



**ACADEMIC REGULATIONS
(POLICIES AND PROCEDURES)**












Approval Proforma

Name of the Board	Authorized to sign	Name of the document/ decision	Approval Date	Signatures
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AUM ACADEMIC REGULATIONS (Policies and Procedures)









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AUM Academic Regulations

The AUM Academic Regulations is a collection of academic policies and procedures, including academic integrity and data protection, admissions, registration and enrolment, academic programmes and awards, curriculum and assessment, student conduct and appeals.

All programmes offered by the University and academic affairs shall conform to AUM Academic Regulations. All degree programmes leading to named awards, shall have a Programme/ Course Document on recognition; in addition, programmes/courses shall be as defined in the Award Framework approved by the MFHEA if degree programmes/courses are recognised by them as well.

PART I. GENERAL INFORMATION

1.1 ACCREDITATION AND LICENSURE

The American University of Malta (AUM) institutionally accredited and licensed at Malta Further and Higher Education Authority (MFHEA). (License Number: 2016 – 002). The licence permits AUM to deliver academic degree programs at Levels MQF 6, MQF 7, and MQF 8 (Bachelor, Master, and Doctorate) in accordance with Malta Qualifications Framework (MQF). The AUM degree programs are also accredited individually by MFHEA.

2.2 AUM ACCREDITED DEGREE AWARDS AND TITLES

Undergraduate Degree Awards conferred by the University are:

Bachelor of Science in Accounting/BSc Accounting
Bachelor of Science in Business and Finance/BSc Business and Finance
Bachelor of Science in Business Administration/BSc Business Administration
Bachelor of Science in Civil Engineering/BSc Civil Engineering
Bachelor of Science in Electronics and Communications Engineering/BSc Electronics and Communications Engineering
Bachelor of Science in Industrial Engineering/BSc Industrial Engineering
Bachelor of Science in Mechanical Engineering/BSc Mechanical Engineering
Bachelor of Science in Game Development/BSc Game Development
Bachelor of Arts in Graphic Design and Animation/BA Graphic Design and Animation
Bachelor of Arts in Chinese Language and Culture/ BA Chinese Language and Culture

Graduate Degree Awards are:

MBA
Master of Science in Engineering Management/ MSc in Engineering Management
Master of Science in Cybersecurity/ MSc in Cybersecurity
Master of Science in Computer Science/ MSc in Computer Science
Master of Science in Computer Science/MSc in Computer Science (taught)
Master of Science in Computer Science/MSc in Computer Science (research-based)

Post Graduate degree award programs are:

Doctorate in Business Administration/DBA Business Administration
Doctorate in Business Administration/DBA in Finance
Doctorate in Business Administration/DBA in Accounting
PhD Computer and Information Science

Awards

PgCert Finance and Accounting
PgDip Business Administration
PgDip Game Development
PgCert 3D Modelling
PgDip in Cyber Security
PgCert in Cyber Security
PgCert in Computer Science
PgDip in Computer Science

1.2 AUM VISION, MISSION AND VALUES

(Revised in July, 2021 and approved in August, 2021 by the Board of Trustees)

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 AND VALUES

MISSION:

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

VALUES:

Quality
Excellence
Integrity
Relevance

Quality applies to all activities in terms of defining, assuring, and enhancing the functions of the university from strategic planning to curriculum development, teaching and research, community service, management involving faculty, staff and students.

Excellence, as the main success measure of the University, means the academic achievement of all students; consistent student enrolment and retention of students allowing them to have the necessary time to positively impact academic achievement, personal success, and to continue to build a positive University climate and culture; the successful operation of a balanced budget; up-to-date policies and procedures that integrate all administrative requirements, current faculty and support staff and students; innovation in research, teaching-and-learning and service to the community.

Integrity for AUM is a core value enforcing ethical practices in all areas of teaching, research and administration, avoiding plagiarism and cheating, among other misconduct. Academic

integrity is a commitment to such fundamental values as: honesty, openness and critical awareness, respect, and responsibility.

Relevance for AUM means personal relevance that is directly applicable to each member of the AUM community and student's aspirations, interests, or cultural experiences, as well as relevance of learning connecting to life and real-world issues, problems, and contexts in research and professional careers.

AUM website: <https://aum.edu.mt/about-aum/>

1.3 UNIVERSITY RIGHTS

The University reserves the right to change curricula, rules, fees, admission requirements, and other requirements without notice. The provisions of these Regulations do not constitute a contract, express or implied, between any applicant, student, faculty member, or any other person, and American University of Malta.

1.4 INFORMATION MANAGEMENT: DATA PROTECTION AND RISK POLICY

Please see www.aum.edu.mt

1.6 ACADEMIC INTEGRITY

1.5 AUM NON-DISCRIMINATION POLICY

AUM prohibits discrimination in terms consistent with Maltese law and practice, and according to its published policies. AUM is committed to providing its students, faculty, staff, trustees and alumni an environment in which they can pursue their studies, careers, teaching and research free from discrimination. AUM does not discriminate on the basis of gender, sex, race, color, gender identification, gender expression, sexual orientation, religion, national origin, age, veteran status or disability.

1.6.1 AUM Honor Code

Students are responsible for understanding the Code's provisions. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of AUM community and with the desire for greater academic and personal achievement, this honor code was created and put forward:

Student members, staff of the American University of Malta community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

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

At the beginning of each semester, faculty members have the responsibility of explaining to their students the Policy regarding the Honor Code, and what is considered an integrity violation in their courses with special attention to plagiarism. They must explain the extent to which aid, if any, is permitted on academic work. It is the sole responsibility of the students to request an explanation of any aspect of a faculty member's policies regarding the Honor Code that they do

not fully understand. They have an obligation 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. This includes an obligation to report violations by other students to the Provost Office. Faculty members are also responsible for maintaining the integrity of the learning and evaluation process. Faculty members may actively proctor exams, prohibit the use of mobile phones in class or take any other actions they believe are warranted. For all academic assignments, project work, and presentations, students need to ensure that due acknowledgement is given to the source of any information that they incorporate in their work. Students must ask their professors if they are unsure whether something constitutes academic misconduct in any form. The following are some examples of academic misconduct:

- Cheating or using unfair means in examinations as determined by the professor.
 - 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 gradebook, 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.

1.6.2 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 can range from receiving a failing grade on that assignment 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:

1. Using parts or all of an idea, word, sentence, diagram, artwork without proper citation even if minor or major changes have been applied to the original (including paraphrasing).
2. Copying from another student's test or coursework.
3. Allowing another student to copy from your test or coursework.
4. Significant paraphrasing in written academic work.
5. Citing sources which the student has not read or referred to.
6. Copying from another student's paper during an exam or allowing or encouraging another student to copy from your paper during an exam.
7. Having someone else take your exam in your place or taking an exam for someone else.

Coursework/ assignments/ case studies/ essays / research projects/ exams or other similar assessment materials are liable to submission through an online plagiarism detection program (Turnitin).

Grade/marks/score penalty if the plagiarism percentage exceeds 0%, but records no more than 20% (after excluding references/bibliography, quotes, small matches and names):

- 1 –5 % 2 marks deducted
- 5–10% 4 marks deducted
- 11–15% 6 marks deducted
- 16–20% 8 marks deducted

In case of more than 20%, the coursework/ assignment/ case study/ essay/ research project/ exam in question will record a zero grade. In cases of suspected cheating during an assessment or examination:

- 1) Students suspecting cheating, even by peers or proctors, should report their suspicion to the Provost Office. Members of the Student Academic Appeals and Conduct Committee are authorized to remove the student from the exam hall and investigate for any suspected evidence of cheating.
- 2) The proctor who would have Investigated the student is required to submit the Exam Cheating Form, supported with the appropriate evidence, to the Student Appeal and Conduct Committee.
- 3) The Student Appeal and Conduct Committee is responsible to investigate the evidence presented, to make a decision on the validity of the cheating suspicion, and subsequently to communicate this decision to the Provost Office and the Student Affairs Department.
- 4) The decision of the Committee is to be communicated by the Provost Office and Student Affairs Department in writing via the University official email within 48 hours later.

1.6.3 REPORTING VIOLATIONS OF ACADEMIC INTEGRITY/MISCONDUCT

In cases of suspected plagiarism:

- 1) The faculty member can investigate, together with the student, any suspicion of plagiarism in the absence of the results of plagiarism detecting software or if the said results confirm the occurrence of plagiarism. The faculty member can then proceed to immediately apply the grade penalty as outlined in the policy.
- 2) The faculty member is to notify the *Student Academic Appeal and Conduct Committee* about the plagiarism case along with the appropriate evidence.
- 3) The Student Academic Appeal and Conduct Committee is to apply the appropriate disciplinary measures and notify the student within 48 hours in writing via the University official email.

1.6.4 THE ACADEMIC DISCIPLINARY PROCESS

The *Student Academic Appeal and Conduct Committee* will make the student under investigation. During the hearing, both the student and the faculty member bringing the charges will be allowed

to state their case before the three-member 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. Once the committee has heard the evidence, it will come to a judgment and determine sanctions, if warranted, within two working days of the hearing. The judgment and sanctions will be formally submitted in writing to the Provost who will then inform the student immediately and administer the sanctions through the Academic Council.

The student can lodge a formal, written appeal with the Provost within seven working days of the committee's findings. Appeals can be granted only based on new evidence, procedural irregularity, or other grounds of a serious nature. The Provost shall review the case and determine the final disposition on the case at the Academic Council.

Structure of Sanctions and Penalties for Student Behavioural Misconduct and Academic Integrity Violations

All cases of academic misconduct and violations of the student behaviour and academic integrity shall be dealt fairly and judiciously.

1.6.5 ACADEMIC INTEGRITY VIOLATIONS

The penalty for violations of the present policy are as follows:

- 1) **In case of a First Violation:** If a student cheats or plagiarizes for the first time, the Student receives a warning letter that is entered into his/her record and an F in the coursework, assessment, or examination in which the violation has taken place. The student loses any kind of financial support granted by the University including scholarships, grants, or financial aid. The student can retake the course the following semester, but he/she will not benefit from any financial support/aid.
- 2) **In case of a Second Violation:** If a student cheats or plagiarizes for the second time, the student is placed on disciplinary probation and receives an XF in the course in which the violation took place. This becomes part of his/her record.
- 3) **In case of a Third Violation:** If a student cheats or plagiarizes for the third time, the Student receives an XF in all courses he/she is enrolled in during the semester in which the violation occurs and is immediately dismissed from the University.

1.7 COPYRIGHT REGULATIONS

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

1.8 NON-ACADEMIC MISCONDUCT

Refer to the AUM Student Handbook

PART II. ACADEMIC POLICY

2.1 PRINCIPLES OF ACADEMIC POLICY

Academic Policy of AUM is aimed at implementation and development of the following key principles as follows:

The principle of academic integrity

The principle of academic integrity is focused on that student members, staff of the American University of Malta community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work. The community members are encouraged to respect the Honor Code, and all the AUM rules and regulations.

The principle of quality assurance and excellence

In the context of this principle the University is aimed at ensuring the consistency of quality assurance using agreed Standards and Guidelines for QA on the National, EU levels, and by following quality requirements of professional bodies. The University puts forward the improvement of quality assurance through internal reviews and external evaluations of study programmes to get recognition of qualifications and enhance the credibility of programs and institutional affairs. The University is striving to develop quality culture among teaching staff, administrators, students, alumni, social partners, and partners from professional associations.

The principle of academic leadership and development

This principle assumes that the educational process of the university will be organised and meet the requirements of the student-centred learning and teaching approach, successful achievement of learning outcomes of levels of study, development of effective competences of professional profiles of graduates required by the dynamically changing labour market. The principle of academic leadership also includes the use of advanced pedagogical approaches, teaching strategies and methods to create a unique environment to encourage learners to learn, think and create.

The principle of leadership and excellence in research and technology

This principle includes efforts of the academic community to be concentrated on developing as a comprehensive research University and establish knowledge transfer partnerships on high-tech knowledge areas, collaborate with advanced companies on market-oriented research, to involve students and their research interest to solving real professional problems through applied and fundamental research, meet high scientific standards and demonstrate highly performed research outcomes.

The principle of inclusiveness of education

This principle is aimed at ensuring equal conditions for all social categories of students to receive a quality education, including accessibility of education, support for students with disabilities; providing inclusive education for talented students; creation of the inclusive educational environment to ensure equal access to educational resources and provision of academic support and counselling to students; creating physical conditions and access to the place of classes for students with special educational needs; arranging social support to students.

STANDARDS of AWARDS

3. AWARDS: THE MALTA QUALIFICATIONS FRAMEWORK (MQF) AND EUROPEAN CREDIT TRANSFER SCHEME

All awards of the American University of Malta comply with the Maltese Qualifications Framework (MQF).

Undergraduate bachelor's degree awards (MQF 6) are based on the standard of the four-year full-time degree, for which a minimum of 240 credit points must be accumulated according to an accredited programme.

Graduate Master's Degree awards (MQF 7) are based on 2 years full-time degree, with minimum 120 credit points according to an accredited programme.

Postgraduate Degree awards (MQF 8) are based on 3 years and up of research activity completed with the defence of a research thesis.

3.1 European Credit Transfer Scheme: ECTS in Malta and MQF Levels

The credit rating of the University's provision within the MQF Scheme permits the conversion of credit points to the European Credit Transfer Scheme (ECTS). In Malta one ECTS credit is equivalent to 25 hours (refer to: *The National Quality Assurance Framework for Further and Higher Education*).

TABLE 1. MALTA QUALIFICATION FRAMEWORK (MQF) ([WWW.MFHEA.MT](http://www.mfhea.mt))

MQF 8	DOCTORAL DEGREE N/A	
MQF 7	MASTER'S DEGREE 90/120 CREDITS	
	POST-GRADUATE DIPLOMA 60 CREDITS	
	POST-GRADUATE CERTIFICATE 30 CREDITS	
MQF 6	BACHELOR'S DEGREE 180/240 CREDITS	
MQF 5	UNDERGRADUATE HIGHER DIPLOMA-90/120 CREDITS UNDERGRADUATE DIPLOMA-60/90 CREDITS UNDERGRADUATE CERTIFICATE – 30 CREDITS	VET HIGHER DIPLOMA 60-120 CREDITS FOUNDATION DEGREE
MQF 4	PRE-TERTIARY CERTIFICATE-30 CREDITS	VET DIPLOMA 120 CREDITS
	MATRICULATION CERTIFICATE ADVANCED LEVEL	

	INTERMEDIATE LEVEL	
MQF 3	GENERAL EDUCATION SEC Grade 1-5	VET LEVEL 3
MQF 2	GENERAL EDUCATION LEVEL 2 SEC Grade 6-7	VET LEVEL 2
MQF 1	GENERAL EDUCATION LEVEL 1 SCHOOL LEAVING CERTIFICATE	VET LEVEL 1
B	INTRODUCTORY LEVEL B	
A	INTRODUCTORY LEVEL A	

3.2 ECTS - EUROPEAN CREDIT TRANSFER SCHEME AND LEARNING OUTCOMES

3.2.1 ECTS credits

(retrieved from: https://ec.europa.eu/assets/eac/education/ects/users-guide/key-features_en.htm#ectsTop)

ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year or its equivalent, which normally comprises a number of educational components to which credits (on the basis of the learning outcomes and workload) are allocated. ECTS credits are generally expressed in whole numbers.

