems or issues of special interest within the student's field of study or discipline with the guidance of the faculty member in conferences. Students should normally meet weekly with the faculty member for guidance respective course work.

To be eligible to enroll in an Independent Study course, students must have completed a minimum of 60 US/120 ECTS credits, must have a 3.0 (B) or better average, and must seek approval through a Registrar Office, and completed Independent Study Permission form that is submitted to the Curriculum Development Committee by the faculty supervisor. The faculty member, for a proposed independent study course, will recommend the number of appropriate credits for this work. If approved by the Academic Council, the form will be forwarded to the Registrar and the student's record will be updated accordingly. An Independent Study course carries variable credit, from 1-5 US/5-10 ECTS. Independent Study may be repeated once for a maximum of 5 US/10 ECTS credits.

Independent study should not be used as a way to take a course that is normally offered in the traditional format, nor may students repeat courses via an independent course format.

### Instructions for Students:

- Discuss your interest in doing an independent study with your faculty advisor to make sure that it meets the requirements of your degree plan.
- Meet with the faculty member whom you wish to direct your study.
- Be certain you understand what is necessary to complete the project and the work you need to do for a desired grade.
- Work with the faculty member to complete the Independent Study Permission form.
- Sign the form, acknowledging your desire to register for the course and your understanding of what it will require.
- Check with the Registrar's Office to make sure the form was approved and your registration for the course completed. Independent Study has the same add/drop deadlines as all other courses at AUM.

## **REPEATING COURSES & RE-SITTING EXAMS**

Unless restricted by a specific program's requirements, undergraduate students may repeat any failed course no more than two times. In each case, the more recent grade is counted for the cumulative GPA, although all grades are recorded on the student's transcript. The student receives credit for a course only once regardless of how many times it is repeated. If repeating a course for the second time, the student must have 12 additional credits to be considered full-time.

Undergraduate students may repeat a course only once if they have previously passed the course, unless a second repeat of a previously passed course is necessary, due to program requirements, in which case the student must have full-time status exclusive of the credits for the repeated course.

The original grade and the most recent grade will appear on the transcript, but only the most recent grade will be calculated into the GPA. Students may not repeat courses in an independent course format.

A grade in an AUM course will not be excluded from the accumulative GPA based on the subsequent taking of an equivalent course at a transfer institution. Note that individual programs may disallow undergraduate students from retaking certain high-demand courses simply for the purpose of improving their grade.

Under no circumstances may scholarships be applied to tuition for repeated courses.

All requests for academic actions, such as special permissions or exceptions to published academic regulations as found in the University Catalog, must be submitted to the Provost. Students should consult with the Registrar for assistance on requests.

## **COURSE WITHDRAWAL & LEAVE OF ABSENCE**

Withdrawal (W): The grade of "W" on a course indicates that the student has withdrawn from the course. While it has no effect on the GPA, withdrawn courses are part of attempted course credits that serve as the basis for the student's credit level. A "W" for all courses in a given semester and the transcript notation "withdrawn" indicates that the student withdrew from AUM.

Occasionally, students must leave the university for a semester because of circumstances beyond their control. Others find they simply need a break from studying. In such circumstances, taking a leave of absence might be construed as a wise course of action. Students who have an approved leave of absence for a semester or a year may register for the semester in which they plan to return without applying for re-admission. Unless there are extenuating circumstances such as illness, a leave of absence is not normally given to a student who leaves the university during a semester.

A leave of absence maintains the student's status for one semester. Students who wish to take a leave of absence must do so through the Office of the Provost. All requests for a leave of absence require the completion of the Leave of Absence Form, and the Provost's approval. If the Leave of Absence request is approved, and the student has cleared all financial obligations, the effective date of the leave of absence is noted on the student's permanent academic record. The effective date is the date used for calculating billing or refunds. No grades for the current semester other than a "W" for the current semester are recorded.

## ADD/DROP

Students may add/drop any class until the last day to add/drop within the first 2 (two) weeks of the semester. If dropping the last enrolled class, see Withdrawal Procedures as outlined in University Catalog for guidance. Kindly click the link: [AUM Catalog](#)

## ACADEMIC PROGRESS

Every AUM student is responsible for knowing the university's rules, regulations, requirements, and academic policies. The Student Handbook, the University Catalog, and the institutional website are repositories of policy statements. Corrections, changes, or interpretations may be communicated by other means, including electronically. Any student in doubt about an academic matter should consult the Registrar's Office or his or her assigned faculty advisor. Students are subject to the university's stated policies regarding patents and copyrights.

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.

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, at the discretion of the faculty member are deemed to be doing poorly at mid-term are also required to meet with their advisors.





## ACADEMIC PROGRESS

AUM Faculty shall ensure that the academic assessment of undergraduate students is fair, accurate, aligned with learning outcomes and program goals and is commensurate with the level of the course. Students shall undergo a minimum of three (3) assessments distributed evenly throughout the semester. Assessment tools could include but are not necessarily limited to:

- Examination.
- Project.
- Paper.
- Presentation.
- Homework assignment.
- Content In class quiz.
- Case Study/Analysis.

In addition, to the above-mentioned assessment tools, **“in class participation”** may be used as an assessment tool. Faculty members must clearly articulate in the course syllabus how a course grade is to be assessed and what weighting is applied to each of these elements.

This information must remain valid for the duration of the course. No single assessment tool can count for more than 40% of the total grade. “In class participation” may be used in calculating final grade provided it does not exceed 10% of the total grade. The role of attendance in the final grade is dealt with under **“attendance policy.”**

## DEAN’S LIST

To honor academic excellence, an AUM Dean’s List is published each semester. Students who, in the preceding semester, have a CGPA equal to or greater than 3.75 after completing at least 12 credits are eligible for consideration for the Dean’s List.

Further qualifications for this honor include having completed all work assigned, i.e., no grades of **“I”**; no grade below a **“B”** and no courses are repeated to improve the GPA.



## HOW ARE GRADES CALCULATED?

The following grading system has been adopted by AUM:

### Undergraduate Grading System

Grade	GPA	% Scores	Standard
A	4.0	94.00 - 100	Excellent
A-	3.7	90.00 - 93.99	Excellent
B+	3.3	86.00 - 89.99	Very Good
B	3.0	83.00 - 85.99	Very Good
B-	2.7	80.00 - 82.99	Good
C+	2.3	76.00 - 79.99	Good
C	2.0	73.00 - 75.99	Good
C-	1.7	70.00 - 72.99	Unsatisfactory
D+	1.5	66.00 - 69.99	Unsatisfactory
D	1.0	63.00 - 65.99	Unsatisfactory
F	0	0.00 - 62.99	Fail
XF	0	0.00 - 00.00	Fail Cheating Plagiarism
WF	0	0.00 - 00.00	Withdraw with F Grade

### Graduate Grading System

Grad	GPA Point	% Scores
A	4.0	90-100
B+	3.5	85-89
B	3.0	80-84
C+	2.5	75-79
C	2.0	70-74
F	0	0-69
XF	0	0

For further information kindly see here: [Grading System](#)

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, at the discretion of the faculty member are deemed to be 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.



## IF I AM SICK, WHAT HAPPENS?

If a student is sick and cannot attend class for **3 or more consecutive classes**, they must provide a **medical certificate** attesting to their illness. Faculty may apply penalties in cases of unexcused absences. Regular and ongoing absences or prolonged absences for illness or otherwise may result in the student being dropped from the class and may receive an “F” (Fail) or “U” (Unsatisfactory) grade. Such absences should be reported to the Registrar and Provost. For students on a visa, unexcused absences exceeding a certain amount, will be reported to Identity Malta and may result in the loss of the visa.