3.2.2 Learning outcomes

Learning outcomes are statements of what the individual knows, understands and is able to do on completion of a learning process. The achievement of learning outcomes has to be assessed through procedures based on clear and transparent criteria. Learning outcomes are attributed to individual educational components and to programmes at a whole. They are also used in European and national qualifications frameworks to describe the level of the individual qualification.

3.2.3 Workload

Workload is an estimation of the time the individual typically needs to complete all learning activities such as *lectures, seminars, projects, practical work, work placements and individual study* required to achieve the defined learning outcomes in formal learning environments. The correspondence of the full-time workload of an academic year to 60 credits is often formalised by national legal provisions. In most cases, workload ranges from 1,500 to 1,800 hours for an academic year, which means that one credit corresponds to 25 (in Malta) to 30 hours of work. It should be recognised that this represents the typical workload and that for individual students the actual time to achieve the learning outcomes will vary.

3.2.4 Allocation of credits in ECTS

Allocation of credits in ECTS is the process of assigning a number of credits to qualifications, degree programmes or single educational components. Credits are allocated to entire qualifications or programmes according to national legislation or practice, where appropriate, and with reference to national and/or European qualifications frameworks. They are allocated to educational components, such as course units, dissertations, work-based learning and work placements, taking as a basis the allocation of 60 credits per full-time academic year, according to the estimated workload required to achieve the defined learning outcomes for each component.

3.2.5 Awarding credits in ECTS

Awarding credits in ECTS is the act of formally granting students and other learners the credits that are assigned to the qualification and/or its components if they achieve the defined learning

outcomes. Credits are awarded to individual students after they have completed the required learning activities and achieved the defined learning outcomes, as evidenced by appropriate assessment. If students and other learners have achieved learning outcomes in other formal, non-formal, or informal learning contexts or timeframes, credits may be awarded through assessment and recognition of these learning outcomes.

3.2.6 Accumulation of credits in ECTS

Accumulation of credits in ECTS is the process of collecting credits awarded for achieving the learning outcomes of educational components in formal contexts and for other learning activities carried out in informal and non-formal contexts. A student] can accumulate credits in order to:

- obtain qualifications, as required by the degree-awarding institution
- document personal achievements for lifelong learning purposes.

3.2.7 Transfer of credits in ECTS

Transfer of credits is the process of having credits awarded in one context (programme, institution) recognised in another formal context for the purpose of obtaining a qualification. Credits awarded to students in one programme may be transferred from an institution to be accumulated in another programme offered by the same or another institution. Credit transfer is the key to successful study mobility. Institutions, faculties, departments may make agreements which guarantee automatic recognition and transfer of credits.

3.2.8 ECTS documentation

ECTS documentation: The use of ECTS credits is facilitated and quality enhanced by the supporting documents (Course Catalogue, Learning Agreement, Transcript of Records, and Work Placement Certificate). ECTS also contributes to transparency in other documents such as the Diploma Supplement.

4. UNDERGRADUATE AND GRADUATE COURSE CREDITS

4.1 UNDERGRADUATE COURSE CREDITS

In an undergraduate course credit must be accumulated, within a validated course or programme, in accordance with the following:

- (a) the first stage must contain a minimum of 60 credits
- (b) the second stage must contain a minimum of 60 credits with the remaining credits deriving from previous level;
- (c) the third stage must contain a minimum of 60 credits with the remaining credits deriving from previous 2 levels;
- (d) the forth stage must contain a minimum of 60 credits with the remaining credits deriving from previous 3 levels

Table 2 Distribution of ECTS per semester/year of study (undergraduate degree programme)

Year of study	I semester	II semester	Number of credits per year	Stage
I	30 ECTS	30 ECTS	60 ECTS	1
II	30 ECTS	30 ECTS	60 ECTS	2
III	30 ECTS	30 ECTS	60 ECTS	3
IV	30 ECTS	30 ECTS	60 ECTS	4
TOTAL:			240 ECTS	*First cycle/level of HE (Bachelor's degree)

4.2 European Qualification Framework/EQF - Bachelor

The level of qualification that has to be reached with a Bachelor degree is described within the European Qualifications Framework <http://ecahe.eu/w/index.php/Framework for Qualifications of the European Higher Education Area> This cycle typically include 180/240 ECTS credits

According to this framework, a Bachelor degree should be awarded to:

4.3 EQF Level Descriptors - Bachelor

<http://ecahe.eu/w/index.php/Framework for Qualifications of the European Higher Education Area>

Level descriptors are what the name implies: descriptions of the skills and competences expected at different levels of qualifications. Level descriptors make explicit the learning outcomes associated with each level of qualification, and they tend to be limited to generic competences and skills. [...] Level descriptors state what learners will typically know, understand and be able to do on the basis of a given qualification.

Qualifications that signify completion of the first cycle/level (e.g., Bachelor's degrees) are awarded to students who follow the level descriptors consisting of the following learning outcomes:

- have demonstrated knowledge and understanding in a field of study that builds upon their general secondary education, and is typically at a level that, whilst supported by advanced textbooks, includes some aspects that will be informed by knowledge of the forefront of their field of study
- can apply their knowledge and understanding in a manner that indicates a professional approach to their work or vocation, and have competences typically demonstrated through devising and sustaining arguments and solving problems within their field of study.
- have the ability to gather and interpret relevant data (usually within their field of study) to inform judgements that include reflection on relevant social, scientific or ethical issues.
- can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.
- have developed those learning skills that are necessary for them to continue to undertake further study with a high degree of autonomy.

The first cycle (e.g., Bachelor's degrees) of the Qualifications Framework of the European Higher Education Area refers to level 6 of the European Union's European Qualifications Framework and to MQF 6 in accordance with Malta Qualifications Framework (www.mfhea.mt)

4.4 EQF - MASTER

In a **Graduate/ master's degree programme** level, it must contain the following credit numbers:

- a) The first stage 60 credits
- b) The second stage must contain a minimum of 60 credits with the remaining credits deriving from previous level

Table 3 Distribution of ECTS per semester/year of study (Graduate degree programme)

Year of study	I semester	II semester	Number of credits per year	stage
I	30 ECTS	30 ECTS	60 ECTS	1
II	30 ECTS	30 ECTS	60 ECTS	2
TOTAL:			120 ECTS	*Second cycle of HE (Master's degree)

Second Cycle -European Qualification Framework/EQF Master's level

This cycle typically includes 90/120 ECTS credits, with a minimum of 60 credits at the level of the 2nd cycle.

4.5 EQF Master Level Descriptors <http://ecahe.eu/w/index.php/Framework for Qualifications of the European Higher Education Area>

Qualifications that signify completion of the second cycle (e.g. Master's degrees) are awarded to students who:

- have demonstrated knowledge and understanding that is founded upon and extends and/or enhances that typically associated with the first cycle, and that provides a basis or opportunity for originality in developing and/or applying ideas, often within a research context.
- can apply their knowledge and understanding, and problem-solving abilities in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study.
- have the ability to integrate knowledge and handle complexity, and formulate judgements with incomplete or limited information, but that include reflecting on social and ethical responsibilities linked to the application of their knowledge and judgements.
- can communicate their conclusions, and the knowledge and rationale underpinning these, to specialist and non-specialist audiences clearly and unambiguously.
- have the learning skills to allow them to continue to study in a manner that may be largely self-directed or autonomous.

The second cycle (e.g., Master's degrees) of the Qualifications Framework of the European Higher Education Area refers to level 7 of the European Union's European Qualifications Framework and to MQF 7 in accordance with Malta Qualifications Framework www.mfhea.com

4.6 EQF -POSTGRADUATE COURSE CREDIT

European Qualification Framework/EQF Third cycle – PhD <http://ecahe.eu/w/index.php/Framework for Qualifications of the European Higher Education Area>

A typical number of credits is not prescribed for this cycle. The normal workload of the third cycle/level would correspond to 3-4 years of full-time. Doctoral programmes should promote interdisciplinary training and the development of transferrable skills, meeting the needs of the wider work market.

4.7 EQF -POSTGRADUATE Level Descriptors

Qualifications that signify completion of the third cycle are awarded to students who:

- have demonstrated a systematic understanding of a field of study and mastery of the skills and methods of research associated with that field.
- have demonstrated the ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity.
- have contributed through original research that extends the frontier of knowledge by developing a substantial body of work, some of which merits national or international refereed publication.
- are capable of critical analysis, evaluation and synthesis of new and complex ideas.
- can communicate with their peers, the larger scholarly community and with society in general about their areas of expertise.
- can be expected to be able to promote, within academic and professional contexts, technological, social, or cultural advancement in a knowledge-based society.

The third cycle (e.g., PhD or Doctoral degrees) of the Qualifications Framework of the European Higher Education Area refers to level 8 of the European Union's European Qualifications Framework.

http://ecahe.eu/w/index.php/Framework_for_Qualifications_of_the_European_Higher_Education_Area and MQF 8 in accordance with Malta Qualifications Framework www.mfhea.mt

PART III. COURSES AND AWARD CREDITS

3.1 AWARDS AND CREDITS

All courses shall be comprised of credit-rated modules, normally of 30 credits and, in full-time mode, normally four modules shall be delivered per semester. All student work, including placements and work-based learning assessed against learning outcomes, shall attract a MQF credit-rating at the appropriate level. Placements and work-based learning may exceptionally permit the award of MQF credit over and above that which is normally standard for the stage if approved at evaluation.

Table 1 Number of ECTS credits for awards:

Award	Minimum Credits	Credit Level by MQF
Undergraduate awards		
Bachelor's degree Award	240 ECTS	MQF 6
Pg Higher Diploma	90/120 ECTS	MQF 5
PgDip/Diploma	60/90 ECTS	MQF 5
PgCert	30 ECTS	MQF 5
Graduate Awards		
Master Degree Award	90/120 ECTS	MQF 7
Postgraduate Diploma	60 ECTS	MQF 7
Postgraduate Certificate	30 ECTS	MQF 7
Doctoral Degree		
Doctoral Degree/ Professional Doctorate	n/a	MQF 8

Undergraduate Awards

Exemption from parts of a course is subject to all candidates undertaking an approved course of full-time study, or its equivalent, of the University for a period of at least one academic year during which the candidate must achieve 120 points, at the appropriate level of study based on the assertion that each academic level has a total credit value of 120 points.

Graduate Awards

The maximum credit for prior learning, whether certificated or experiential, that can be claimed towards an award cannot exceed fifty percent of the credits at the level at which the applicant wishes to complete the course with an award, namely:

Bachelor's Degree Award - 240 credits (60 credits at each level)

Postgraduate Certificate -30 credits

Postgraduate Diploma - 60 credits

Master's Degree Award - 120 credits (60 credits at each level)

For both undergraduate and Graduate awards exceptions to the minimum period of enrolment must be approved in advance by Academic Council or the Curriculum Development Committee on its behalf. Following such approval details must be clearly stated in the Course/Programme Document.

3.2 PROGRESSION AND AWARDS

Regulations governing progression and award within a particular course shall specify the requirements for award at each stage or progression to the next stage. The elements of study that are compulsory, optional and/or alternative will be specified in the Course Handbook.

3.3 AWARD DOCUMENTS

1. Programme Certificate/PgCert
2. Programme Diploma/PgDip
3. Bachelor's Degree Higher Education Diploma/BSc
4. Master's Degree Higher Education Diploma/MSc
5. PhD Diploma/PhD

Diploma Supplement

The Diploma Supplement is a document accompanying a higher education diploma providing a standardised description of the nature, level, content and status of the studies completed by its holder.

Diploma Supplement is an important tool of the European Higher Education Area for graduates to ensure that their degrees are recognised by higher education institutions, public authorities and employers in their home countries and abroad.

The Diploma Supplement contains eight sections providing information regarding:

1. the holder of the qualification
2. the qualification type and its originating institution
3. the qualification levels
4. the content of the course and results gained
5. function of the qualification
6. certification of the supplement
7. details of the national higher education system concerned (provided by the National Academic Recognition Information Centres (NARICs))
8. other relevant details

Graduates in all countries taking part in the Bologna Process have the right to receive the Diploma Supplement automatically, free of charge and in any major European language.

Refer to: https://ec.europa.eu/education/diploma-supplement_en

PART IV. ENROLMENT AND REGISTRATION

4. ENROLMENT

Each student at the University shall enrol at the time of initial admission to a degree programme and re-enrol every academic year/or 12 months during the period in which he/she undertakes the course

To be eligible to enrol every 12 months, a student shall have either:

- Compiled with the requirements for student progress prescribed for his/her particular course and have received notification of permission to proceed to the subsequent stage of the course, or
- Received a notification of permission to proceed to re-attend the whole or part of the course for which he/she is enrolled.

A student who enrolls for a course of full-time or part-time study leading to an award of the University or who enrolls for a course offered by the University but leading to an award of another

body (*mobility, exchange students, or professionals of professional development programs*), shall be deemed to be an enrolled student of the University and shall receive an enrolment confirmation.

As part of the enrolment procedure a student, including those designated as associate student, e.g. *mobility, exchange students*, shall formally acknowledge that he/she accepts and will abide by the University Regulations.

4.1 Enrollment Periods

- The standard enrollment period for a Bachelor of Science is eight (8) academic semesters or four (4) academic years. An academic year consists of two (2) academic semesters in addition to an optional summer session or term.
- The minimum enrolment period for a bachelor's degree is four (4) academic years
- The maximum enrollment period for a Bachelor of Science degree is six (6) academic years
- Summer session or term is not considered an academic semester for the purposes of calculating enrollment periods

4.2.1 Maximum period of enrolment

The maximum period of enrolment shall be defined by the requirements of the award. Any approved deviations from the normal period of enrolment to meet professional or regulatory body requirements shall be specified within Programme/Course Documents.

for Undergraduate

Normally the maximum period from the time of first enrolment for undergraduate awards, including MQF level courses and those of other awarding bodies offered at the University, shall be as follows:

For undergraduate

Degree course - 4-year Full-time duration or part-time up to 6 years

for Graduate

Degree Course - 2 years FT duration

The maximum permissible period of enrolment for part-time study shall include any period of time during which the candidate was enrolled as a full-time student at the University. The maximum period of enrolment for a candidate gaining advanced entry to an approved course shall be the same as for other students on the course from that point. In exceptional circumstances, the Academic Council may extend the period of enrolment.

Normally, the maximum period from the time of first enrolment shall be 12 months over and above the normal period of completion, whether the course is taken in full-time or part-time mode.

In exceptional circumstances, the Academic Council may extend the period of enrolment.

4.3 Bachelor's Degree Total Degree Credit Hours

Bachelor's degree program—the major or field—is a program of study that normally requires at least 4 semester courses in general education and a specific field. The degree and major or field appear on the diploma. The Bachelor of Science programs at AUM all require the completion of a minimum of **120 U.S. Carnegie unit credits (US)/240 European Credit Transfer System (ECTS)** or approximately 40 courses, including general education courses.

Degrees normally **take four years** to complete with a maximum of six years full-time learning, assuming summer enrollment. If a degree is not completed *within six years*, all coursework in the major is re-evaluated for its current relevance. A student who wishes to graduate with a bachelor's degree in two or more areas must meet the requirements for the major in each field.

4.4 Bachelor's degree Completion Requirements

- Successful completion of all credit hours as specified by the program curriculum with a minimum GPA of 2.0.
- Completion of the minimum enrollment period and not exceeding the maximum enrollment period.
- Undergraduate transfer or concurrently enrolled students are required to complete a minimum of 50% of the required credit hours at AUM, including the majority of the final 120 US/240 ECTS credit hours.

4.5 Bachelor Student Academic Load

The minimum load for full-time undergraduate students in the fall and spring semesters is 15 US/30 ECTS per semester.

Undergraduate students may register for up to 15 US/30 ECTS in a semester without special approval. If an undergraduate student wishes to enroll for more than 15 US/30 ECTS in a semester they must receive the written permission of both their academic advisor and the Provost. However, within an academic year, a student may not take more than 30 US/ 60 ECTS.

An undergraduate student may enroll in the university as a part-time student, which means that the student registers for fewer than 15 US/30 ECTS credit hours per semester. Typically, an undergraduate student may study part-time for **no more than 12 semesters during their undergraduate** degree program.

5. REGISTRATION INFORMATION

5.1 Advisor's Permission to Register

AUM requires all students to obtain their faculty advisor's approval for registration. AUM expects all students to consult with their advisors concerning course registration each semester.

5.2 Course Registration

The Registrar makes available the Schedule of Classes for the next semester by the middle of the semester. AUM reserves the right to change the class schedule as necessary, and courses listed in the Schedule of Classes may be canceled for insufficient enrollment.

5.3 Course Selection and Registration

The Registrar's Office publishes courses offered in the subsequent semester **during the 8th week** of the current semester. The information included in the schedule of classes includes the course numbers, course titles, meeting days and times, meeting location, faculty members, enrollment counts, prerequisites, and registration restrictions.

Students may select courses in consultation with their academic advisor and then register online via the MyAUM portal. Course pre-requisites and co-requisites reflect

necessary preparation and conditions for attempting a course.

It is the student's responsibility to be aware of these requirements as stated in the AUM Academic Regulations and Programme/Course Handbook and they must have taken required pre-requisites recently enough to be of value. The faculty member may drop students who have enrolled in a course for which they have not met the prerequisites or are not enrolled in a corequisite.

5.4 Registration Changes

The student must complete registration changes within the scheduled adjustment period as indicated in the AUM Academic Calendar.

All students must be registered before the first day of classes for the semester. Retroactive credits will not be awarded to students who are not officially registered.

Students who wish to add classes after the add deadline require approval by the Provost in consultation with both the faculty and academic advisor concerned.

Students are responsible for dropping or withdrawing from their classes. Any classes for which a student enrolls past the drop deadline remains part of the student's official academic record.

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

5.5 Registration Procedure

Students should register for courses prior to the beginning of each semester. AUM advises students to follow these registration procedures:

- Students should start reviewing their academic program and their study plan.
- Students should plan to meet their academic advisors and review the upcoming semester's course schedule to choose their courses and complete the online registration procedure.
- Students must meet with their advisor to approve their schedule of classes prior to online registration.
- After approval from the advisor, the student must enter the approved courses into the online registration system to officially register.
- Once their advisor electronically approves the courses and it is accepted by the system, students must proceed to the Finance Department to settle their bill.

Students must be present at the first meeting of every course (lecture and laboratory) to validate their registration. If students cannot attend the first meeting, they must notify the faculty member beforehand if they intend to continue in that class. Otherwise, their names may be removed from the class roster in both lecture and lab.

5.6 Tuition fee

Students must pay their tuition in full, or they may be dropped from their classes for nonpayment. AUM may also drop students from their classes administratively due to academic suspension, dismissal, or termination.

5.7 Double Majors and Concurrent Degrees

All bachelor's degrees must be awarded with a major. A student may be awarded a bachelor's degree with more than one major by completing the general education requirements and all requirements in each major. At AUM a double major is defined as a single degree with two majors (for example a BSc in two distinct disciplines). Concurrent degrees are defined as two different degrees (e.g., BSc and BA) each with their own major. A double major may be approved provided that the student has a cumulative GPA of minimum 3.0 at the time of electing a second major, has completed 2 full years of study towards the first major but no more than 100 US/200 ECTS credit hours.

In order for the second major to be recognized, the student must meet all the degree requirements for both majors, including general education, and complete at least 30 credits (60 ECTS) in addition to those required by the first major, i.e., the coursework must have at least 30 credits of specialized, program-specific coursework that is unique to each degree. No course substitutions will be available (to a student) in order to complete the requirements for a double major. Overlap in major requirements for each degree is limited to 15 academic credits. Students must apply for each degree separately and will receive a diploma for each degree earned.

5.8 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 necessary procedures.

5.9 Summer Term

During the summer term a student may register for one or two courses. All attendance, grading, and other academic policies apply to the summer term as in the two academic semesters

5. Schedule of Classes

The list of courses offered is available around mid-semester at the Registrar's Office for the following semester's classes.

6. Grade Report

Students may print a grade report for their own records or to issue to a third party. Official transcripts and semester grade reports for tuition reimbursement are obtained through the Registrar's Office.

7. Independent Study

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.

Instructions for Faculty Members:

- Meet with any student requesting an independent study.
- When reviewing requests, be sure that the students are very clear and specific about their responsibility for completing the study with specific tasks, reports, and readings.
- Assign the number of credits that are appropriate for assessing the study and include that information in the written request.
- Be specific regarding your standards for assessing the study and include the standards in the written request.
- Send the signed, completed form to the Chair/ Coordinator of the department for approval and signature.
- Chair/Coordinator forwards the signed form to the Provost for approval and signature.
- Provost forwards the signed form to the Registrar, with copies to the Department Chair/Coordinator, faculty members, and the student's advisor.

8. General Education Programme

Students in all academic programs at AUM must complete the general education program, which complements and contributes to the fulfillment of the mission of the university.

AUM requires that students take a set of courses beyond their major to develop their understanding of broad disciplinary areas and the connections between and among them. The General Education requirements area total of 41 US credits/82 ECTS.

10.1 Program Objectives

The General Education Program aims to develop self-directed individuals who:

- Are engaged and committed citizens aware of the global effect of social, political, and economic change.
- Understand the nature of tradition and world cultures, understand the impact of the past on the present, and respond sensitively in culturally diverse environments.
- Are aware of ethical issues and think critically to make informed and responsible decisions.
 - Use empirical and logical reasoning to assess evidence, evaluate data, make decisions, and solve problems.
 - Understand scientific principles and contemporary developments in science and technology, their impact on human life and the environment.
 - Communicate clearly and effectively in writing and speech and understand the theoretical and stylistic strategies that impact diverse audiences for various purposes.
 - Can locate, access, critically evaluate, and use information ethically and efficiently for a variety of purposes and engage in independent investigations and research.
 - Can interpret the meaning of different forms of artistic expression within historical and theoretical contexts and respond to works of art.

10.2 General Education Program Learning Outcomes

Upon graduation the student will have experience in the following skills:

- Effective written and oral communication skills and the ability to use current technology to create a final written or oral product.
- Recognition, analysis, and evaluation of ethical issues and the ability to defend their positions through reason and argument.
- Effective use of logical and mathematical reasoning to analyze quantitative data and solve problems for personal and professional purposes.
- Effective use of appropriate tools to access information, evaluate sources, and conduct independent research.
- An ability to employ the basic concepts of ethics or one of the social sciences to analyze a contemporary issue.
- Recognition, analysis, and resolution of scientific problems through the application of scientific methods.
- Effective use of computers to incorporate technology into academic content and to access information efficiently.

A recognition of contributions from multicultural contexts that enhance human experience, and the interdependence of the global community to facilitate coexistence in multicultural environments, and/or a recognition of the historical contexts and variety of artistic forms, the nature and norms of creative processes that shape creative works,

and the ability to engage in creative production of original artifacts.

10.3 General Education Degree Requirements

To achieve these outcomes, the General Education Program requires students to take approximately one third of their total credits in the following five thematic areas with total 82 ECTS:

- Communication in a Global Society (3 courses)
- Data and Quantitative Literacy (1 course).
- Scientific Inquiry (3 courses in three different disciplines for BSc, 2 courses in two different for BA).
- Tradition and Innovation in Arts and Humanities (3 courses BSc, 4 courses BA).
- Understanding our Past and Present through Social Sciences (3 courses).

Reviewed: July 2021

Approved: August 16, 2021 (Academic Council)

11. Student Attendance and Academic Progress

1. Attendance and Absence

- a) 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. Only justified and documented absences can be motivated. Only 3 absences can be excused by the faculty/professor/instructor. 3 absences mean 3 classes for undergraduate and 2 for graduate students, and 3 class-days for EAP students. This means 10% attendance can be excused.
- b) Attendance will be taken every class time, not late the 15 minutes after the class started.
- c) 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.
- d) 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).
- e) In case on miss attendance, it is the student responsibility to read all class materials from the missed classes, and also to ask the faculty/professor/instructor for further clarifications during the faculty/professor/instructor official office hours.
- f) There will be no make up for any assessment, midterm, final exam or project report and presentation, except for documented reasonable excuse (e.g. health issue with an attested medical certificate)
- g) If there is a health issue, the notice should be accompanied by an attested medical certificate in cases of illness lasting more than seven calendar days. Students suffering from illness during examination periods must report such illness immediately and are strongly advised in all cases to obtain a medical certificate and to submit it at once to the Registrar, Advisor and the professors concerned. Students resuming attendance after absence should

report to the Academic Advisor, Registrar, and professors which deliver his/her courses, without delay.

h) Faculty members must post their attendance policy on their course syllabus prior to the start of the semester. Faculty/instructors are responsible for reminding students of the importance of regular attendance and for accurately recording student attendance in OIS system. Prior to a foreseen absence a student must notify their faculty member (in person, or by e-mail) if they must be absent for scheduled class sessions. The faculty member may then excuse these absences from the normal class attendance policy or may include the absence as part of the permitted number of absences during the course.

i) Absences sum 25% (3 and ½ 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.

j) Students on a visa and excluded from the study program because of unexcused absences and no progress, they will be reported to Maltese local authority in concern and may result in the loss of the visa.

k) For online classes, attendance requires as mandatory turning on the camera and, for student-class interactions microphone should be on, during the professor lecture or other students’ interventions the microphone should be off.

l) For online assessments in class, camera is mandatory to be on.

2 Unsatisfactory Progress

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

3 Warnings

a) In case of missing attendance, the Registrar, through OIS will automatically issue Non-Attendance Warning Letters and Class Dismiss Letter.

b) 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.

c) 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

d) 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.

e) 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.

4 Student Leave of Absence

a) 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.

- b) 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).
- c) 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.
- d) In case of leave the student is entitling to receive the Student Transcript in original, for the completed semesters.

Reviewed: November 2021

Approved: December 2021 (Academic Council)

12. Transfer

Transfer of credits in ECTS (retrieved from:

https://ec.europa.eu/assets/eac/education/ects/users-guide/key-features_en.htm#ectsTop)

Transfer of credits is the process of having credits awarded in one context (programme, institution) recognised in another formal context for the purpose of obtaining a qualification. Credits awarded to students in one programme may be transferred from an institution to be accumulated in another programme offered by the same or another institution. Credit transfer is the key to successful study mobility. Institutions, faculties, departments may make agreements which guarantee automatic recognition and transfer of credits.

A student may transfer between courses leading to an award at the same level as that for which he/she was initially enrolled.

Any such transfer shall require the permission of the Course Management Team/ Curriculum Development Committee responsible for each of the courses. Where such permission is withheld, a student may appeal in the first instance to the Dean or the nominee, or to the Registrar responsible for the courses concerned. A student may subsequently appeal to the *Student Academic Appeals and Conduct Committee*, operating with the authority of the Academic Council, against the withholding of permission by the Dean or the nominee responsible for the course from which he/she is seeking transfer or to which transfer is being sought.

The Course Management Team responsible for the course to which the student is transferring shall determine the conditions of transfer.

13. Temporary Suspension of Studies

A student who wishes to suspend his/her studies may be permitted by the College Academic Board, which will be advised by the Course Management Team, to defer proceeding for a specified period not normally exceeding one year. In this regard, the College Academic Board shall have delegated authority from Academic Council to make decisions on its behalf. Normally, a student shall be permitted to suspend study only once during his/her course of study.

When granting such permission the College Academic Board shall specify, if appropriate, the assessment opportunities which shall be available to the student on the resumption of his/her studies.

14. Midterm Exams

All midterm exams will be scheduled by the faculty member during the eighth week of the semester. A faculty member may choose not to have a midterm exam if they choose other ways of monitoring progress throughout 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.

14.1 Midterm Progress 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 then in the 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.

15. Final Exams

Final exams are given at the end of undergraduate courses, usually in the 16th week of the semester. 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. 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 syllabi. 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.

15.1 Absences from Final Exams

Absences from midterm and final exams are not to be excused except for sickness on the day of the exam or for any other reason approved by the Provost. The effect of an unexcused absence from a final exam shall be determined by the weighted value of the exam as stated in the course syllabus provided by the faculty member. If absence from a final exam is unexcused, the grade for the course may be entered as "F."

16. Changing Major

Students who wish to change a new major or minor must first contact their advisor. Advisors will discuss major requirements including an explanation of any prerequisite courses needed to be satisfied, courses accepted for major approval and all other major and general education requirements.

required for the degree being pursued. If all requirements for the major are satisfied, a major change request will be sent to the Registrar, the student record will be updated, and a new academic advisor may be assigned.

17. Repeating Courses

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

18. Student Transcripts

AUM's transcripts are the formal record of student attainment. Transcripts are issued by the Registrar. Each course attempted by a student is recorded on this transcript along with their level of attainment. The only notations on the transcript are:

Letter Grades: As defined by the faculty member of record, undergraduate student grades are A, A-, B+, B, B-, C+, C, C-, D, F and XF. These are the only grades that are used in determining student's GPA.

Satisfactory/Unsatisfactory (S/U) in EAP Classes: An "S" grade reflects passing work in a course (A,B); a "U" grade reflects a failure (C,D,F,XF). "S" and "U" have no effect on grade point average.

Incomplete (I): An incomplete may be issued when the quality of work is satisfactory, but some minor yet essential requirement has not been completed, for reasons acceptable to the faculty member. Faculty and students should develop a contract outlining the requirements. Contracts should be filed in the Registrar's Office. The student must complete all the requirements within one month of the commencement of the subsequent semester, excluding the summer session, and the faculty member must turn in the final grade within a week of the due date. Unless the faculty files an explicit written extension, the grade of "I" is changed to an "F" to indicate that the course requirements have not been fulfilled. Students who have filed their intention to graduate have 30 days from the date of degree conferral to resolve any incomplete grades. Any unresolved incompletes will be changed to an "F" after the 30-day period ends.

In Progress (IP): The grade of "IP" indicates that the student is making progress in a course, writing a thesis, dissertation or research project, or participating in an internship that extends beyond one semester or summer term. The grade of "IP" has no effect on the student's grade point average.

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.

Cheating/plagiarism (XF): The XF grade is recorded on the transcript of student who following review by the Student Academic Conduct Committee is found guilty of plagiarism and/or cheating. The XF grade is equal to 0.0 points which affects student GPA.

Student Conduct: Any misconduct that results in suspension will be noted in the student’s official transcript for as long as the suspension is in effect. A sanction of dismissal will be noted on the student’s transcript.

Students may obtain official transcripts from the Registrar’s Office via the MyAUM portal (OIS) or submit a transcript request form to the Registrar’s Office for processing. There is a fee for official transcripts. Unofficial copies can be obtained at the portal at no cost. Transcripts will not be furnished for students or former students whose financial obligations to the college have not been satisfied.