Students are required to maintain current contact information with the Registrar’s Office and Student Affairs’ Office including permanent and local addresses, telephone numbers, student number, and legal name (as written in their passport). Each student must also maintain the university e-mail account assigned at the time of admission. Students are responsible for official communications directed to AUM e-mail accounts. Addresses should be updated over the Internet using the AUM website or through the Registrar’s Office on the appropriate form. Name and other official identification changes require official documentation and must be processed according to the requirements of the student’s nationality.

Following instructions on the AUM website, each student must also establish their university email account assigned at the time of admission. 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 e-mail 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.

Communication related to student academic matters (academic status, registration, courses schedule) will be conducted through the Registrar’s Office on the appropriate form. Communication related to student non academic life, and implementation of the AUM honor code and academic integrity policy, and non attendance warning letter(s) other than academic status, registration, courses, or similar educational issues, will be conducted by the Student Affairs’ Office. Kindly note that all students are required to provide AUM with their current address in Malta, contact number, personal email address and contact details of a nominated family member or friend who should be contacted in an emergency.





## 2.6 HOW MANY PROGRAMS ARE OFFERED AT AUM

For further information kindly visit our [AUM website](#) and click on 'Programs'.



**MQF**  
MALTA QUALIFICATIONS  
FRAMEWORK

## 2.7 ASSOCIATIONS ACTIVITIES CLUBS & SUPPORT SERVICES

### AUM STUDENT UNION & ALUMNI

#### Student Union (SU)

The SU represents the student body elect; 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 SU also participate in committees to better serve students at AUM. The SU consists of a President and Executive Committee. The SU elections are held every 12 months and all students are encouraged to run for office.



#### Alumni & Friends

At AUM we are defining our future by fostering a culture based on Integrity, Excellence, Quality & Relevance. Our Founders mission is shaping our vision for the future. But our Alumni are our one-of-a-kind community who are making this vision a reality by sharing their experiences with our new students.

Our Alumni are helping AUM to forge a bold new chapter in AUM's extraordinary story. Collectively we will keep on prospering and continue to learn today so that we can lead tomorrow one AUM Knight at a time.



#### AUM Knights Alumni

- **Events** - Information on alumni events and campus events including sports etc
- **News** - Updates on alumni and campus news, and emergency bulletins
- **Networking** - alumni networking features, including ways to find out information about a classmate or other alum, and the ability to view alumni blogs.
- **Professional Development** - Information about how to use AUM to get a better job.
- **Giving Back** - A way to donate to the school and become engaged in a meaningful way.



## STUDENT CLUBS & ACTIVITIES

Student Affairs facilitates 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 and to develop soft skills and keep fit.

### A sample of Clubs & Activities:

#### Activities

Gozo Jeep Safari  
Archery  
Paintball  
Go-Karting  
Art & Culture

#### Clubs

Student Union	Football Club
Cricket Club	Business Club
E-Sports Club	Debating Club
Sailing Club	Cookery Club
Martial Arts Club	Drama & Music Club

Student Affairs facilitate student growth and development through a variety of clubs and activities proposed by students. It supports activities to complement courses such as academic, civic, social, cultural, or recreational clubs for fun and leisure and personal development.

Membership in these clubs not only helps students to make new friends and to meet people with common interests but it also helps to develop and improve skills such as networking, cross cultural communications, team building leadership & organization skills and event planning.

AUM actively encourages all students to establish or join clubs and to actively contribute to Student Life on Campus and to Maltese society in general through volunteer work.

Contact Student Affairs if you would like to start a club or organization at AUM: [studentaffairs@aum.edu.mt](mailto:studentaffairs@aum.edu.mt)



## CAREER SERVICES

The AUM Career Centre is a hub to deliver one-to one or virtual, tailor-made career planning services for all students at AUM. The career center offers a holistic student centric career advisory service for Students and Alumni alike.

These services include but are not limited to cover letter writing, resume and curriculum vitae design and preparation tips, mock pre-interview and preparation, peer mentoring, cross-cultural awareness training, social media profiles, arranging internships and essential information about working in Malta & Europe in general.

Each semester there are on-campus career fairs which bring prospective employers and students together. The AUM Career Centre also host regular networking events with industry players in both the private and public sectors to help student to keep their fingers on the pulse in terms of what is happening in the market place and to build excellent relationships with key decision makers. AUM Career Centre also facilitates virtual career fairs and online job postings from reputable companies directly into Student's in boxes.

### **Here are some of the ways to connect with the Career Centre:**

- Attend Virtual Drop-ins: Have a question about your career? Schedule a Teams drop-in with a member of the Career Centre Monday to Friday 12-3pm. (Note: no drop-ins on public holidays).
- Schedule a one-to-one virtual appointment: These meetings are held online with screen sharing capabilities. Go to OIS messenger or contact Student Affairs directly to schedule an appointment.
- In person appointments: The AUMCC offer in person appointment Monday to Friday 10am to 11am. (Please note: Resume, Cover Letter and CV appointments are by virtual appointment only).
- Resume Cover letter & CV Review: You can schedule an appointment to review your Resume Cover Letter.
- Attend virtual career workshops and events: There are always virtual career events on the go or being planned at AUM.

For further career services kindly contact the student affairs department here:  
[studentaffairs@aum.edu.mt](mailto:studentaffairs@aum.edu.mt)





## THE WRITING CENTER

The Writing Center has as its mission the honing of students' composition skills. And is a handy resource for EAP, undergraduate, and graduate students, it aids 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.

Ensures the improvement of students' writing composition skills in collaboration with Faculty the EAP department and Student Affairs.

- The Center is dedicated to all students – undergraduate, graduate and those in the English for Academic Purposes programs or existing students whom would like to do a refresher course.
- Provides assistance at all stages of the writing process, from the construction of an argument to the fine-tuning of its expression. However, the Center does not provide editing services. This means that the students are expected to participate in every aspect of the writing process, from thinking critically about a topic to then making informed choices about their composition.
- Students are encouraged to make use of the Centre as often as possible since there is no cap on the number of consultation sessions a student may request.



## STUDY ABROAD & STUDENT MOBILITY

We offer students the opportunity to complete their study abroad experience in Malta or overseas with one of our Partner Universities. We also welcome students to Malta for their study abroad experience at the American University of Malta.

In today's job market, having some quality international experience on your CV is without a shadow of a doubt an excellent way for students to distinguish themselves from other applicants when applying for jobs down the line, and experiencing new cultures first hand in a professional setting.

The American University of Malta Study Abroad programs are an excellent way for students to develop themselves both personally and professionally in skills such as cross-cultural communications, networking, language development, problem solving and how to adapt comfortably when placed in a diverse setting. Kindly contact the Student Affairs Department to find out more about the AUM Study Abroad Programs or click here for further information: [Study Abroad](#)

AUM welcomes visiting students to study with us for a semester or year. If your home university approves, you will be able to spend a semester in Malta and transfer credit back to your home university. Study Abroad/Visiting Students pay regular AUM tuition and fees for the semester they are here.

### Exchange Students:

AUM has signed Exchange Agreements with universities around the world. If you are a student from one of our Exchange Partners we invite you to spend your exchange semester with us! Exchange students pay home university fees only.

If you have any questions about your Exchange program you should first contact the Exchange Coordinator at your home university, and they will assist you and liaise with AUM on your behalf.





## STUDENT HOUSING

All housing options are located near the university in Bormla. Research shows that students who live on or near campus are more satisfied with their collegiate experience.