The AUM official transcript and diploma is printed in English. Student names are printed in English exactly as they are printed on their passports or if not in English on their official identity cards from Malta.

19. Transfer Credit

Only courses with a “C” or better will be transferred into AUM. Such credits should have been earned not more than five years prior to the transfer. Credits for transfer must be approved by the Provost or designee in writing. Transfer credits will be noted on the transcript with a grade of “TR.”

Undergraduate transfer credit may be awarded up to limits established in ‘Degree Requirements’. Furthermore, students must meet the general education, major and upper-level course requirements in order to graduate.

Grades earned in transferred courses do not count in the student’s GPA, though transferred credits count toward the cumulative earned hours and may apply towards meeting graduation requirements.

An enrolled student is eligible to apply to take courses at another college/university during the summer with the intention of transferring credits to AUM provided the following conditions are met:

- Contact/credit hours for the course at the host university must be equivalent to or greater than the contact/credit hours required for its equivalent course at AUM, if equivalency is sought.
- The language of instruction of the course(s) taken at the host university must be English (except for language courses conducted in other languages), unless otherwise approved by AUM.

Students should verify in writing with the Registrar prior to enrolling in any courses at another college or university to ensure the course/credits will transfer back to AUM.

20. Withdrawal from the University

Official withdrawal removes students from any academic program and cancels student status at AUM. In order to return to the university, students need to apply for re-admission through the Admission Office. Students who wish to withdraw must complete a Withdrawal Form available in the Registrar's Office and get clearance from all university departments. If the student completes the withdrawal process satisfactorily and all financial obligations to the university are clear, the Registrar will record the effective date of withdrawal and all courses will be marked with a "W" on the student's permanent academic record for that semester. AUM uses the effective date for calculating billing or refunds.

21. Student Academic Progress

Academic Standing

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

- **Good Standing:** Undergraduate students with a semester and GPA of 2.0 and above.
- **Probation:** After completing 15 US/30 ECTS credit hours of study, any undergraduate student with a cumulative or semester GPA below 2.0 is placed on probation. While on academic probation, undergraduate students may not register for more than 15 credit hours (30 ECTS) in any semester.

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

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

21.2 Grading System

Grades and Determination of Grade Point Average

The following grading system has been adopted by AUM:

Undergraduate Grading System			
Grade	GPA Points	Percentage 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 – 69.99	Unsatisfactory
D	1.0	63.00 -65.99	Unsatisfactory
F	0	0.00 - 62.99	Failing
XF	0	0.00	Failing because of cheating/plagiarism
WF	0	0.00	Withdraw with F Grade

Grades for courses taken at AUM appear on both the official and unofficial transcript. Courses not designated as repeatable for credit (i.e., topics courses) are not included in the GPA calculation. If a course is repeated, only the second grade earned of the course is calculated into the cumulative GPA. Credit for non-repeatable courses is given only once.

Grades recorded as a result of sanctions and/or academic misconduct are included in the cumulative GPA.

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

21.3 Final Grades – Completion and Appeals

All grades except incomplete “I” are final when submitted by the faculty member of 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 Faculty and approved by the decision of the Academic Council. 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 outcome 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 *Student Appeal and Conduct Committee* with supporting evidence that addresses one of the specified criteria for the basis of the appeal.

Once a grade appeal is received, 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:

1. The student should complete a Grade Appeal Request Form and submit it to the *Student Appeal and Conduct Committee* 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.
2. The Student Appeal and Conduct Committee 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.
3. If there is no change, then the Student Appeal and Conduct Committee 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.
4. The Provost will nominate an ad-hoc Committee, which will comprise 2 faculty members, 1 administrator and 1 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.
5. The ad-hoc Committee will examine the final exam paper again, within 2 (two) working days.
6. 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.
7. 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.
8. 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.

22. Graduation

A student must be in good academic standing to be eligible for graduation.

22.1 Commencement

Commencement provides an opportunity for students and their families to celebrate their achievement. AUM circulates details about commencement within a month of the date of the ceremony.

22.2 Graduation Requirements

The University stipulates graduation requirements for any individual student in effect when the student began matriculated studies in the degree program. Every individual student is personally responsible for meeting all graduation requirements.

22.3 Names in Degree Document

AUM spells the names of students in English when printed on degrees exactly as they appear on their passports or identity cards. If a name on a passport or an identity card does not appear in English, then the spelling of the name AUM prints according to the personal preference of the student.

22.4 Petition to Graduate

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

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

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

PART V. CURRICULUM AND STRUCTURE

5. Curriculum and programme structure

The curriculum for a degree programme shall be appropriate to the aims and Level Learning Outcomes of the award to which the course leads. (*See AUM Academic Regulations Part II*)

The structure of the degree programme shall provide for the progression of students, from the level of knowledge and skills required for admission to the level specified for the award.

5.1 Titles of the Course

The title of each degree programme/course reflects the content and accord with the form generally accepted by institutions of higher education and by the relevant professional bodies. The title shall not be changed between periodic reviews without the prior approval of the Academic Council

5.2 Course Numbering and Sequencing

Each course offered by the university has a designated 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. MAT 101 thus indicates that the course is Mathematics and is appropriate for students in or beyond their first year of study. FIN 450 indicates that the course is in Finance and is generally intended for fourth year students, although the course may be taken by juniors if there are no unmet pre-requisites, or it is only offered in alternate years.

The following course levels and uniform course numbers are defined at AUM to ensure consistency throughout the university curriculum.

- 000-099 Preparatory Courses that do not carry credit.
- 100-299 Lower-level undergraduate courses.
- 300-499 Upper-level undergraduate courses.
- 500-699 Graduate-level courses.
- 100- Introduction to subject or survey of a discipline
- 200 - Increased depth of study combined with application of theory 300 - Analysis, synthesis, evaluation of theory or data
- 400 - Creation of new ideas, behaviours, objects of art 500 - 600 graduate level work

5.3 Class Periods and Credit Hour Definition

Each course (excluding the EAP program) has a credit value. That credit value applies to specific degree programs but does not apply to all degree programs. Regardless of the format or the time period in which the course is offered the student work expectation for all courses is the same. **One semester credit hour (2 ECTS) represents about 50 contact/learning hours over the course of a 16-week semester** plus an additional 120 minutes of outside work on average during each week of the semester.

At AUM classes normally meet three times a week in 50-minute periods or two times a week in 75-minute periods. In some cases, usually advanced courses and practical work, class may meet once per week for 150 minutes. The university holds classes five days a week from Monday through Friday. If necessary, make up classes may be held on Saturdays. University administrative offices are closed on Saturday and Sunday.

All classes are expected to meet on the days and times published in the course schedule. Changes may only be made with the approval of the Provost and the assent of every student in the class. Independent study or research, internships and other programs for experimental learning, and other study opportunities may follow a different approved time frame and schedule.

5.3.1 Credit point system for courses

The system of distribution of hours per course

Number of course credits	Number of hours	Including taught			Non taught - Students Independent Work	
		Number of Lecture sessions	Number of Practical class sessions	Number of Lab sessions (if any)	Tutorials (hours)	Self-study hours
1	25	2	2	3	4	14

2	50	4	4	6	8	28
3	75	6	6	9	12	42
4	100	8	8	12	16	56
5	125	10	10	15	20	70
6	150	12	12	18	24	84
7	175	14	14	21	28	98
8	200	16	16	24	32	112
9	225	18	18	27	36	126
10	250	20	20	30	40	140

5.4 Course Prerequisites and Corequisites

Course prerequisites or corequisites reflect necessary preparation and conditions for attempting a course. It is the student's responsibility to be aware of these requirements as stated in the AUM Academic Regulations, and they must have taken required prerequisites recently enough to be of value. The faculty member may drop students who have enrolled in a course for which they have not met the prerequisites or are not enrolled in a corequisite.

5.5 Aims and Level Learning Outcomes of the Course

Each programme and course shall have specified Learning Outcomes, as described in the Course Handbook; these shall be stated in the Programme, Course Handbooks and Module Descriptors as appropriate.

5.6 Programme Learning Outcomes/PLOs and Course Learning Outcomes/CLOs

The continuous improvement cycle begins with planning and articulating the programme learning outcomes (PLOs) and the student learning outcomes of the course (CLOs). Program learning outcomes (PLOs) are broad statements that describe the career and professional accomplishments the program's graduates are expected to achieve. Program learning outcomes (PLOs) are expanded into detailed statements, which are expressed in a way that enables them to be evaluated.

Program CLOs are more focused statements that describe what students are expected to know and be able to do by the time they graduate on the level of courses. These CLOs relate to the skills, knowledge, and competencies that students acquire through their successful completion of the program. A matrix is typically developed to correlate the program CLOs into the appropriate program learning outcomes/PLOs as shown in Table 1

Table 1 Correlation of PLOs to courses

Programme Learning Outcomes (PLOs)	Courses in core curriculum				
	Course in Maths	Course in...	Course in...	Course in...	Course in...
	MATH102 Math 120				

PLO 1	x		x		x
PLO 2		x	x	x	
PLO 3	x	x			x
PLO 4			x	x	x
PLO 5	x	x	x		
PLO 6	x	x		x	
PLO 7		x		x	x

6. Assessment

Assessment regulations for a course are given in Regulation **Part VII: Assessment**

7. Work placement

A planned period of experience outside the institution (for example, in a workplace) to help students to develop particular skills, knowledge or understanding as part of their programme. (see *AUM Academic Quality Manual* for Placement procedures)

8. Work-based learning

Learning delivered by a university, college or other training provider in the workplace, normally under the supervision of a person from the same company as well as a professional teacher from the university. Please refer to:

https://ec.europa.eu/assets/eac/education/ects/users-uide/glossary_en.htm#workload

9. Work Placement Certificate

A document is issued by the receiving organisation/enterprise upon the trainee's completion of the work placement, and it can be complemented by other documents, such as letters of recommendation. It aims to provide transparency and bring out the value of the experience of the student's work placement. Please refer to:

https://ec.europa.eu/assets/eac/education/ects/users-guide/glossary_en.htm#workload

10. Student's Workload

An estimation of the time learners typically needs to complete all learning activities such as:

- Lectures
- Seminars
- Projects
- Practical work
- Work placements
- Individual study

required to achieve the defined learning outcomes in formal learning environments. The correspondence of the full-time workload of an academic year to 60 credits is often formalised by national legal provisions. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year, which means that one credit corresponds to 25 to 30 hours of work. It should be recognised that this represents the normal workload and that for individual learners the actual time to achieve the learning outcomes will vary. Please refer to:

https://ec.europa.eu/assets/eac/education/ects/users-guide/glossary_en.htm#workload

A student should not record less than 2.0 GPA per semester. A graduate student who records 2.0 GPA is allowed to enrol only for 2 courses per semester, equivalent with 12 ECTS (6 ECTS per course), respectively a workload of 300 hours. A graduate student whose GPA is between 3.0 and 3.5 GPA is allowed to enrol for 3 courses (18 ECTS), respectively workload of 450 hours. A graduate student who records equal and up to 3.5 GPA, may enrol in 4 courses (24 ECTS) or more 5 (30 ECTS), but the workload cannot exceed 750 hours per semester.

Note: in Malta 1 credit is equal to 25 hours (in accordance with MFHEA Regulations)

Note: For more details on Course/programme requirements, please see Course Handbook

PART VI. ADMISSION POLICY

1. INTRODUCTION

Admission to the University is subject to the requirements that the student will comply with the University's registration procedures and will duly observe the University Regulations in force.

The entry requirements for each course of the University are defined in terms of stated qualifications or their equivalents and are intended to facilitate assessment of the candidate's ability to meet the demands of the course.

2. PRINCIPLES OF ADMISSION

Principle of open access and equality

The Admissions Policy of the University seeks to ensure open access and equality of opportunity for all applicants. Admission to the University is subject to the requirement that the student will comply with the University's admission and registration procedures and will duly observe the Regulations of the University in force.

Principle of Eligibility and Conduct

Before being admitted to a degree course of the American University of Malta, applicants must satisfy the particular requirements for the course to which entry is sought, which will include acceptable levels of education level.

No person may be admitted as a student of the University without having:

- (a) attained the age of seventeen years;
- (b) produced such testimonial of good character and proficiency as may be required.
- (c) Every student shall, on admission, and subsequently when required, attend for registration
- (d) Every student shall pay such fees for admission, registration, courses of study, examinations, conferment of degrees and otherwise as and at such times as may be fixed by the Council.
- (e) Every student shall maintain at all times and in all places an acceptable standard of conduct and shall comply with such Regulations relating thereto as shall have been duly made by the University or by the authorities of any hall of residence or affiliated

institution: without prejudice to the generality of the foregoing every student shall be liable to disciplinary action in respect of conduct which:

- is discreditable to the University or detrimental to the discharge of the University's obligations.
- disrupts the teaching, research, or administration of the University
- damages University property or obstructs or endangers the safety of officers, employees or students at the University or visitors to the University;
- involves the use or attempted use of unauthorised or unfair means in connection with any examination.

3. ADMISSION REQUIREMENTS

All applicants to any programs of study at the American University of Malta must satisfy AUM entry requirements.

3.1 Undergraduate Admissions for Undergraduate Courses:

In accordance with MFHEA requirements the minimum entry requirements for undergraduate (Bachelor) degree courses are as follows:

- Three MQF/EQF Level 4 individual subject qualifications, or equivalent OR
- Full Level 4 Qualification with at least 120 credits, or equivalent OR
- Full Level 4 Matriculation Certificate, or equivalent

These minimum entry requirements do not exclude the need for additional course-specific requirements indicated by the University.

3.2 AUM application can be done by the following ways:

Online

If an applicant applies online they have to submit scanned copies of Secondary School qualifications certificates and transcripts in the original language, as well as certified English translations, if necessary.

On-campus

If admitted to AUM on-campus, all original documents must be presented to the Admissions Office in order to be permitted to officially enrol.

Details of acceptable Secondary School qualifications are provided below:

3.3 Secondary School Records

- Scanned copies of Secondary School qualifications certificates
- transcripts in the original language
- certified English translations (if necessary).

If admitted to AUM, all original documents must be presented to the Admissions Office in order to be permitted to officially enrol.

All applicants to any undergraduate program of study (MQF 6) at the American University of Malta must satisfy one of the following entry requirements:

3.4 For candidates following the Maltese education system:

- Matriculation (MATSEC) certificate
- two subjects at an Advanced level
- three other subjects at Intermediate level and Systems of Knowledge
- a pass at Grade 5 or better in the Secondary Education Certificate (SEC) examinations in English Language.

If you are not in possession of a SEC certificate in English, you might be asked to carry out an Institutional iTEP test.

OR

- Three subjects at Advanced Level (MQF 4)
- a pass at Grade 5 or better in the Secondary Education Certificate (SEC) examinations in the English Language.

If you are not in possession of a SEC certificate in English, you might be asked to carry out an Institutional iTEP test.

Candidates following the US system must submit the following:

- scanned copies of the transcripts for the last two years of High School
- Students must be in possession of an average GPA of 2.0 for admission.

3.5 Candidates following the British system

(GCSE/IGCSE - General Certificate of Secondary Education/ International GCSE) must be in possession of one of the following:

- i. Levels - Five subject exams with grades of D or above on each, or
- ii. A/S or A Levels – Three subject exams with a minimum of grade D on each.