Apartments at AUM are CO-ED and finished to the highest of standards and are fully furnished with all mod-cons, such as free wifi, etc.

Should you require a particular type of accommodation, you are kindly asked to contact the Student Affairs Office before your arrival in Malta.

We cannot guarantee that your request will be granted on last minute bookings as rooms are on a first come, first served basis, so early booking is highly recommended.

There is an upfront refundable €500.00 housing deposit, required upon booking accommodation with AUM. This deposit is to cover the costs of any damages found upon check-out.

The deposit, together with the rental contract, semester tuition charges, must be paid before moving in.

Every resident is required to sign a housing contract and room condition report together with an inventory upon moving into the apartment.

For further information kindly click here: [Housing](#)



# STUDY VISA REQUIREMENTS

## Temporary Residence Permit (TRP)

The AUM Student Affairs Team works closely with students to assist them with submitting their TRP paperwork.

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.

Students (as defined in Subsidiary Legislation 217.22) following a higher-education course which exceeds 90 days must apply for a residence permit before the expiry of their initial authorization to stay.

Students who are pursuing a higher-education qualification must provide an enrollment /acceptance letter from a local education institution licensed by the national regulator.

The document must include a confirmation that 60 European Credit Transfer System (ECTS) are obtained within a maximum period of one year.

The same proportion will be applied for other credit systems. These students also have to present evidence of the times table and a schedule of lessons per every month of study. For further information pertaining to Maltese Study Visa's, kindly contact the Student Affairs Office.

### Useful Abbreviations:

<b>CVU</b>	Central Visa Unit, Identity Malta.
<b>DCEA</b>	Department of Citizenship and Expatriate Affairs.
<b>IMA</b>	Identity Malta Agency.
<b>MFTP</b>	Ministry for Foreign Affairs.
<b>MEDE</b>	Ministry for Education and Employment.
<b>MQF</b>	Malta Qualifications Framework.
<b>TCN</b>	Third Country National/s.





## Important Notes about the TRP

- In general, the Student Affairs Office (SAO) will support students throughout the application process but kindly note that the SAO is not able to expedite the process.
- Do not make any travel plans to leave Malta while you are waiting for your TRP.
- Your biometric residence 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 the offender to the Central Visa Unit.



**TRP Sample**

## Temporary Residence Permit (TRP) and Working in Malta

- Students attending MQF approved levels 5,6,7 and 8 programs of study are permitted to work part-time up to 20 hours a week but must have a valid TRP 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. AUM students who discontinue their studies or transfer to another university must submit their passport for visa cancellation prior to their departure. Any questions about your TRP can be directed to the Student Affairs Office.



# PASTORAL CARE & STUDENT WELL-BEING

## Student Counseling Services

The Counseling Service will be provided to students and staff as an inherent part of AUM. Other related services will also be given as Additional Services to the University. The Counseling Service at AUM aims to enhance and support the mental and emotional well-being of the University's community to provide a thorough and comprehensive academic experience.

In addition, the University deliver free mental health and well-being workshops for students to learn more about the service on offer.

Through the interactive workshops, the students will also get the opportunity to increase their awareness of mental and emotional health. Students will also be given the space to discuss the importance of taking care of one's mental health and emotional well-being.

## Counseling Sessions

Counseling Sessions will be held at AUM on Fridays between 2pm and 5pm. Sessions will be held in a safe private space that promotes privacy, confidentiality and a relaxing atmosphere where students can feel safe and comfortable to express themselves freely.

Students/staff members can book sessions directly through email [counseling@aum.edu.mt](mailto:counseling@aum.edu.mt). and by phone: +356 27771100.

(Should you wish to utilize the free National Helpline for support and help please call freephone **179** for assistance).



## Inclusive Learning Environment

The American University of Malta is committed to ensuring equal access and participation for students with disabilities in terms of health and safety. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. 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 Student Affairs Office for a confidential discussion.

We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements under Malta's accessibility laws.

The American University of Malta is committed to supporting a culture that values the promotion of a positive and safe environment for all its students and an environment that reflects the universities Vision, Mission & Values, in accordance with the principles of understanding, acceptance and inclusion.

Students with disabilities may choose to use their own personal assistive devices, while studying or attending class. The American University of Malta acknowledges the importance of these devices and will allow people with disabilities to use their own personal assistive devices to perform their duties, unless there is a defined risk associated with that use.

The American University of Malta recognizes the vital relationship and dependency which exists between a person with a disability and their service animal, guide dog, and/or service dog. Guide dogs or other service animals shall be permitted entry to all American University of Malta facilities that are open to the Students.



# **STUDY PLANNING - TIPS & TRICKS**

## **PLAN A SCHEDULE OF BALANCED ACTIVITIES**

University life has many aspects. Some of the most common are fixed: eating, classes, clubs and activities and part-time work. Many are flexible: sleeping, studying, recreation, personal (errands, family, laundry).

## **PLAN ENOUGH TIME FOR STUDYING EACH SUBJECT**

Most university classes are planned to require about three hours work per week per credit in the course. By multiplying your credit load by three you can get a good idea of the time you should provide for studying in addition to time spent in class.

## **STUDY AT A SET TIME AND IN A COMFORTABLE PLACE**

Establishing good study habits is extremely important. Knowing what and when you are going to study saves a lot of time in making decisions and retracing your steps to get necessary materials, etc. Avoid generalizations in your schedule, such as “study chemistry” at certain regular hours. Instead, plan to “complete ten equations” or “read and take notes on chapter 6 for Chemistry.”

Treat your study time as you would a class: don't miss it unless you're sick, have a family emergency, etc. It should be a permanent part of your daily routine.

## **STUDY AS SOON AFTER YOUR CLASS AS POSSIBLE**

One hour spent shortly after class will do as much good in developing an understanding and memory of materials as several hours a few days later. Re-copy/type notes while they are still fresh in your mind; fill in the gaps. Start assignments while your memory of the assignment is still accurate. By doing this, it will be easier to transfer information from short-term to long-term memory.

## **UTILIZE ODD HOURS DURING THE DAY FOR STUDYING**

The scattered one or two hour free periods between classes are easily wasted. Planning to use them for studying for the class just finished will result in free time for recreation and other activities at other times in the week. Make use of daylight hours.

Research shows that what you can accomplish in one hour during the day can take one-and-a-half hours at night. In general, our minds and bodies are ready to “wind down” at night rather than “gear up” for work.

## **LIMIT YOUR STUDY TIME TO NO MORE THAN 2 HOURS ON ANY ONE COURSE AT ONE TIME**

After 1 to 2 hours of study you begin to tire rapidly and your ability to concentrate decreases rapidly. Taking a break and then switching to another course will provide the change necessary to keep up your efficiency. Do difficult work when your mind is most fresh. For some students, it is in the morning; for others it is in the late afternoon. Space out your study periods and take appropriate breaks (e.g., 10-15 minutes after 1-1 hours of study).



# STUDY PLANNING - TIPS & TRICKS

## TRADE TIME, DON'T STEAL IT

When unexpected events arise that take up time you had planned to study, decide immediately where you can find the time to make up the missed study time and adjust your schedule for that week. Also, make good use of weekend evenings. This “trading agreement” provides for committing one night to study, but rotating it as recreational possibilities vary.

## PROVIDE FOR SPACED REVIEW

Schedule one day per week to review the work in each of your courses and be sure you are up-to-date. This review should be cumulative, covering briefly all the work done thus far in the semester. This may take only 10-20 minutes per class. This will save you time later when you are preparing for tests/finals.