3.6 An International Baccalaureate Diploma obtained at 24 points or higher.

3.7 Any other qualifications that in your home country give you access to a college/university education will be assessed independently by AUM for comparability, e.g., European Baccalaureate, Advanced Placement, etc.

Additional Requirements: Please note that specific degree programs may have additional requirements to those indicated above.

4. Conditional admission

Conditional admission is offered to all applicants who are still waiting for their MATSEC results. These results must be submitted by the student to the Admissions Office within 1 week of receipt.

Conditional admission is also offered to all applicants who meet all requirements except English proficiency. Conditional admits must enrol as full-time students in the AUM English for Academic Purposes program.

Additional Requirements: Please note that specific degree programs may have additional requirements to those indicated above.

5. Proof of English Language Proficiency

The Language of instruction at the University is English, and proficiency in speaking, listening, reading and writing is essential. Students whose first language is not English, or who originate from countries whose national language is not English, are additionally required to demonstrate

English language proficiency to the following minimum standards as described in the following paragraph of this Policy.

The English language proficiency requirement may be waived if you are a native speaker of English and you have completed your secondary education in a country where English is the official language and English was the language of instruction where you graduated.

AUM reserves the right to request English test results from any applicant.

Examining Boards recognized by AUM and minimum scores required:

The minimum standard required for undergraduate provision will be an English Language competency score of IELTS 6.0, or equivalent. Students who can demonstrate successful completion of tertiary studies in a country whose national language is English, may be exempted from this requirement. Exceptionally, there may be a requirement for more stringent English Language competency in some courses and this shall be set out in the relevant Course\Programme document.

Examining Boards recognized by AUM and minimum scores required:

Undergraduate	IELTS	TOEFL	PTE	iTEP Academic plus	iTEP-EAP Institutional
	6.0	65	48	3.7	4.5

Note: All score reports will only be valid if issued within 2 years from the date of matriculation at AUM

English language equivalency

For Undergraduate Courses:

- TOEFL 213 (550 on paper test) or TWE (Test of Written English) at 4.0 or above
- GCSE English language\GCE O English language at Grade C or above
- Indian State or National Exam Boards 65% average at 10th and 12th Standard excluding Punjab, Gujarat, Kerala, which are not accepted in lieu of IELTS
- UCLES First Certificate at Grade B or above
- UCLES Certificate in Advanced English at Grade C or above
- London Chamber of Commerce: English for Business- pass at 3rd level
- London Chamber of Commerce: English for Commerce - pass at 3rd level
- Oxford Higher Level Certificate – Pass, Credit or Distinction
- Hong Kong A level Use of English -Grade D or above
- Malaysian 1119 syllabus (UCLES) – Grade C or above

For Graduate Courses:

- TOEFL 23 (570 on paper test) or better with test of Written English (TWE) at 4.0 or above
- GCSE English Language at Grade C or above
- Indian State or National Exam Boards 65% average at 10th and 12th Standard excluding Punjab, Gujarat, Kerala, which are not accepted in lieu of IELTS
- UCLES First Certificate at Grade B or above
- UCLES Certificate in Advanced English at Grade C or above
- London Chamber of Commerce: English for Business- pass at 3rd level
- London Chamber of Commerce: English for Commerce - pass at 3rd level
- University of Michigan Certificate of Proficiency in English with Pass or Honors
- Oxford Higher Level Certificate -Credit or Distinction

6. Transfer Credit

Undergraduate students applying for transfer to AUM must have a minimum average **GPA of 2.2**.

Only courses with a “C” or better will be considered for transfer into AUM. Such credits should have been earned not more than five years prior to the transfer. Transfer credits will be noted on the transcript with a grade of “TR.”

Undergraduate transfer credit may be awarded up to limits established in the Course catalogue. Furthermore, students must meet the general education, major and upper-level course requirements in order to graduate.

Grades earned in transferred courses do not count in the student’s cumulative GPA, though transferred credits count toward the cumulative earned hours and may apply towards meeting graduation requirements

7. Other patterns of pass

Prospective entrants may offer other patterns of passes equivalent to these levels of attainment. The University also accepts a variety of vocational, professional and other qualifications for entry purposes such as Malta Further and Higher Education Authority qualifications, access and foundation courses, international and overseas qualifications

Some courses may require entrants to have reached a standard above the minimum level for entry in one or more specified subjects; candidates for entry should consult the entrance requirements for courses contained in the Programme, Course Handbooks.

In addition to the requirements, to be eligible for admission, an applicant shall normally possess either a relevant honours degree or any other qualification deemed by the Academic Council to be acceptable for this purpose.

8. Admission Requirements for Graduate Degrees

Graduate Admissions:

Academic Records & Transcripts

Scanned copies of qualifications and transcripts in the original language, as well as certified English translations, if necessary. If admitted to AUM, all original documents must be presented to the Admissions Office in order to be permitted to officially enroll.

All applicants to any graduate program of study (MQF 7) at the American University of Malta must satisfy the following entry requirements:

A bachelor’s degree (comparable to MQF level 6) with a minimum of 180 ECTS or equivalent.

An average GPA of 2.2

Any other qualifications that in your home country would be equivalent to a full degree program will be assessed independently by AUM for comparability. Conditional admission is offered to all applicants who are still waiting for their degree results. These results must be submitted by the student to the Admissions Office within 1 week of receipt.

Additional Requirements: Please note that specific degree programs may have additional requirements to those indicated above.

8.1 Principles of Admission

8.2 The principal academic criterion for determining an applicant's suitability for admission is that there is a reasonable expectation that he/she will be able to fulfil the award objectives and achieve the standard required for the award.

8.3 The admissions policy of the University seeks to ensure equality of opportunity for all applicants

8.4 An enrolled research student may make an application to register for:

- Master of Science (MSc by Research);
- Doctor of Philosophy (PhD);
- Doctor of Philosophy (PhD) by Public Output;
- Doctoral Degrees (Professional) awards

8.5. Admission Requirements

8.5.1 Applicants intending to register for either the Degree by Research, with the possibility of transfer to PhD, shall normally possess a degree recognised for this purpose by the Research Committee, or a qualification which is regarded by the Committee as equivalent to such a degree.

8.5.2 Direct registration for the Degree of PhD may be permitted where an applicant holds a Master's degree by research awarded by a university recognised for this purpose by the Research Committee, provided that such a degree is in a discipline appropriate to the proposed programme of research and included training in research together with the realisation of a research project. The Committee may permit a research student to register who holds a good honours degree, in an appropriate discipline and where, in the opinion of the Committee, there is adequate evidence to show that the applicant possesses appropriate research and/or professional experience.

8.6 English Language Competence

8.6.1 The language of instruction at the University is English and proficiency in speaking, listening to, reading and writing English is essential. Students whose first language is not English, or who originate from countries whose national language is not English, are, additionally required to demonstrate English language proficiency to minimum standards defined in this Regulation. The Research Committee shall ensure that an applicant has sufficient proficiency in the English language in order to satisfactorily complete the programme of research and to prepare and defend a thesis in English.

8.6.2 The minimum standard required for research degree provision will be an English Language competency score of IELTS 6.5 or equivalent *as set in Regulation Part II: Admission*. Students who can demonstrate successful completion of tertiary studies in a country whose national language is English, may be exempted from this requirement. Exceptionally, there may be a requirement for more stringent English language competency in some courses and this shall be set with the prior approval of the Research Committee.

8.7. Research Methods and Related Studies

All research students, unless they can demonstrate prior learning deemed appropriate for the purpose by the Research Committee, shall be required to enrol on the University's Postgraduate Certificate in Research Methods. The course is intended to provide the research student with a programme of related studies and ensure the research student has attained the necessary

competence in research methods and knowledge related to the subject of the thesis. The course is devised with the following objectives:

- to equip the research student with the skills and knowledge necessary to undertake;
- to make available a body of knowledge normally associated with a degree in the subject area of the proposed programme of research;
- to provide a breadth of knowledge in related subjects.

Simultaneous registration for a course other than the Postgraduate Certificate in Research Methods shall require the permission of the Research Committee. The Committee shall permit a research student to register for another course of study concurrently with a research degree only where such a course of study is undertaken in the part-time mode and where the Committee is satisfied that dual registration shall not inhibit the research student's programme of research

8.8 Accreditation of Prior Learning (APL)

When considering applications from research students holding qualifications, the Research Committee requires to establish the applicant's suitability for the proposed programme of research. Applicants should therefore be prepared to provide the Committee with such evidence, together with the names of two appropriate referees whom the University can consult with reference to the applicant's academic attainment and fitness for research. The Research Committee may require an applicant to pass an externally assessed qualifying examination at a level equivalent to MQF level 6 or 7 before registration is approved

8.9. Enrolment for Research Programmes

A research student shall initially enrol as a student of the University at the commencement of any semester during a session and thereafter, shall enrol as a student of the University at the commencement of each session during which he/she is registered for an award. As part of the enrolment procedure a research student shall formally acknowledge that he/she accepts and will abide by the University Regulations

9. Admission Requirements for Professional Development

10. Admission for Work Placement and Research Internship

11. Admission for mobility and exchange students

12. Re-admission

A student who elects to leave the course prior to the final stage and to accept the award appropriate to the part of the course which has been successfully completed shall be entitled to seek re-admission to the course at a later date. The terms of any such re-admission shall be at the discretion of the University, and specifically shall take account of any changes in the content of the course which have been made since the applicant's previous attendance. Where such an applicant is re-admitted and subsequently satisfies the requirements for a higher level of award in the course concerned, he/she shall be eligible to receive the higher award only on agreeing to relinquish the lower level award previously accepted.

13. Second Degree Requirements

A student who has been awarded a bachelor's degree from an accredited institution may earn an additional bachelor's degree at the AUM. Students cannot major in a discipline if they've earned a major or a minor in the same or substantially similar discipline from a prior degree. The student must satisfactorily complete all major requirements. The general education requirements for a second degree are considered waived. Students must

also complete the minimum residency requirement of 36 US credits (72 European Credit Transfer Credits (ECTS)).

14. Accreditation of Prior Learning (APL)

4.1 Accreditation of Prior Learning (APL)

APL is the generic term used for the award of credit on the basis of demonstrated learning that has occurred at some time in the past. This learning may have come about as the result of a course, or self-directed study, or as the result of experience either at work or in leisure pursuits. The latter is usually referred to as prior experiential learning.

The terms accreditation of prior learning (APL) or accreditation of prior experiential learning (APEL) are used to denote the procedures and arrangements for the formal recognition and the act of formal recognising, in the case of APL some kind of certificated learning, and in the case of APEL all forms of non-formal and informal learning.

The credit that may be awarded within higher education on the basis of prior learning may take the form of entry into a programme of study, advanced standing within a programme of study, or credit towards an award. Decisions about the type and amount of credits may be based on certificates the learner has gained which demonstrate that learning has been assessed, or may take into account learning from experience which is considered worthy of credit.

In all cases, credit is awarded for learning which can be demonstrated, or not for the experience itself. The resulting credit is of equal standing to that awarded to learners following a more traditional route to an award, for example, through taught or distance learning modules.

14.2 Accreditation of prior experiential learning (APEL)

Accreditation of prior experiential learning (APEL) systems "evaluate and recognise individuals' existing knowledge, skills and experience gained over long periods and in diverse contexts, including in non-formal and informal settings. The methods used can uncover skills and competence that individuals themselves may not have realised they possess and can offer to employers.

The University recognises two types of prior learning certificated (APL) and experiential (APEL) which may facilitate the following:

- entry to the first stage of a course for which the applicant does not possess the necessary entry qualifications
- exemption from specific modules/elements of a course, e.g., the work placement; advanced entry to a course.

The Course Management Team, operating with delegated authority from the Academic Council, must decide whether the candidate has achieved the learning outcomes associated with elements of their chosen course as a result of their prior learning. It is the learning arising from the candidate's experience which should be accredited and not the experience itself. One exception to this rule is where candidates are seeking exemption from the work placement element of a course, in which case their prior work experience would be taken into consideration.

The simultaneous double counting of credit for the same module towards awards of the University shall not be permitted. Therefore, once credit has been counted towards one award of the University, it cannot be used towards another award of the University. In such circumstances

where exemptions cannot be granted, alternative modules should be selected on the advice of the Course Management Team.

The requirements of the relevant professional body should be carefully considered by Course Management Teams. In particular, there may be restrictions on a candidate's entitlement to exemption from professionally recognised courses.

14.3 Maximum Credit per APL Claim

Credit per APL Claim applies to both Accreditation of Prior Certificated Learning (APCL) and Accreditation of Prior Experiential Learning (APEL).

14.4 Obligations

Responsibility for operating the APL scheme rests with the appropriate College.

The candidate is responsible for making the claim to have their prior learning accredited.

Where candidates qualify for entry with advanced standing, they may gain exemption from the whole or part of a stage of study. Where candidates are exempt from specific modules as a result of their prior learning, this should be indicated on each student's record and reported at the appropriate Assessment Board. Candidates' portfolios of evidence should be made available for consideration by the External Examiners. For Classification of Final Award.

For candidates who gain entry with advanced standing as a result of a successful claim to have their prior learning accredited the award classification will be based on the remaining non-exempt part. APL candidates shall be made aware of this as some might opt to study elements of the course in the traditional manner in order to maximise their final award classification.

15. Get Qualified Scheme

All AUM undergraduate and graduate programs are eligible for the Get Qualified scheme, where Maltese citizens and permanent residents can receive up to 70% refund of their tuition fees. Students can apply as early as their first semester of studies. The amount of refund received cannot be higher than what the student or the parents have paid in a particular year, but the tax refund may be spread over a number of years until the full 70% refund has been received. The refund is not deducted from taxes but is actually sent as a cheque at the end of the year.

16. Student Referral Program

The student referral program is designed for currently enrolled students who would like to refer their family and friends for admissions to AUM. Eligible students will receive a €750 tuition credit in their account. If they know of a friend, family member, co-worker or anyone else who might be interested in studying at an American-style university on one of the most beautiful islands in Europe, just provide our AUM Admissions Office with a completed Referral Form and a team member will follow up with the student directly and help guide them through the application process.

17. Scholarships

For eligible scholarships please see www.aum.edu.mt

PART VII. ASSESSMENT POLICY

7.1 OVERVIEW

The principle of assessment is to enable students to demonstrate that they have fulfilled the learning outcomes of a study cycle/ level and achieved the standard required for the associated award. All courses are subject to *AUM Academic Regulations* that relate assessment requirements to the course learning outcomes; it is on the basis of these requirements that the Examiners judge students' performance.

The assessment should provide both an objective and a comprehensive measure of individual student achievement and relate it to the national standard of awards. External Examiners may be involved in all assessments contributing to a particular award.

Assessment should reflect overall student performance objectively. The main role of Examiners or Assessment Boards is to ensure the correct application of the University Regulations relating to assessment, progression, and awards.

7.2 PRINCIPLES OF ASSESSMENT

Assessment should be reliable and consistent with the learner's academic performance

Assessment information should be accessible, transparent to the learner

Assessment should be equitable, explicit, and fair

7.3 Assessment types

7.3.1 Formative assessment

For staff:

- To monitor student learning at each class/assignment
- To ascertain progress
- To check understanding
- To teach responsively

For students:

- To practice self-evaluation of their own learning
- To build knowledge and check understanding
- To identify strengths and weaknesses
- To continually improve learning and growing
- To target learning and development

Formative assessment can be informal, done within class, and with no associated module marks or weighting. Formative assessment can be included more formally in a module. This could either be as a pass/fail element which does not impact on the final grade, or an assessment that carries module marks. The most essential element of formative assessment is quality feedback.