## REVIEW, REVIEW, RECITE, RECITE

Organize your notes in a question and answer form, and think in terms of questions and answers about the main ideas of the material as you review weekly. When preparing for exams, try to predict the questions the instructor may ask. Reviewing and reciting increase memory. This will save time in the long run.

## KEEP CAREFULLY ORGANIZED NOTES ON BOTH LECTURES AND ASSIGNMENTS

Good notes are the best basis for review. Watch for key ideas in lectures and try to express them in your own words in your notes. Know when assignments are given and when they are due. It may help to date them and number the pages.

## LEAVE SOME UNSCHEDULED TIME FOR FLEXIBILITY

Lack of flexibility is one of the main reasons students do not follow a schedule. Make your schedule and stick to it. Remember that it usually takes 30 days to establish a habit. For further study tips & tricks kindly contact the Student Affairs Office.



## STIPENDS & FUNDING

The Student Affairs Office provides information and help for students in relation to what type of Funding may be available for students in Malta.

The Students' Maintenance Grant is a scheme system provided by the Government of Malta for students in higher education. For further details kindly see here:

[Education Department](#)

The Students' Maintenance Grants Scheme operates under a set of regulations, guidelines, and the respective Legal Notice, namely Education Act (Cap. 27). Legal Notice namely L.N.308 of 2016 determining eligibility. For further details kindly see here:

[Stipends and Grants](#)

### STIPEND:

This is paid periodically in backdated four-weekly payments, for a total of 10 payments during one academic year. The first two stipends are issued in December, while the last one is issued in August. Please refer to the payment dates section.

Students reading for courses considered as prescribed receive a higher rate of stipend and grants than those who are following a general course. Refer to the list of prescribed courses as issued by the Ministry for Education and Employment.

### Termination of Students' Maintenance Grants:

Students who resign from their respective course of studies are to inform their home faculty by means of an email or letter within a week of their resignation.

Students who (a) resign or (b) fail their course will have to refund the one-time grant or part thereof and/or any stipend received after the last day of attendance. While (c) students who abandon the course without submitting a resignation will be asked to refund both the stipend and supplementary, the initial grant and/or one-time grant.

### FUNDING:

#### The Get Qualified Scheme:



Governed by Malta Enterprise, this scheme gives qualifying students up to 70% of the total fees paid for the course in Tax Credits. The Get Qualified Scheme supports the personal development of individuals for the achievement of qualifications required by industry. See here; [Get Qualified - Student](#)

#### The Endeavour Scholarship Scheme:



You can apply for the scheme if you intend pursuing an MQF level 7 program. This scheme provides financial support in the form of a scholarship to applicants who wish to study for a Master's program. Find out more here: [Scholarship Scheme](#)

## WORK PLACEMENTS & INTERNSHIPS

The office of Student Affairs is accountable for developing and maintaining active support for AUM's student support programs among employers, community leaders and NGO's.

### **This accountability includes such essential tasks as:**

Participating in the development of strong campus and community partnerships and collaborations to advance the vision and mission of AUM.

Developing relationships with local employers, community agencies, and municipal administrations and responding to the needs of these organizations by researching and developing new programs and improving curricula and academic offerings to include internship and co-op opportunities for AUM's student cohort.

### **Internships**

Internship Placement supports students in securing internship placements that are aligned with the student's interests and fields of study both on an individual basis and as part of the core Internship requirement in specific programs.

In addition to internship placement AUM offers ongoing guidance and job support throughout the internship including obtaining performance feedback from the internship providers and all associated internship evaluation documentation.

### **Work Placements**

Job Placement offers students individualized career counseling as part of a career planning process in which students' interests, specialization, and strengths are mapped with industry opportunities. It works with the students to secure adequate employment opportunities that are aligned with their field of study.



# AUM SCHOLARSHIPS

The following outlines how AUM award scholarships. It defines the types of scholarships and provides criteria, which must be implemented for a student to receive a scholarship. It sets out scholarship commitment, which shows responsible office for scholarship application process.

Decisions around awarding scholarships are delivered and conducted by the Scholarship Committee (SC) and directed by the President and the VP of Finance.

## Scholarship Commitment:

**For prospective new students, the admission department; and for current students, the student affairs department** are responsible of reviewing and ensuring that all necessary information is provided in student application for scholarships form. After the confirmation that data is correct, the applications are forwarded to Scholarship Committee (SC) for final approval. After SC's approval, scholarship can be awarded to student.

## Types of scholarships and their requirements:

Each year, the board of trustees announces a merit scholarship, awarded to all students accepted to AUM. The scholarship types covered below are valid until the student's graduation from the program he/she is enrolled upon.

The duration of the scholarship may not pass more than a year of the regular time of graduation of that specific program.

### 1. Academic excellence scholarship.

If any prospective student has:

- A. GPA > 3.5 or Baccalaureate > 17 or Abitur < 2.0
- B. TOEFL IBT > 93 or IELTS > 7
- C. SAT > 1500

The student will receive 10% academic excellency scholarship that will be applied on the tuition fee for every fulfilled condition mentioned above. The total of academic excellency scholarship cannot exceed a total of 20%.

### 2. Sportive excellence scholarship.

Any student showing an excellence in sports may apply for this scholarship. The award of scholarship and its amount is up to the SC' discretion.

### 3. Academic excellence scholarship.

Any current student being in the Dean's List will be awarded for a scholarship of 20% for the next academic year.



## AUM SCHOLARSHIPS

### 4. Financial Aid scholarship.

Any current student having financial difficulty because of bankruptcy, disability or death of the family member covering his educational fee, may apply for this scholarship. The award of scholarship and its amount is up to the SC' discretion.

### 5. Social excellence scholarship.

Any student showing an excellence in community service and might be considered as a role model for social skills may apply for this scholarship. The award of scholarship and its amount is up to the SC' discretion.

Following scholarships will additionally be calculated after the application of this merit scholarship to the original tuition fees.

### Criteria for scholarship eligibility

- No academic debts for a student.
- No remaining fees in a student account.
- Submission of all required documents for excellency and social scholarships (transcript certificate, copy of published article, financial position document)
- Student must attend all classes unless major force interruptions.



## 2.8 GENERAL INFORMATION

### Computer & Email Usage & AUM Equipment

#### OVERVIEW

The internet is to be used to further the Universities mission of providing the highest quality service to the students and to support other direct study-related purposes. The IT Department and the Registrar should work with students to determine the appropriateness of using the University internet/intranet access.

Limited personal use of internet resources is a special exception to the general prohibition against the personal use of computer equipment and software. Students are individually liable for all damages incurred as a result of violating University security policy, copyright and licensing agreements.

For these reasons, internet access will be granted only to users to support University activities and only according to their needs in the exercise of their learning needs, professional functions and roles.

This applies to all University and the use of the term “University” should be read broadly to include full-time and part-time University Students who have access to the internet through computer or networking resources. In addition, this policy also covers and applies to students using social media for study purposes.

The Universities internet users are required to familiarize themselves with and comply with this, as well as to use common sense and judgment in the use of internet services and respect for fellow students.

#### Access to the Internet:

Internet access and usage is free for all students at AUM. Finally, user internet access requirements will be reviewed periodically by the Universities departments to ensure that needs are ongoing.

#### Allowed Usage:

The use of the internet is granted only to support academic activities necessary for the performance of their studies.

All users must follow AUM's principles concerning the use of resources and exercise good judgment in the use of the internet. If you have any questions, please contact the IT department.

Acceptable use of the internet to perform the duties of a position includes:

- Communication between University and non-University for information purposes.
- IT technical support downloading software updates and patches.
- Review of websites for research information.
- Reference regulatory or technical information.
- Research.

## **Personal Usage:**

All internet users should be aware that AUM's network creates an audit log that reflects service requests, both for incoming and outgoing addresses and that it is constantly reviewed.

AUM is not responsible for any loss of information, such as information stored in the portfolio, or any resulting loss of personal property.

## **Prohibited Usage:**

The acquisition, storage, and dissemination of illegal, pornographic, or racially, gender- or belief-denigrating data is expressly prohibited.

The University also prohibits the conduct of a commercial enterprise, political activities, any form of information gathering at its facilities, and fraudulent activities or the knowing dissemination of false and defamatory material.

Other activities that are strictly prohibited include, but are not limited to:

- Using the facilities and equipment in conflict with our objectives, such as to operate a personal business.
- Broadcasting personal points of view such as commentaries on social or political issues.
- Participating in internet chat groups, online contest, or promotion.
- Using the facilities and equipment to buy or sell items.
- Using the facilities and equipment to participate in any kind of on-line games, including gambling.
- Access University information that is not part of their study program. This includes unauthorized reading of client account information, unauthorized access to personnel file information and access to information that is not student related.
- Misuse, unauthorized disclosure or modification of student, faculty, or staff information. This includes unauthorized modification of a personal file or sharing of electronic data on students, faculty or staff with unauthorized personnel.
- Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law.
- The use, transmission, duplication, or voluntary receipt of material that violates the copyrights, trademarks, trade secrets or patent rights of any person or organization.
- Assume that all material on the internet is protected by copyright or patents, unless specifically stated otherwise.
- Unauthorized downloading of any shareware programs or files for use without authorization in advance from the IT Department.

## Prohibited Usage

- Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Engage in any activity that intentionally restricts, disrupts, or degrades the University ability to deliver a service, including, but not limited to, the transfer of such large amounts of material as to deliberately inhibit the performance of a service.
- Knowingly post, transmit or otherwise distribute a virus, bug, malicious code, “Trojan horse”, “worm” or other harmful or disruptive data.
- Engage in an activity which does or may serve to violate generally accepted standards of Internet conduct and usage, including but not limited to the use of insulting language known as ‘flaming’; denial of service attacks; web page defacement; port and network scanning; and any unauthorized system penetrations.
- Unauthorized downloading of any shareware programs or files for use without authorization in advance from the IT Department.

## Reputation Building:

When using University resources to access and use the internet, users must realize that they represent the University. Students must be aware that they must also clearly state that “the opinions expressed are mine and not necessarily those of AUM”. Questions can be addressed to the IT department.

In addition, users must not place University material (examples: internal memos, press releases, information on products or their use, documentation, etc.) on a mailing list, public discussion group or such service. Any posting of material must be approved by Leadership or public relations department and will be placed by an authorized person.





## Periodic reviews:

To ensure compliance with this policy, periodic reviews will be conducted. These reviews will include testing the degree of compliance with usage policies.

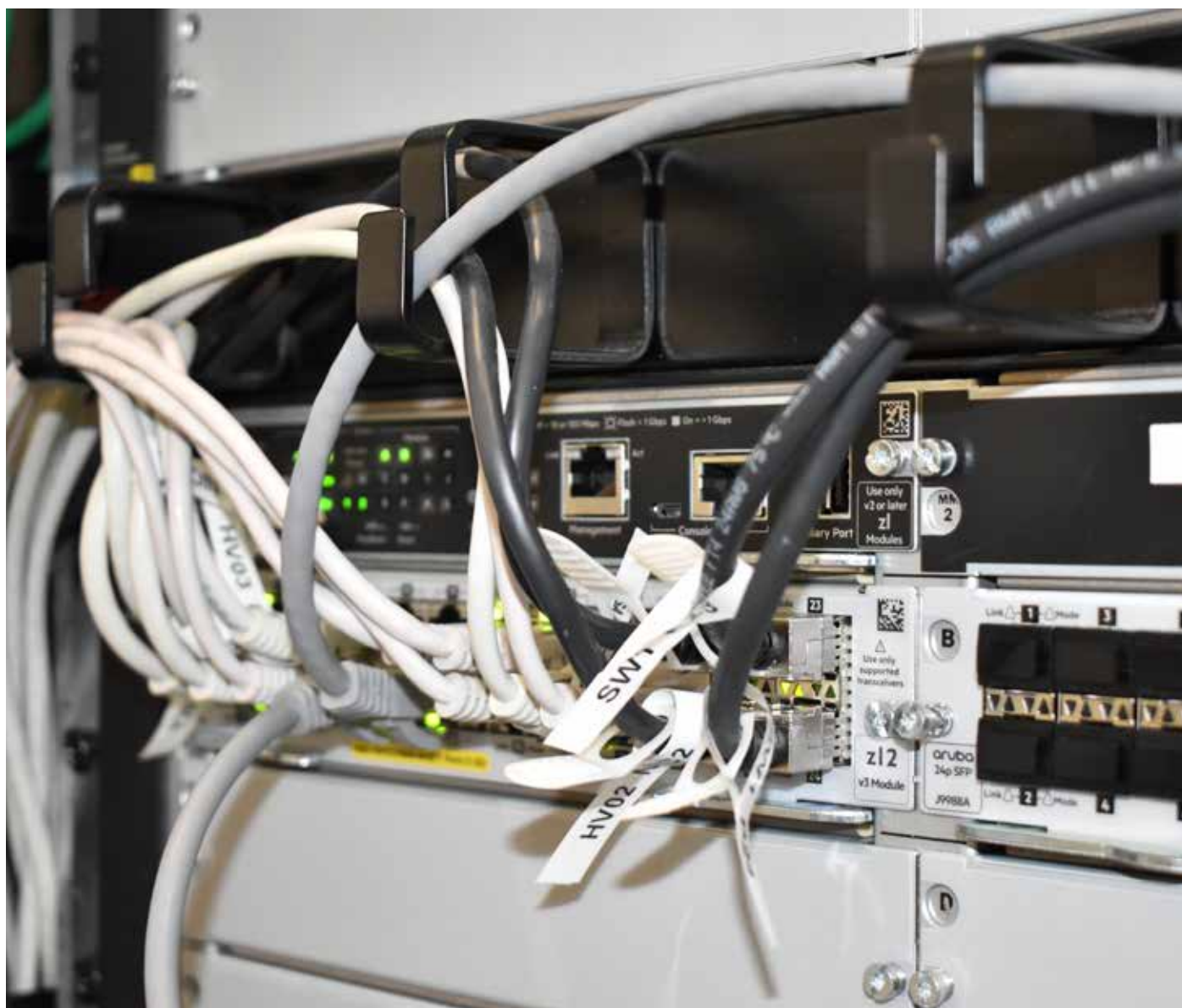
Periodic reviews will also be conducted to ensure the appropriateness and the effectiveness of usage policies. These reviews may result in the modification, addition, or deletion of usage policies to better suit University information needs.

## FILE MAINTENANCE / IT ACCESS

All IT personnel are bound by a confidentiality agreement that prohibits them from sharing information regarding employee computer accounts with anyone except the Data Controller.

All computers are checked for software updates on a regular basis. From time-to-time computer backups require intervention of IT personnel to access file names and sizes.

Requests to IT personnel to check on Library computers may be necessary in the event of suspicion of fraud, misuse or other extenuating circumstances and this request must be authorized by the Leadership Team.



## SANCTIONS

Potential violations may result in suspension of the user's access to the University internet and email resources, followed by review of any costs and/or charges incurred by the University.