1. **Student engagement with feedback is promoted.** A formative approach and ongoing dialogue with students will motivate them to engage with feedback.
2. **Feedback is for learning.** Students will be able to apply and reflect on feedback to improve their current and future performance.
3. **Feedback is clearly communicated to students.** Students will know what kind(s) of feedback they will receive and when it will be available to them.
4. **Feedback is timely.** Students will receive regular feedback throughout modules, timed to help with final assessments.

5. **Feedback is consistently delivered.** Feedback will be accessible and consistent, and relate to assessment criteria and learning outcomes.
6. **Feedback quality is maintained.** Staff will receive support with issues such as curriculum design to ensure feedback is prioritised and effective.

he following table describes the characteristics of helpful feedback and offers some specific ideas for making your feedback better quality.

Feedback characteristic	Practical ideas
Personal, relevant and specific	<ul style="list-style-type: none"> Students should feel like you are speaking to them as an individual, and that you are specifically commenting on their piece of work. Focus on the elements that are important for future assignments. Be specific - try to avoid using statements like 'good', or 'needs improving', or 'this was not correct', or ticks/crosses!
Actionable (all feedback should feed-forward)	<ul style="list-style-type: none"> Provide specific actions for future assignments. This is where a knowledge of the programme as a whole is useful.
Constructive, encouraging and motivating	<ul style="list-style-type: none"> Be constructive, and design your feedback to aid a student to improve. Adopt an encouraging tone, and offer realistic suggestions for improvement, whilst not shying away from criticism. This is the case even if a student has done well in an assignment - a student should still know why they did well, and what they should take forward to future assignments.
Encourages various forms of dialogue	<ul style="list-style-type: none"> What opportunities do students have to discuss their feedback with their academic tutors?
Clearly linked to assessment criteria	<ul style="list-style-type: none"> This can easily be done by providing a highlighted marking matrix/rubric for each student to show how they performed against the criteria.
Timely	<ul style="list-style-type: none"> Time feedback so as to be useful for future assessments. There is the expectation that students should receive personal feedback within three weeks of the deadline for an assessment.

Feedback helps students to:

- Understand the marks they have been given.
- Know where/what to improve for future assessments.
- Understand their progress against learning outcomes.
- Identify strengths and weaknesses.
- Improve their understanding of subject material and build upon their learning.
- Develop assessment literacy skills.
- Make choices regarding study pathways.
- Become self-reflective practitioners and lifelong learners.

Formative assessment can be a 'practice' for a summative assessment. This will familiarise students with the assessment type and also provide formative feedback that students can use for their final assessment. Formative assessment can also be used as part of the process of supporting students to reflect on their own learning. This is an inclusive approach to assessment, especially when the method of assessment is new and unfamiliar. It may help to lessen students' anxieties, and develop their assessment literacy. They can mark their work using provided criteria and rubrics, students can check their works themselves, they can assess themselves, etc.

Examples of formative assessment:

- In-class or online quizzes
- 'Homework' tasks discussed in seminars
- Peer feedback activities
- Submitting a blog post for feedback in advance of a longer piece of summative reflective writing
- Problem-solving classes
- Practice exams

7.3.2 Summative assessment

Summative assessment usually happens at the end of a learning unit.

For staff:

- To measure whether a student has met the learning outcomes and to what extent at the end of a unit of study
- To make further improvements in teaching in future iterations

For students:

- To understand their overall performance in a unit of study
- To understand whether they have met the learning outcomes, and to what extent, at the end of a unit of study.

Examples of assessments that could be used summatively:

- Written unseen exams
- Multiple choice question (MCQ) exams
- Open book exams
- Seen exams
- Essay submissions
- Dissertations
- Digital assets (video, audio, website)
- Portfolios

Both formative and summative assessment are ways to understand student learning, opportunities to give and receive feedback, and ways to evaluate the effectiveness of teaching. Aim to provide a balance of formative and summative assessment over a unit of study.

7.4 Assessment events and Assessment Board

There shall be an Examiners/ or an Assessment Board for every course leading to an academic award of the University. This Board shall normally meet twice in each academic session.

For awards of the University, Assessment Boards are accountable to the Academic Council and make recommendations to the Academic Council in respect of each student, examination materials, procedures of assessment and criteria. Membership of Assessment Boards includes the Faculty and/ or External Examiners appointed by the Academic Council.

For awards of the MQF, Assessment Boards are accountable to the Academic Council and make recommendations in respect of each student.

The formal meeting of a Board may be preceded by a meeting of a subsidiary Assessment Committee at which the External Examiner is not in attendance. The remit of such a Committee shall be to permit initial discussion of the pattern of results and hence facilitate discussion at the Assessment Board with the intention of allowing it to ratify straightforward recommendations and to concentrate on exceptional cases.

At meetings of Boards, formal voting shall not normally be used as a means of reaching decisions. Every effort shall be made to resolve disagreements, and to reach unanimous conclusions. If, despite this effort, disagreement between internal members of the Board cannot be resolved, the view of the External Examiner(s) shall prevail, unless:

1. either notwithstanding the view expressed by the External Examiner(s), the majority of the Board members present remain unprepared to accept the view of the External Examiner(s);
2. there is a disagreement among the External Examiners which it has not been or possible to resolve.

In the event of (1) or (2) above, the Assessment Board is required to refer the matter to the Academic Council for a decision.

7.5 Assessment - University Responsibilities

7.5.1 The University shall normally offer two summative assessment opportunities, and normally no more than two, in respect of each assessment within each module in each academic session.

7.5.2 Course Leader shall ensure that the approved assessment procedures are implemented by the Course Management Team, that regulations for each course within the College are approved by the Academic Council and that students who are the subject of assessment are fully informed of all matters relating to their assessment.

7.5.3 The Course Leader shall ensure students are advised of the rules that govern assessment.

7.5.4 The Course Leader shall ensure a clear and concise explanation of the schedule of assessment for each module of study will be distributed to all students at the start of each module.

7.5.5 Where a course includes an element of advanced independent work undertaken by the student, the Course Management Team shall appoint one or more supervisors for each student.

7.5.6 Where elements of assessment occur throughout a course, students should be advised of the quality of their work but should also be advised that grades remain provisional until ratified by the Assessment Board.

7.6 Assessment - Student Responsibilities

In addition to the obligations prescribed in the *Regulation Part IX: Student Conduct, Appeals and Complaints*, the student shall have the following responsibilities concerning the assessment process:

It is the responsibility of the student to keep the College informed of his/her current address, in particular so that information concerning assessment and re-assessment may be received.

It is the student's responsibility to attend examinations and to submit work for assessment as required. If a student fails to do so without good cause, the Examiners may deem the student to have failed the assessment(s) concerned.

It is the responsibility of the student to ensure that work is presented in a clear and comprehensible manner. Where an assessment submission is judged by the Assessment Board to be below a satisfactory standard of presentation, it may require the student to re- present the work in a prescribed form.

It is the student's responsibility to be aware of the conditions that relate to particular examinations with regard to material that is legitimately available to the student during an examination. Students should also be aware of and avoid practices that will be deemed to constitute academic misconduct.

It is the student's responsibility to provide the Dean/Course Leader, in advance of the Assessment Board meeting, with any relevant information relative to personal circumstances that might have adversely affected his/her performance and which he/she wishes to be taken account of in the assessment. Failure on the part of the student to provide such information without good cause may be taken by the Assessment Board or the Student Academic Appeals and Conduct Committee as sufficient reason to dismiss an appeal.

It is the responsibility of the student, who is prevented through illness from taking an assessment, to submit a certificate from a medical practitioner to the College Office concerned. The submission of a certificate from a medical practitioner shall be mandatory for students prevented through illness from taking a summative assessment contributing to progression or an award.

It is the responsibility of the student, prevented from taking an assessment due to causes genuinely out with his/her control, to submit verifiable evidence from a reliable source to the appropriate College Office, normally not later than five working days after the assessment date.

In the circumstances where a student is unable, because of illness or for other good cause, to take a summative assessment on the date(s) and at the times and location specified, the Course Leader may authorise alternative arrangements. Such arrangements shall be made in consultation with the appropriate Dean/ or Course Leader and, in the case of illness, in consultation with a medical practitioner if appropriate.

It is the responsibility of a student to present him/herself for oral examination where such examination is prescribed in the Course Document or where the Assessment Board so requires.

It is the responsibility of a student who avails him/herself of an opportunity to satisfy the Assessment Board on a further occasion, to consult the Dean/ or Course Leader offering the module(s) to ascertain whether there have been any changes in the syllabus for such module(s).

A student who, having exhausted all assessment opportunities, fails to satisfy the requirements for his/her progress shall normally be required to withdraw from the course.

7.6 Assessment - Submission of Coursework

Coursework includes continuous assessment such as assignments, laboratory and project reports and any such exercises where specifications are given to students in advance for submission by a specified deadline. Coursework must be the exclusive work of the individual, unless clearly specified to be a group submission. Coursework should be submitted in the manner specified by the College responsible for the assessment on or before the specified submission date/time.

7.7 Penalties for late submission of coursework

Coursework received after the specified date and time for submission shall only be accepted if there is a valid reason which has been accepted by the staff member issuing the coursework. Late coursework, accepted because of extenuating circumstances, shall be assessed in the normal way.

Coursework received late without valid reason shall not be accepted and shall receive no grade, and shall not count as an assessment opportunity.

8. Progression and Awards - General

A student shall be deemed to have passed a module if he/she obtains an overall minimum for the module and meets the following criteria:

- Where a module is assessed by examination and coursework the student will be required to obtain the overall minimum module aggregate and a minimum in both the aggregated examination and aggregated coursework components.
- Where a module is assessed entirely by coursework the student will be required to obtain the overall minimum module aggregate and a minimum for each element of assessment that contributes 30% or more to the assessment weighting of the module.

A student shall normally pass all modules central to the objectives of the course at each progression point as specified by the Academic Council and defined in the Programme/Course Document at each stage of his/her course before being permitted to receive the appropriate award or to proceed to the subsequent stage of the course, except that:

- the Examiner/or Assessment Board shall have discretion to exceptionally allow a student to proceed to the subsequent stage of his/her course carrying modules, normally amounting to no more than 30 credits and not designated as prerequisites for the subsequent stage of study;
- for undergraduate courses a student who, after one or two assessment opportunities fails to satisfy the Examiner/or Assessment Board in a non-continuing elective module, may be permitted to proceed to the subsequent stage of his/her course taking a specified alternative elective module as a replacement. In such event the opportunities available to students to satisfy the Examiner/or Assessment Board shall be limited to those remaining from the original module.
- A student who has satisfied the requirements for progression shall normally proceed immediately to the subsequent stage of the course. A student may be permitted to suspend his/her studies temporarily for a specified period of time
- Students who have successfully completed a Programme Certificate and Programme Diploma may proceed to the Degree stage within an articulated course.

Where appropriate, the end of degree level shall be calculated in accordance with the weightings of all contributing modules, as defined by the MQF credit value. Where students are exempted from modules, the end of stage grade shall be calculated according to the weightings of the non-exempted modules.

9. Decision on Undergraduate and Graduate Degrees

The Assessment Board shall determine in respect of each candidate for an undergraduate or graduate degree that:

- (1) the Degree be awarded with Distinction
- (2) the Degree be awarded or
- (3) no award be made.

In determining the degree award decision, the Assessment Board shall consider two factors: the overall performance as indicated by the profile of grades across all contributing modules and performance in modules specified as central to the objectives of the course as defined in the Course/Programme Document. On this basis the decisions of the Assessment Board shall normally reflect the following:

For the award of the degree

For the award of the degree with distinction

- 100% of the level credits represented by the modules contributing to the degree award to be at Level 4 with the highest-grade performance for all 4 levels/ years and have GPA 3.7 and higher.
- 100% of the level credits represented by the modules contributing to the degree award to be at Level 4 with GPA not less than GPA 2.5

No award

- The student has failed to achieve any of the above with GPA less than 2.0.

9.1 Certificate of Higher Education

The Assessment Board shall determine in respect of each student for the Certificate of Higher Education that:

- the Certificate be awarded
- or no award be made

and the student be permitted to proceed to the second stage of the course leading to the Diploma of Higher Education.

Where the Board determines that the Certificate be not awarded, the Board may permit the student to present him/herself for re-assessment, in which event the Board shall state the form of re-assessment.

9.2 Programme Diploma

The Assessment Board shall determine in respect of each student for a Diploma of Higher Education that:

- the Diploma be awarded
- or no award be made

Where the Board determines that the Diploma be not awarded, the Board may permit the student to present him/herself for re-assessment in accordance which event the Board shall state the form of re-assessment.

Where a student for a Diploma has failed in his/her attempt to satisfy the Assessment Board and has used all re-assessment opportunities or elects not to be re-assessed, the Board may determine that the student be awarded a Certificate of Higher Education if so, defined in the Programme/Course Document, and provided that the student has satisfied the requirements for the award of the Certificate of Higher Education.

9.3 The Degree of Master

The Assessment Board shall determine in respect of each candidate for a Master's Degree that:

- (1) the Degree be awarded with Distinction
- (2) or the Degree be awarded
- (3) or no award be made.

Where a student for a master's degree has failed in his/her attempt to satisfy the Assessment Board, and has used the re-assessment opportunity or elects not to be re-assessed, the Board may determine that the student be awarded a Programme Diploma if so, defined in the Course Document, and provided that the student has satisfied the requirements for the award of the Programme Diploma.

9.4 The Programme/Graduate Diploma

The Assessment Board shall determine in respect of each candidate for a Graduate Diploma that:

- (1) the Diploma be awarded
- (it) or no award be made.

Where a student for a Graduate Diploma has failed in his/her attempt to satisfy the Assessment Board and has used the re-assessment opportunity or elects not to be re-assessed, the Board may determine that the student be awarded a Graduate Certificate if so, defined in the Course Document, and provided that the student has satisfied the requirements for the award of the Graduate Certificate.

9.5 The Graduate Certificate

7.7 The Examiner/Assessment Board shall determine in respect of each candidate for a Graduate Certificate that:

- the Certificate be awarded
- or no award be made.

Where the Examiner/Board determines that the Certificate be not awarded, the Examiner/Board may permit the student to present him/herself for re-assessment, and normally within a period not exceeding twelve months, in which event the Examiner/Board shall state the form of re-assessment.

9.6 Distinction

An award with Distinction may be made only to students who have shown exceptional merit in their performance for awards of the University with GPA not less than 3,7. A student with re-assessments shall not be prevented from achieving distinction provided the threshold has been achieved.

An award with Distinction is calculated in accordance with the degree progress algorithm for degree award.

10. Re-assessment

An entitlement to re-assessment shall be withheld only in exceptional circumstances and subject to the approval of the Academic Council.

10.1 In permitting re-assessment, an Examiner/Assessment Board shall specify which elements of the assessment the student must undertake and when re-assessment shall take place. For award-bearing stages, the Assessment Board, in consultation with the External Examiner, should approve, in advance, the means of re-assessment, including instances of re submission of coursework.