Violations may subject users to the loss of internet and email privileges and may result in disciplinary action, including dismissal.

Illegal acts involving the University internet and email resources may also subject violators to prosecution by local, provincial/state, and/or federal authorities.

Suspected law violations may be referred to police agencies. The University may seek legal action against any violators, including damages, indemnification, and costs.



## **STUDENT HEALTH & SAFETY AT AUM**

Your safety is the constant concern of this University. Every precaution has been taken to provide a safe study environment. The Facilities Manager and their Team makes regular inspections and holds regular safety meetings.

Facilities also meets with management to plan and implement further improvements in our safety program.

Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. The American University of Malta is sincerely concerned for the health and wellbeing of everyone at AUM.

The co-operation of every student is necessary to make this University a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to Facilities or to the Student Affairs Department or to a member of the safety committee.

Give earnest consideration to the rules of safety presented to you by poster signs, discussions with facilities, posted department rules, and regulations published in the facilities safety booklet. Begin right by always thinking of safety as you study, or as you learn a new skill.

### **ACCIDENT REPORTING**

Any injury at the University – no matter how small – must be reported immediately to Reception and to the Student Affairs office. Serious conditions often arise from small injuries if they are not cared for at once, so we encourage all students to report an accident immediately.

### **SPECIFIC SAFETY RULES AND GUIDELINES**

To ensure your safety, and that of your co-students, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the University.
- In case of sickness or injury, no matter how slight, report at once to Facilities. In no case should a student treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another student, as you might cause him or her to be injured. If necessary to get the attention of another student, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.



## PERSONAL DATA & GDPR

The American University of Malta and Sadeen Education Investment Limited (“we”/”us”/”our”/”AUM”) are committed to safeguarding your privacy.

This page explains what information we collect about you as a student of AUM, how we use it, and the way we protect it. Our use of your personal data is subject to our Student Privacy Policy, your instructions, the European Union (EU) General Data Protection Regulation (“GDPR”), other relevant Maltese and EU legislation, and our professional duty of confidentiality.

For the purposes of the GDPR, the Data Controller is:

Sadeen Education Investment Limited  
Gateway Building, Dock No. 1  
Triq Dom Mintoff  
Bormla, BML 1013  
Malta

Tel: +356 2169 6970/2777 1100

Email: [privacy@aum.edu.mt](mailto:privacy@aum.edu.mt)

### Contact us

If you wish to request any clarification or additional information in relation to this privacy policy, or to exercise any of your rights in relation to your personal data, please send us an email on [privacy@aum.edu.mt](mailto:privacy@aum.edu.mt).

In the event that we modify this privacy policy, we will post a clear notice indicating as much on the homepage of our website. Most of the personal data we collect and process about you as a student is given to us by you directly during the admissions process. This includes all personal information that you have provided us with when you submitted your enrollment form and supporting documentation, and any other information and documentation you submitted to us during the admissions process.

We also maintain a record of your studies at AUM. We may also collect information on your behalf, in which case we would conduct screening checks for safeguarding purposes. For further detailed information kindly see here: [Student Privacy Policy](#)





# VISITORS TO THE UNIVERSITY

## OVERVIEW

AUM is committed to ensuring the health and safety of its students' employees, subcontractors, and visitors to its premises, as well as the protection of AUM's property and assets.

The company is always responsible and liable for all contractors/visitors on AUM property. AUM is not responsible for any injury or illness suffered because of a violation of this policy.

Students are responsible for any visitors they bring on Campus at all times. All persons with scheduled appointments at the Universities premises and to all students of AUM sponsoring visitors. All AUM students must enforce this policy.

All students acknowledge that they have received a copy of the AUM Visitors policy.

They have read and understand the policy and understand that, if a violation occurs, they may be subject to disciplinary action, including dismissal from the University. Students further understand that they must contact the facilities department and student Affairs Office prior to inviting visitors onsite to the University.

## VISITORS DEFINITION

"Visitors" are persons temporarily entering the University and may be admitted to areas generally off limits to the public. A visitor usually is often on business but is not under contract.

## POLICY STATEMENT

### Parking

- Visitors are encouraged to use the parking spaces reserved for them. If these parking spaces are in use, regular parking spaces can be used.

### Sign-in

- All visitors must arrive at the reception desk for registration (visitor list);
- All visitors must present a government-issued photo ID at the time of registration.
- All visitors must be greeted by their sponsoring employee at the time of registration.
- Pets are not allowed, but assistance animals such as guide dogs are allowed. Sponsoring students must indicate in advance if prior arrangements are required for their guest;
- All visitor electronic devices (laptops, other computer equipment, cellular phones, etc.) will be registered as described in the procedure for registering and removing laptops, computers and related equipment.

### Visitor badges

- All visitors must wear a visitor badge at all times. Students are asked to immediately report anyone who does not wear a visitor or employee badge;

- If the visitor needs access to areas controlled by magnetic card access locks, the visitor should ask their sponsor to make the necessary arrangements to obtain a temporary access card.
- Temporary access cards are limited to a 2-hour activation window.

### **Photographs and cameras**

- Visitors are not permitted to take photographs or make video's inside of premises, unless discussed specifically with Management.
- Dedicated cameras are not permitted on-site. Cell phones and laptops equipped with cameras are permitted, but as previously stated photographs or video's are not permitted without permission.

### **Information disclosure**

- Visitors should not ask for information that is not related to their visit or the work they do.
- As well, they should not seek to know confidential information about the University, its customers, financial projections, or any matter currently in dispute, future products or future directions of the University.
- Requests for information or statements on behalf of the University (as may be requested by a journalist or lawyer) should be reported immediately to Management.

### **Sign out**

- When visitors leave the company's premises, they must checkout where they arrived;
- Also, upon their departure, all visitors' electronic devices will be individually checked to ensure compliance with this policy.
- Verified visitors will be removed from the on-site visitor list.
- Visitors may be subject to a brief search of their laptop bags or other luggage as they exit the premise.



# VISITORS TO THE UNIVERSITY

## Emergency evacuation

- In the event of an emergency, it is the responsibility of the sponsoring student to ensure that the visitor remains in the evacuation marshaling area;
- Emergency Coordinators will count all visitors using the information on the visitor list.
- Visitors will not leave the property until the emergency measures coordinators have confirmed that they have successfully evacuated the building.

## Access to AUM network

- Consultants or other visitors who need access to the internet network can freely access the visitors' wireless network. Access to this network requires online acceptance of the network's terms of use.
- When the visitor receives approval to use the company's network, their activities on the network will be subject to the Acceptable Use Policy.
- The use of student identification documents by visitors is not allowed under any circumstances.

## Courtesy

All students of AUM are to always bear in mind that all visitors are to be treated with the utmost of respect. Even in the case of clear violations of this policy, all actions, dealings, and conversations must be courteous.

## Miscellaneous

- Visitors must immediately report any illness or injury suffered while visiting the premise to their host.
- In all designated areas, the visitor must wear appropriate personal protective equipment and use hand sanitizer when entering and exiting departments and the building.
- It is the responsibility of the visitor to act in a respectful, non- threatening manner at all times and to comply with all AUM bylaws and policies and any other legislation and amendments thereto.



## SAFETY RULES AND GUIDELINES

- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- Keep your study area clean.
- Observe smoking regulations.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your professor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE condition or acts to facilities.
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or attempt to open photocopiers.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.

## SAFETY CHECKLIST

It is every student's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list – or any other possible hazardous situation – report it to student affairs or reception immediately.

- Slippery floors and walkways.
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting.
- Poorly lighted stairs.
- Loose handrails or guard rails.
- Loose or broken windows.
- Dangerously piled supplies or equipment.
- Open or broken windows.
- Unlocked doors and gates.
- Open doors on electrical panels.
- Leaks of steam, water, oil, etc.
- Blocked aisles.
- Blocked fire extinguishers, hose sprinkler heads.
- Blocked fire doors.
- Evidence of any equipment running hot or overheating.
- Evidence of smoking in non-smoking areas.

## SAFETY CHECKLIST - Cont

- Roof leaks.
- Directional or warning signs not in place.
- Safety devices not operating properly.



## **SAFETY EQUIPMENT**

Your professor will see that you receive the protective clothing and equipment required for Laboratory work. Use them as instructed and take care of them. You will be charged for loss or destruction of these articles only when it occurs through negligence.

## **SAFETY SHOES**

The University will designate which jobs and work areas require safety shoes. Under no circumstances will a student be permitted to work in sandals or open-toe shoes.

A reliable safety shoe vendor will visit the University periodically. Notices will be posted prior to the visits.

## **SAFETY GLASSES**

The wearing of safety glasses by all students in the Laboratory is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.

## **SEAT BELTS**

All students must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on university business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

## **GOOD HOUSEKEEPING**

Your study/desk location should be kept clean and orderly. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles.



# SAFETY RULES AND GUIDELINES

## 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 use 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.



# SAFETY RULES AND GUIDELINES

## General Lab Rules

- Arrive at the lab prepared for your work. Read all procedures well and follow all written and verbal instructions carefully. If anything is unclear, ask the lab tutor before proceeding.
- 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).
- Always wear suitable close-toed shoes in the lab.
- Use safety eye-wear whenever you are required or asked to do so.
- Long hair should be tied back while working to avoid accidentally knocking over apparatus.
- 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.
- 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.
- Familiarize yourself with the location of the fire extinguishers, emergency exit and the closest telephone.
- Dispose of broken glass in the broken glass (sharps) container and report this to the instructor right away.
- Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens.
- 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.
- Always use a pipette filler (pump or rubber bulb) and NEVER your mouth to suction fill a pipette.
- 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.

## Handling Chemicals

- Use chemicals and biological strains with caution and wear safety goggles whenever working with chemicals.
- 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.
- If any chemical comes into contact with your skin, immediately flush the area with running water for a few minutes and notify the instructor.
- Dispose of chemical waste in the appropriate containers checking the label on the container.





## 2.9 IMPORTANT CONTACT NUMBERS & INFO

### Maltese Public Transport System

As from 1 October 2022 all holders of a valid personalised 'Tallinja' Card will be able to travel for free on board all Malta Public Transport buses operating day routes, night routes and special services.

Passengers will need to tap their personalised Tallinja Card on the ticket machine next to the bus driver every time they board the bus. Passengers do not need to have credit on their Tallinja Card in order to travel on day routes, night routes and special services. However, any passengers with a negative balance on their Tallinja Card or with an invalid Tallinja Card, will not be able to travel for free and will be required to pay for a cash ticket.

Furthermore, passengers using their Tallinja Card for bus services that are not eligible for free travel (like Tallinja Direct Services and On-Demand Services) will be required to have sufficient credit on their Tallinja Card to pay for their trip.

You can check your balance on your Tallinja Card by entering your customer number using the following link: [Public Transport - Check Balance](#) or by downloading the Tallinja APP from Apple Store or Google Store for free.

For further information kindly see here: [Public Transport - Free Travel](#)







Malta international dialing code: +356

## USEFUL NUMBERS

## AUM Reception:

**+356 2169 6970**

Emergency:	112
Ambulance:	196
Police:	+356 2122 4001-7, +356 2122 1111
Traffic Accident:	+356 2132 0202
A.F.M. Helicopter Rescue:	+356 2124 4371, +356 2182 4212
A.F.M. Patrol Boat Rescue:	+356 2123 8797, +356 2122 5040
Fire Brigade:	112
Hospital Gozo	+356 2156 1600
Hospital Malta Mater Dei:	+356 2545 0000
St. James Hospital Malta:	+356 2133 5235
St. James Hospital Gozo:	+356 2156 4781
Overseas Operator:	1152
Passport Office – Gozo:	+356 2156 0770
Passport Office – Malta:	+356 2122 2286
Malta International Airport:	+356 2124 9600



## **MALTESE CULTURE FROM THE INSIDE OUT**

### **Location:**

The Maltese archipelago consists of Malta, Gozo, Comino, Cominotto, and Filfla. Over 93% of the inhabitants live in Malta, the largest island, with the rest living on Gozo and Comino. Although all residents refer to themselves as Maltese, people on Gozo refer to themselves as Gozitans. The earliest written historical reference to Malta is the biblical account of Saint Paul's shipwreck. Interestingly there are a reported 365 churches located throughout the Islands with the cultural highlight of the year for many Maltese being the famous 'Maltese Festa'.

Malta is located in the centre of the Mediterranean Sea. Sicily is 58 miles to the north, and Tunisia is 194 miles to the west. The territory of the three inhabited islands is approximately 95 square miles. Gozo is Malta's green capital and the number one location for all Maltese to holiday in to get away from the hustle and bustle of Malta. Public buses service Malta well, and a regular ferry service connects Malta with Gozo. Beaches both sandy and rocky, coves, grottoes, and fishing villages lie close to roadways, but in some places, the islands fall abruptly into the sea over rocks and cliffs or look out to it across elaborate medieval fortifications. The climate is mild year-round with on average 300+ days of glorious sunshine per annum.

The Grand Harbour of Malta is dominated by Valletta the capital city of Malta. It was a planned construction by the Knights of Saint John in 1566, a year after the defeat of the Great Siege by Ottoman Turkey. Over the last number of years, Valletta has undergone a complete makeover due to being chosen as the European capital of culture for 2018. The capital of Gozo is Victoria.

### **Demographics:**

The population of Malta is approximately 534,375.00 and is the most densely populated country in the EU per head of capita.



## MALTESE CULTURE FROM THE INSIDE OUT

### Symbolism

Saint Paul is a powerful national symbol. He is credited with converting the Maltese to Christianity with interesting similarities between him and Ireland's Saint Patrick although both conducted their activities hundreds of years apart.

It is symbolic that the Maltese, under theocratic governance, fought in Crusades long after most other Europeans had abandoned them and to this day many religious orders still maintain a strong presence on the Islands.

Other symbols are Roman Catholicism, the Maltese cross, a strong European identity, and a siege mentality. Not only did Malta persevere during the Crusades, it was victorious against the Turks in 1565 and survived intense bombardment during World War II.

In honour of Malta's bravery during world war two the English monarchy awarded Malta with the George cross which can be seen on the Maltese national flag today. Dolphins are also a national symbol and it is quite common to see Dolphin shaped brass door knockers on many Maltese front doors.

### Language

Maltese is the only European language in the Afro-Asiatic family, which includes Arabic, Hebrew, Berber, and Hausa. Although its closest relationships are with the forms of Arabic spoken in Libya, Tunisia, and Lebanon its vocabulary has been strongly influenced by Sicilian.

Written with a twenty-nine-letter alphabet, Maltese is universally understood by citizens. However, dialectal variations do occur especially in Gozo. In addition, many Maltese speak English, and many understand Italian but Maltese is the preferred language when interacting with each other.