10.2 A student may be required by the Assessment Board to repeat the whole or part of a course before being re-assessed. If so required, the modules of study that are to be undertaken by the student in the repeat stage shall be agreed by the Assessment Board. The Course Leader shall ensure that the subsequent attendance and performance of the student are monitored and assessed. Where the subsequent attendance is deemed to be unsatisfactory, the Assessment Board may recommend to the Academic Council that permission for further re- attendance and re-assessment be withdrawn.

10.3 Re-attendance for a part or for the whole of a stage of a course shall not confer the right to an increased number of re-assessment opportunities.

10.4 The University is not obliged to provide for re-assessment in elements no longer included in a course curriculum. The Assessment Board may at its discretion, however, make such special arrangements as it considers appropriate in cases where it is impracticable for students to be re-assessed in the same elements and by the same methods as at the initial attempt.

10.5 For both undergraduate and graduate provision, the actual grade obtained for a re-assessed module, including the attempt at which this is achieved, shall be recorded on the student's transcript. When a grade contributes to the determination of the classification or grading of an award, including the determination of distinction, then for this purpose the re- assessed module aggregate shall be attributed the maximum of a threshold pass of all study Levels. This applies to progression, all final and exit awards, and to the computation of the overall Level/Stage 3 aggregate grade, in the instances where this contributes to determination of degree award. Exceptionally, some other provision may be made where the circumstances have been specifically approved by Academic Council.

10.6 A student shall be permitted to be re-assessed for the component of a degree only exceptionally in case of some circumstances approved by the decision of the Academic Council.

10.7 Notwithstanding the general principle that re-assessment shall be permitted only in accordance with the decision of an Examiner/Assessment Board, in the case of an element of coursework contributing towards summative assessment the Course Leader may permit a student with a provisional failure grade to be re-assessed prior to the meeting of the Examiner/Assessment Board. If the student undertakes such re-assessment, it shall count as one of the re-assessment opportunities for the purposes.

10.8 Re-assessment opportunities shall be subject to the student completing the course within the normal maximum period specified.

11.Valid Reasons for Poor Performance

Where an Examiner/Assessment Board is satisfied that a student's absence, failure to submit work or poor performance in all or in part of an assessment is the result of illness or other causes genuinely out with the control of the student and which can be verified by reliable evidence, the Examiner/Board may exercise discretion in deciding on a particular form of re-assessment designed to clarify whether or not the student has satisfied the course learning outcomes; alternatively the Board may decide that sufficient evidence of achievement exists to support a recommendation for progress or award. In this event, the Examiner/Board must ensure that the student is not put in a position of unfair advantage over other students; the prevailing concern must be to ensure that the student is assessed on equal terms with other students.

The forms of re-assessment available to an Examiner/Assessment Board include viva voce examination, additional assessment tasks, normal assessment at the next assessment opportunity or re-assessment as for the initial assessment in all or any of the elements. Where an assessment affected by illness was itself a re-assessment, the consequent re-assessment shall not count as an additional assessment opportunity.

For Undergraduate

11.1 Where it is established to the satisfaction of the Examiner/Assessment Board that a student's absence, failure to submit work or poor performance in all or part of an assessment for an award was due to illness, or other cause found valid on production of acceptable evidence:

11.2 the Examiner/Board may permit the student to be re-assessed in any or all of the elements of assessment. Re-assessment in this case would not count as an additional assessment opportunity, e.g., if an assessment affected by illness was itself a second attempt, the student shall be permitted to rest as if for the second time.

11.3 where the Assessment Board is satisfied that there is sufficient evidence that the student has achieved the required academic standard, or where this evidence is subsequently obtained, the Board may determine that the student progresses or receives the award for which he/she is enrolled.

11.4 where the Assessment Board does not have sufficient evidence of the student's performance to recommend the award for which the student was enrolled, but is satisfied that, but for illness or other valid cause the student would have reached the standard required, it may award a Certificate or Diploma.

For Graduate

Where it is established to the satisfaction of the Assessment Board that a student's failure to submit work or poor performance in all or part of an assessment for an award was due to illness, or other cause found valid:

the Board may permit the student to be re-assessed as if for the first time in any or all of the elements of assessment.

If an assessment affected by illness and was itself the first attempt, the student shall be permitted to resit as it for the first time

where the Assessment Board is satisfied that there is sufficient evidence that the student has achieved the required academic standard, or where this evidence is subsequently obtained, the Board may determine that the student progresses or receives the award for which he/she is enrolled.

12. Viva Voce Examination

In addition to the assessments specified in the Course Document, an Assessment Board shall have the authority to require a student to attend a viva voce examination. The viva voce examination may be used to determine difficult or borderline cases or as an alternative or additional assessment where valid reasons for poor performance have been established; it shall be used only to raise and not to lower the rating of a student's assessment. The viva voce examination may be used also as a means of sampling across the range.

13. Appeals against a Decision of an Examiner/Assessment Board

Appeals against a decision of the Assessment Board shall be made in accordance with the provisions of *Regulation Part IX: Student Conduct, Appeals and Complaints*

14. Publication of Results

The names of the students authorised to progress or receive an award shall be published in OIS system.

19.1 The names of the students authorised to receive an award with Distinction shall be identified by the addition of the words, "with Distinction".

19.2 The disclosure of grades shall be in accordance with current data protection legislation; such information shall be made available only where the request is made by an individual in respect of his/her own performance.

15. Disability

Where a student is unable as a result of disability to be assessed by the normal procedures and methods, an Assessment Board may approve variations as appropriate, subject to the prevailing concern that the learning outcomes of the course of studies are satisfied and that the student is assessed on equivalent terms with other students.

16. University Grading Scheme

Each grade within the University Grading Scheme has both a definition and description. It is not expected that all items will be assessed in each individual assessment task but some exposure to each is expected at each level of the course/programme as stated in the level learning outcomes contained in the Course/Programme Document.

16.1 Grade Performance Description

Definition of Grade: **Excellent - Outstanding Performance**

Description of Grade: Outstanding performance and achievement overall. The work of the student has much exceeded the threshold standard. The characteristics of work at this standard are:

- a thorough grasp of the subject matter
- a very high ability and originality in applying key process skills
- a very high ability in analysis, synthesis, evaluation and problem-solving (higher cognitive skills)
- very high order ability over the specified range of subject-specific/professional practice skills.

Definition of Grade: **Commendable/Very Good Meritorious Performance**

Description of Grade: A very high standard performance and achievement overall. The work of the student is well above the threshold standard. The characteristics of work at this standard are:

- a very good grasp of the subject matter
- a high ability and originality in applying key process skills
- a high ability in analysis, synthesis, evaluation and problem-solving (higher cognitive skills) high order ability over the specified range of subject-specific/professional practice skills.

Definition of Grade: Good - Highly Competent Performance

Description of Grade: *A highly competent performance and achievement overall. The work of the student has exceeded the threshold standard. The characteristics of work at this standard are:*

- a good level of knowledge and understanding of the subject matter
- highly competent and displaying some originality in applying key process skills.
- highly competent in analysis, synthesis, evaluation and problem-solving (higher cognitive skills)
- a highly competent performance over the specified range of subject-specific/professional practice skills.

Definition of Grade: Satisfactory - Competent Performance

Description of Grade: *A satisfactory performance overall (as specified in the detailed grading schemes for each assessment). The work of the student overall is at the threshold standard. The characteristics of work at this standard are:*

- a satisfactory knowledge and understanding of the subject matter competence in applying process skills adequacy in analysis, synthesis, evaluation and problem-solving (higher cognitive skills)
- competence over the specified range of subject-specific/professional practice skills.

Definition of Grade: Borderline Fail Failure Open to Condonement

Description of Grade: *A standard of performance overall which marginally fails to achieve competence. The work of the student overall is just below the threshold standard. The characteristics of work at this standard are:*

- marginally unsatisfactory knowledge and understanding of the subject matter
- near competence in applying key process skills some evidence of ability in analysis, synthesis, evaluation and problem-solving (higher cognitive skills)
- competence over most of the specified range of subject-specific/professional practice skills.

Definition of Grade: Non-submission or unsatisfactory - Fail

Description of Grade: *Where a submission has been made the standard of performance demonstrated by the student overall is well below the threshold standard. The characteristics of work at this standard are:*

- no or very limited knowledge and/or understanding of the subject matter
- exhibited in a very patchy manner
- no or very limited success in the application of key process skills
- no or very limited evidence of some of analysis, synthesis, evaluation and problem-solving (higher cognitive skills)
- no or very limited competence over the specified range of subject-specific/professional practice skills

Definition of Grade: Non-Submission

Description of Grade: *if not supported by evidence acceptable to the Assessment Board and a re-assessment opportunity is lost, the Grade is recorded as an 'FX'.*

recognises the stations of an assessment over a long period of time, and that those candidates who are reply unsuccessful in an assessment should be given guidance on available options.

PART VIII. RESEARCH DEGREES

1. INTRODUCTION

Programmes of research for the Degrees of Master of Science by Research (MSc by Research), and Doctor of Philosophy (PhD) may be based on any area of enquiry subject to the requirement that the Research Committee of the University is satisfied that such study is suited to academic research and that the results can be satisfactorily examined. The University shall award the degrees of MSc by Research, and PhD to registered research students who successfully complete approved programmes of supervised research and satisfy the examination requirements.

Research students for the Degree of MSc by Research shall be expected to have critically investigated and evaluated an approved subject and to have demonstrated an understanding of research methods appropriate to their particular subject.

In the case of the Degree of PhD, research students shall be expected to show evidence of critical investigation and evaluation together with a thorough understanding of appropriate research methods and to have made an original contribution to the knowledge of the subject. **Research students for the Degrees of MSc by Research, or PhD shall be required to present and to defend a thesis by oral examination to the satisfaction of the examiners.**

The University encourages co-operation with *industrial, commercial, professional and research establishments* in work leading to research awards. Formal agreement between the University and a collaborating establishment shall normally involve the research student's access to facilities and resources, including advice and supervision, provided jointly by the University and the collaborating establishment. All proposed research programmes shall be considered on their academic merits without reference to the interests of a collaborating establishment or associated funding agency.

2. Research Committee

The Research Committee of the University operates to ensure, on behalf of the Academic Council, that the University's Academic Regulations for research degrees are complied with, and that the standard of awards and interests of students are assured.

3. Research Degree Awards of the University

The University has the authority to confer the following awards:

1. Master of Science (MSc by Research)
2. Doctor of Philosophy (PhD)
3. Doctoral Degrees (Professional) awards

1.2.3 The Degree of MSc by Research shall be awarded to a research student who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research

methods appropriate to the field of study, has presented and defended a thesis, by oral examination to the satisfaction of the examiners.

1.2.4 The Degree of PhD shall be awarded to a research student who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the field of study, has presented and defended a thesis, by oral examination to the satisfaction of the examiners.

4. Application of Academic Regulations to Research Students

As enrolled students of the University, research students are subject to the provisions *Regulation Part IX: Student Conduct, Appeals and Complaints*, with the exception of the

following:

1. Academic Appeals - Awards and Progression, which does not apply. Research students wishing to lodge an appeal against an examination decision should refer to *Part IX of this Regulation*
2. Research students wishing to raise a complaint should refer to Part IX of this Regulation.
3. For the purposes of this Regulation research misconduct may include (though is not limited to), the following whether deliberate, reckless or negligent:
 - failure to obtain appropriate permission to conduct research
 - deception in relation to research proposals
 - unethical behaviour in the conduct of research, for example in relation to research subjects
 - unauthorised use of information which was acquired confidentially
 - deviation from good research practice, where this results in unreasonable risk of harm to humans, other animals or the environment
 - fabrication, falsification or corruption of research data
 - distortion of research outcomes, by distortion or omission of expected results
 - dishonest misinterpretation of results
 - publication of data known or believed to be false or misleading
 - plagiarism, or dishonest use of unacknowledged sources
 - misquotation or misrepresentation of other authors
 - inappropriate attribution of authorship
 - fraud or other misuse of research funds or research equipment
 - attempting, planning or conspiring to be involved in research misconduct
 - inciting others to be involved in research misconduct
 - collusion in or concealment of research misconduct by others
 - data that do not fit

5. ADMISSION for Research Programmes

5.1 Principles of Admission

5.2 The principal academic criterion for determining an applicant's suitability for admission is that there is a reasonable expectation that he/she will be able to fulfil the award objectives and achieve the standard required for the award.

5.3 The admissions policy of the University seeks to ensure equality of opportunity for all applicants

5.4 An enrolled research student may make an application to register for:

- Master of Science (MSc by Research)
- Doctor of Philosophy (PhD)
- Doctor of Philosophy (PhD) by Public Output
- Doctoral Degrees (Professional) awards

6. Admission Requirements

6.1 Applicants intending to register for either the Degree by Research, with the possibility of transfer to PhD, shall normally possess a degree recognised for this purpose by the Research Committee, or a qualification which is regarded by the Committee as equivalent to such a degree.

6.2 Direct registration for the Degree of PhD may be permitted where an applicant holds a Master's degree by research awarded by a university recognised for this purpose by the Research Committee, provided that such a degree is in a discipline appropriate to the proposed programme of research and included training in research together with the realisation of a research project. The Committee may permit a research student to register who holds a good honours degree, in an appropriate discipline and where, in the opinion of the Committee, there is adequate evidence to show that the applicant possesses appropriate research and/or professional experience.

7. English Language Competence

7.1 The language of instruction at the University is English and proficiency in speaking, listening to, reading and writing English is essential. Students whose first language is not English, or who originate from countries whose national language is not English, are, additionally required to demonstrate English language proficiency to minimum standards defined in this Regulation. The Research Committee shall ensure that an applicant has sufficient proficiency in the English language in order to satisfactorily complete the programme of research and to prepare and defend a thesis in English.

7.2 The minimum standard required for research degree provision will be an English Language competency score of IELTS 6.5 or equivalent *as set in Regulation Part II: Admission*. Students who can demonstrate successful completion of tertiary studies in a country whose national language is English, may be exempted from this requirement. Exceptionally, there may be a requirement for more stringent English language competency in some courses and this shall be set with the prior approval of the Research Committee.

8. Research Methods and Related Studies

All research students, unless they can demonstrate prior learning deemed appropriate for the purpose by the Research Committee, shall be required to enrol on the University's Postgraduate Certificate in Research Methods. The course is intended to provide the research student with a programme of related studies and ensure the research student has attained the necessary competence in research methods and knowledge related to the subject of the thesis. The course is devised with the following objectives:

- to equip the research student with the skills and knowledge necessary to undertake
- to make available a body of knowledge normally associated with a degree in the subject area of the proposed programme of research
- to provide a breadth of knowledge in related subjects.

Simultaneous registration for a course other than the Postgraduate Certificate in Research Methods shall require the permission of the Research Committee. The Committee shall permit a

research student to register for another course of study concurrently with a research degree only where such a course of study is undertaken in the part-time mode and where the Committee is satisfied that dual registration shall not inhibit the research student's programme of research

9. Accreditation of Prior Learning (APL)

When considering applications from research students holding qualifications other than those stated in this Regulation, the Research Committee requires to establish the applicant's suitability for the proposed programme of research. Applicants should therefore be prepared to provide the Committee with such evidence, together with the names of two appropriate referees whom the University can consult with reference to the applicant's academic attainment and fitness for research. The Research Committee may require an applicant to pass an externally assessed qualifying examination at a level equivalent to MQF level 6 or 7 before registration is approved

10. Enrolment for Research Programmes

A research student shall initially enrol as a student of the University at the commencement of any semester during a session and thereafter, shall enrol as a student of the University at the commencement of each session during which he/she is registered for an award. As part of the enrolment procedure a research student shall formally acknowledge that he/she accepts and will abide by the University Regulations

11. Supervision

The Research Committee shall approve and appoint at the time of each research student's registration, a supervisory team of at least two and normally not more than three supervisors, at least one of whom shall be a member of staff of the University. Members of the supervisory team shall be appointed to the following roles:

11.1 Principal Supervisor, with formal responsibility for the research student's supervision, with formal responsibility for ensuring compliance with the University's Regulations and quality procedures, ensuring effective supervision of the research student, and maintaining effective communication between the student and the supervisory team. Where the Principal Supervisor is a member of staff within the College or other unit in which the research student is based, the Principal Supervisor will also assume the role of Study Co-ordinator.