## **MALTESE CULTURE FROM THE INSIDE OUT**

### **Hero's rituals and symbols**

Megalithic temples predate the Egyptian pyramids, Bronze Age archaeological sites, Phoenician inscriptions, and Roman catacombs all contribute to a sense of nationhood. The Maltese place particular emphasis on the nation that emerged after Christian conversion. The long-ruling Knights of Malta recruited their members from noble families throughout Europe while denying the Maltese entry into their ranks.

This order was able to maintain itself in Malta largely by keeping the nation on a continuous war footing, at a time when Europeans in countries such as England and France were being introduced to the Industrial Revolution. Still, two centuries after Napoleon persuaded the Knights to leave Malta, chivalry, as well as pride in European and Catholic identity associated with a knightly and crusading heritage, impacts Maltese nationalism in fundamental ways.

### **National Identity**

Maltese people celebrate the contributions to their culture of Phoenicians, Romans, Greeks, Normans, Sicilians, Castilian, the Knights, and the British. The Maltese claim little knowledge of or are ambivalent about the northern Africans who contributed the foundation of their language. The nation became independent in 1964, and became a member of the British Commonwealth in 1974 and joined the European Union in 2004. Although identification with England and Italy remains strong, it has been tempered by a strong emphasis on nationalism and neutrality coupled with developing strong economic ties between Europe, Northern Africa the Gulf peninsula and China.

### **Ethnic Relations**

Malta could be said to be relatively homogeneous by modern standards with over fifty thousand foreigners from a multitude of EU and non-EU countries calling Malta home. It is quite common to meet people from all corners of the world in Malta and reaffirms Malta's historical importance as a global trading hub and part of the 'silk route'.





## MALTESE CULTURE FROM THE INSIDE OUT

### Maltese Food

A typical home cooked meal includes big portions of pasta, bread, meat and vegetables, and dessert or fruit with the traditional main meal usually starting a small bowl of soup called 'minestra' or chicken neck soup. 'Lampuki' pie is a seasonal pastry-covered fish casserole containing spinach, cauliflower, chestnuts, and sultanas. Stuffed octopus, squid, and cuttlefish are served with a tomato fennel flavoured sauce, while a roulade of beef known as 'bragoli' is served with gravy and potatoes. Kinzie is Malta's national soft drink, so definitely try it out.

Baked pasta dishes are common such as 'timpana'. However, the favourite snack in Malta are 'pastizzi', in which ricotta cheese, peas, chicken, and Nutella are encased in a flaky pastry. However, Malta's national dish is Rabbit. It is often fried and stewed in wine with some of its sauce served over spaghetti number eight as a first course.

### Economy

A strategic Mediterranean location with a moderate climate, beaches, and ports generate income and employment. The country annually attracts tourists equal to almost four times its population and prides itself on its financial services, e-gaming, maritime, aviation, and construction industries. The state is the largest employer in Malta, with quite a high level of control exhibited across strategically important industries and throughout Maltese society in general.





## MALTESE CULTURE FROM THE INSIDE OUT

### Social

Caste distinctions have existed in Maltese society since the time of the ruling aristocratic knights, religious orders, societies with members classified by the local term 'Klikka' due to their networks power and influence throughout Maltese society. This caste system is very evident in the Maltese educational system with the elites preferring to send their siblings to fee paying private and church schools with the government schools providing free education for the population as a whole.

Officially Maltese society does not officially recognize societal divisions. However, divisions are evident along the lines of family, heritage, Political allegiances, membership of clubs and orders, schools, higher education level achieved, economic status and one's profession.

The crime rate in Malta is low. In general, Malta is a very safe country. Typical offenses are drugs related, circulating counterfeit money, theft, homicide, and entering the country illegally. However, a recent upsurge in car accidents has caused major concern locally.

Given that the literacy rate for both men and women in Maltese society is equally quite high this could suggest that both genders use education in carrying out their assigned roles in society. As alluded to the public sector is the largest employer in Malta.

This belief is consistent with Maltese Catholic values and could be viewed as a status symbol among the middle and upper classes. However, the Constitution gives both genders equal rights in employment.

The professions have long been open to both men and women with women seemingly preferring occupations as teachers, corporate services providers, and Healthcare Professionals and policy makers.





## MALTESE CULTURE FROM THE INSIDE OUT

### Social Contd

It is still a common sight to see men gathered in piazzas or public squares near local churches and in band clubs and in bars socializing with each other on Sundays after mass to discuss current affairs and to conduct business transactions. It is also common for Maltese men to be members of clubs and other organizations.

Family connections are highly important in Maltese culture with close emotional ties and more frequent contact expected through the maternal side. It is quite common for each Family to be known by a unique 'nickname' and for business to only be conducted with tried and trusted members of ones 'Klikka' to ensure that I and my immediate family and close associates benefit exclusively from income generating opportunities.

Maltese culture could be defined by what is perceived as correct behaviour and comportment in a variety of ways depending on status, familiarity, age, and social connections. These behaviours range from reserved and courtly to warm and expressive. However, the rules go out the window where politics, religion, and sport are concerned.

Whereas introductions and recommendations can open doors, presumptions of instant familiarity invite rebuff as trust and familiarity are earned over many years of relationship building.

Moreover, business relationships are sometimes construed as manipulative if they do not unfold in a context of social intercourse. Invitations into Maltese homes are considered special and to be treated with the greatest of respect. For example just like the Chinese culture, face-saving is important in Maltese society, not only because of decorum and for the sake of maintaining the respect of individuals but also to protect the legacy and reputation of the 'family'.



## 3.0 STUDENT POLICIES

For further information pertaining to AUM Student Policies, kindly see here: [Quality Assurance](#)

**Email:** [studentaffairs@aum.edu.mt](mailto:studentaffairs@aum.edu.mt).

**Tel Number:** +356 2169 6970

For Student Life see here: [Career Services](#)

**Email:** [gulnara.sarsenbayeva@aum.edu.mt](mailto:gulnara.sarsenbayeva@aum.edu.mt).

**Tel Number:** +356 2169 6970

### **GDPR Policy**

For further information see here: [GDPR Policy](#)

### **Student Data Protection Policy**

For further information see here: [Student Data Protection Policy](#)

### **Anti-Harassment, Anti-Bullying & Anti-Discrimination Policy**

For further information see here: [Anti Harassment and Anti Bullying and Anti Discrimination Policy](#)

### **Student Privacy Policy**

For further information see here: [Student Privacy policy](#)

### **Scholarships Policy**

For further information see here: [Scholarship Policy](#)

### **IT Policies**

For further information see here: [IT Policy](#)

### **Use of Cookies Policies**

For further information see here: [AUM Cookie Policy](#)

### **AUM Card Policy**

For further information see here: [AUM Card Policy](#)

### **Admissions Policy**

For further information see here: [Admissions Policy](#)

### **Academic Misconduct & Plagiarism Policy**

For further information see here: [Academic Misconduct & Plagiarism Policy](#)

### **Academic Integrity Honor Code**

For further information see here: [Academic Integrity Honor Code](#)

### **AUM Academic Regulations**

For further information see here: [AUM Academic Regulations](#)

### **Library Policies**

For further information see here: [Library Policy](#)

## STUDENT POLICIES

### **QA and Student Involvement Policy & Procedures**

For further information see here: [QA and Student Involvement Policy & Procedures](#)

### **Registrar Policies**

For further information see here: [Registrar Policies](#)

### **Library Policies**

For further information see here: [Library Policies](#)

### **Data Media & Society Center**

For further information see here: [Data Media & Society Center](#)





# Thank You!



*Reviewed by Mr. David O'Shaughnessy EMBA  
Director of Student Affairs  
Date: 14th February, 2023*