Where the Principal Supervisor is not a member of staff within the College or other unit in which the research student is based or has not supervised a research student to successful completion of a PhD, a Study Co-ordinator will be appointed from within the College or other unit in which the research student is based.

11.2 Second Supervisor – a professional from industry

11.3 No member of University staff shall be appointed as **Principal Supervisor to more than six individual research students simultaneously.**

11.4 A supervisory team shall normally have combined experience of supervising not less than two research students to successful completion of their projects. In the case of a PhD research student, normally one of the supervisors shall have successfully supervised at PhD level.

11.5 In addition to the supervisory team, an adviser(s) may be appointed to contribute specialist knowledge or provide a link with an external agency.

11.6 A research student shall be ineligible to act as a member of a supervisory team for another

research student but may be appointed as an adviser. Any change to the approved supervisory team shall require the approval of the Research Committee and Academic Council.

11.7 The Research Committee shall be responsible for ensuring that a research student's progress is not inhibited by changes in circumstances of any or all member(s) of the supervisory team, whether this be due to retiral, ill health or some other extended period of unavailability, and will ensure appropriate alternative supervisory arrangements are in place, to the satisfaction of the Convener of the Research Committee, as soon as is practicable and no later than four weeks after being notified.

12. REGISTRATION FOR A RESEARCH DEGREE

12.1 Approval of Registration

A Student can register for a research **degree three months after his/her initial enrolment** as a research student of the University, irrespective of whether the research student intends studying full-time or part-time.

12.2 A research student may be accepted for registration for a research degree as a full-time or a research student shall submit an application to part-time student.

12.3 The Research Committee has delegated powers from Academic Council to approve or reject applications from research students applying to register for research degrees. In approving an application for registration to study for a research degree, the Research Committee shall satisfy itself that:

1. the research student is suitably qualified.
2. the programme of research submitted by the applicant is viable.
3. the supervision available is adequate and sustainable in terms of the programme requirements.
4. appropriate facilities are available for the conduct of the programme of research.

13. For students applying for the Research Degrees at a distance

13.1 When considering applications Committee may consider applications subject to the following conditions:

1. the proposed programme of research is appropriate to the objectives of the degrees of MSc by Research, MPhil or PhD as an educational programme for registered research student.
2. there is satisfactory evidence that the facilities available, both in the University and abroad, are appropriate to the proposed programme of research.
3. the research student is prepared to establish close links with the University; normally, research students shall be expected to undertake a minimum period of residency at the University during their period of registration as specified by the University on admission.
4. the arrangements proposed for supervision permit frequent and substantial contact, including personal meetings between the research student and the supervisory team. There should also be regular contact between the Principal Supervisor and any locally based supervisor(s);
5. there is satisfactory evidence the research student has previously undertaken an accredited research methods qualification, or equivalent.

13.2 All programmes of research registered with the University must be compatible with and support existing work within the University; they should also be compatible with, and contribute to the advancement of education, learning and knowledge.

The Research Committee shall expect the programme of research to reflect the strengths of the University and of any collaborating institution.

Where the programme of research submitted by an applicant forms part of a larger group project, the individually registered programme of research shall be distinguishable for the purposes of assessment and the requirements of the award sought by the applicant. The application shall clearly indicate the applicant's individual contribution and its relationship to the group projects.

Where a research student is associated with an overseas institution, the institution may be named as the collaborating establishment.

13.3 Where proposed research degree project is wholly or in part funded by an external agency or by a collaborating establishment, the Research Degrees Committee shall ensure that the terms of the funding do not inhibit the fulfilment of the objectives of the project and/or the academic requirements of the research student's research degree, nor potentially gives rise to a conflict of interest with the University.

13.4 A research student may undertake a programme of research in which the research student's own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry subject to the work having been undertaken as part of the registered programme of research. Such creative work shall be clearly presented in relation to the argument of a written thesis and shall be set in its relevant theoretical historical, critical or design context. The final submission shall be accompanied by a permanent record of the creative element of the work, where practicable, bound in with the thesis. The application for registration shall set out the form of the intended submission and the proposed method(s) of assessment.

13.5 A research student may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text, or other original artefact(s). The completed submission for such a programme shall include a copy of the edited text(s) or collection of artefacts, appropriate textual and explanatory annotations together with a significant introduction and critical commentary which sets the text(s) in their relevant historical, theoretical and/or critical context.

14. Ethical Approval of Programmes of Research

14.1 When considering a proposed programme of research, the Research Committee shall satisfy itself that a research student's proposed programme of research has been considered in accordance with any policies or procedures of the University, or other relevant external body, may have in place in respect of the ethical approval of research.

15. Periods of Registration

15.1 Normally, full-time research students are expected to devote, on average, a minimum of 35 hours each week to their research throughout their period of registration for a research degree. Part-time students are expected to average a minimum of 12 hours per week throughout their period of registration for a research degree.

A full-time research student shall normally reach the standard for the MSc by Research within one year of registration, for the MPhil within two years of registration and for the PhD within three years of registration. Where there is evidence that the research is proceeding exceptionally well, the Research Committee may approve a shorter minimum period of registration. An application for such reduction shall be submitted at the same time as the application for approval of the examination arrangements.

15.2 Where a research student changes from full-time to part-time or vice versa, the minimum and maximum registration periods shall normally be calculated pro rata as if he/she were a part-time research student. Notification of such a change shall be made in writing to the Research Committee.

15.3 A research student shall submit the thesis to the Research Committee before the expiry of the maximum period of registration. The Research Committee may extend a research student's period of registration solely for the purposes of writing-up, normally for not more than one year for full-time research students, and normally for not more than two years for part-time students. A research student seeking such an extension shall apply on the appropriate form and will be subject to a writing-up fee as determined by the University from time to time.

16. Writing-Up of Thesis

Where the Research Degrees Committee extends a research student's period of registration solely for the purposes of writing-up. The research student shall be required to enrol for this period, which shall not normally exceed one year for full-time research students, or two years for part-time research students.

17. Temporary Suspension of Studies

The Research Committee may consider applications from a research student who wishes to suspend his/her studies for a specified period, not normally exceeding one year. Normally, a research student shall be permitted to suspend study only once.

An agreed period of suspension shall not be included in the period of registration.

18. Withdrawal from Studies

Where a research student wishes to withdraw from their programme of research and cease their registration this shall be submitted in writing to the Secretary of the Research Degrees Committee, and the date on which this is submitted will serve as the date on which all outstanding over payments or fees, scholarships or funds shall be re calculated. The withdrawal of registration shall be notified to the Research Committee.

19. Termination of Registration and/or Enrolment

Where the Research Committee has concern with the progress of a research student and is unable to communicate with the research student, it will advise the research student in writing and seek a response within a specified period. If no response is received from the research student within this specified period, the research student's enrolment and registration will be terminated and the research student informed in writing. Such notification will advise of any outstanding over-payments or fees, scholarships or funds. The Research Committee shall report annually to Academic Council on terminations.

20. MONITORING AND SUPPORTING RESEARCH STUDENT PROGRESS

20.1 Annual Monitoring

20.1.1 At least once in each year of registration the Research Committee shall establish whether the research student is still engaged with the programme of research and is maintaining regular and frequent contact with the supervisors

20.1.2 The Committee shall consider an Annual Monitoring Progress Report to the Academic Council and determine any appropriate action which exceptionally, may include the termination of the research student's registration.

20.1.3 It is also an expectation that the research student's Principal Supervisor will undertake an informal interim review at six months after each submission of the Annual Monitoring Progress Report.

21.Exit with MSc by Research

21.1 A research student who is registered for the degree of PhD and who is unable to complete the approved programme of research, or wishes to exit their studies prematurely, may at any time prior to the submission of the thesis for examination for PhD, apply to the Research Committee for the registration to transfer to that for MPhil or MSc by Research. In doing so, the research student shall be required to submit a thesis and undertake an oral examination in fulfilment of the intended award and in accordance with the requirements of the Research Committee.

21.2 A research student who is registered for the degree of MSc and who is unable to complete the approved programme of research, or wishes to exit their studies prematurely, may at any time prior to the submission of the thesis for examination for MPhil, apply to the Research Committee for the registration to transfer to that for MSc by Research. In doing so, the research student shall be required to submit a thesis and undertake an oral examination (in fulfilment of the intended award and in accordance with the requirements of the Research Committee.

22. Transfer of Registration to Doctor of Philosophy

22.1 A research student registered initially for the degree of MSc by Research, with the possibility of transfer to PhD and who wishes to transfer to PhD shall apply to the Research Committee. Such a request shall be made only where his/her supervisor considers that sufficient progress has been made to provide evidence of development towards the standard for the Degree of PhD.

22.2 Normally, an application to transfer shall be submitted following twelve months of full-time study or the part-time equivalent.

22.3 An application to transfer of registration from MSc by Research to PhD shall be submitted, on the appropriate form, to the Research Committee. The application shall be accompanied by:

- a progress report of normally 2,000 to 3,000 words in length, providing:
 - a) a brief review and discussion of the work already undertaken
 - b) and a statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge
- evidence of successful completion of module of the Postgraduate Certificate in Research Methods, unless Accreditation of Prior Learning (APL) has previously been approved
- evidence that the programme of research has been considered in accordance with any policies or procedures the University, or other relevant external body, may have in place in respect of the ethical approval of research

23.A pass in an oral examination

Before approving transfer from MSc by Research to PhD the Research Committee shall be satisfied that the research student has made sufficient progress and that the proposed programme provides a suitable basis for work at PhD standard which the research student is capable of pursuing to completion.

23.1 A research student registered for the Degree of MSc by Research may apply to transfer the registration to PhD. In such cases, the research student should provide details of the objectives of the PhD extension, and of the proposed plan of work for the PhD, and the research student's full progress report shall be submitted to the Research Committee along with the application for transfer.

23.2 Where the Research Degrees Committee approves a transfer, any previous study will be subsumed within the award of PhD, and shall be regarded as non-award-bearing, unless the research student chooses to subsequently exit prematurely, or the examiners recommend an award.

24.THE THESIS

24.1 Presentation and Content

24.2 The thesis shall not be submitted for examination until all examiners have been appointed by the Research Committee.

24.3 The thesis shall be presented in the English language whether in printed or electronic format.

24.4 Where a thesis is to be presented in electronic format the research student shall consult with the University Library at an early stage on the appropriate presentation and software for the thesis.

Details of the normal maximum length of text and the form of presentation to be adopted in the submission of a thesis for a research degree award, whether in either printed or electronic format, are specified in this Regulation.

24.5 There shall be **an abstract of approximately 300 words** which shall provide a synopsis of the content. The abstract shall state the nature and scope of the work undertaken together with the contribution made to the knowledge of the subject treated. The abstract shall have as a heading:

- the name of the author
- the degree for which the thesis is submitted
- and the title of the thesis.

24.6 If the thesis is in printed format, the abstract shall be bound into the thesis, and three loose copies of the abstract shall be submitted with the thesis. If the thesis is in electronic format, the abstract shall be submitted in electronic format. A list of no more than ten identifying keywords shall be submitted for indexing and information retrieval purposes.

24.7 The thesis shall include a statement of the research student's aims and objectives in undertaking the research project. It shall also contain an acknowledgement of published or other sources of material consulted (*recorded in an appropriate bibliography*) and any assistance received.

24.8 Where a research student's programme of research forms part of a collaborative group project, the thesis shall clearly indicate the research student's individual contribution and the extent of the collaboration

25. Publication and Confidentiality

25.1 The research student shall be free to publish material in advance of the submission of the thesis for examination in accordance with the University's policies in operation at the time of the research student's initial registration; reference shall be made in the thesis to such published work. If the thesis is in printed format, copies of published material shall be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis. If the thesis is in electronic format, copies of published material shall be submitted in electronic format.

25.2 In accordance with data protection and freedom of information legislation, a research student's thesis shall normally be made available to the public. Where either the research student or the University wishes a thesis to remain confidential, application shall normally be made to the Research Committee at the time of registration. In cases where the need for confidentiality emerges at a subsequent stage, a special application shall be made to the Research Committee at least six months prior to the date of the oral examination. The period of confidentiality shall not normally exceed two years from the date of the oral examination. Where a thesis is to remain confidential, examiners must be informed at the time of their appointment. Any application for an extension to the period of confidentiality shall be submitted to the Research Committee at least six months prior to the date on which the extension is required to commence.

25.3 The Research Committee shall normally approve an application for confidentiality only to enable a patent application to be lodged or to protect commercially or politically sensitive material. Where the Committee agrees that the confidential nature of the research student's work is such as to preclude free availability of the thesis through the University library or, where applicable, a collaborating establishment and, in the case of a PhD thesis, the National Library, the thesis shall be retained by the University on restricted access when it shall be available only to those directly involved in the project. Such restriction shall take effect immediately on completion of the programme of research and shall normally apply for a maximum period of three years. In exceptional circumstances, the Committee may approve a longer period or, where it considers it appropriate, may reduce the period. An application for an extension to the period of confidentiality shall be submitted by the research student to the Research Committee at least six months prior to the date on which the extension is required to commence.

25.4 The printed or electronic copies of the thesis submitted for examination shall remain the property of the University, and the research student shall assign the copyright/intellectual property rights of the thesis to the University. Where the research student is employed by a third party, who is not the University, the employer will be contacted by the University to determine such rights.

25.5 Following the award of the degree, the Research Committee shall lodge one copy of the thesis in the University library and one copy with any collaborating establishment. In the case of a printed thesis submitted for the award of the Degree of PhD, the Library shall additionally send one unbound, non-returnable copy to the National Library.

In the case of an electronic thesis submitted for the award of the Degree of PhD, the Library shall additionally send one electronic copy to the National Library.

26. EXAMINATION -Final Qualification Examination

26.1 Examination - General

26.2 The examination for the Degrees of MSc by Research, PhD shall have two stages:

- 1) the submission and preliminary assessment of a thesis

2) the defence of the thesis by oral examination (or approved alternative).

26.3 The oral examination shall normally be held at the University.

26.4 A research student for the award of the Degree of PhD, whose programme of research includes formally-assessed coursework for the Postgraduate Certificate in Research Methods, shall not be permitted to proceed to a further stage of the examination for the degree until the examiners for the Postgraduate Certificate in Research Methods are satisfied with the research student's performance. The examiners of the thesis shall be advised of the research student's performance for the Postgraduate Certificate in Research Methods by the Principal Supervisor.

26.5 A research student shall normally be examined orally on the programme of research and on the field of study in which the programme lies. Where, for reasons of sickness, disability or comparable valid cause, the Research Committee is satisfied that a research student would be at a serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the ground that the research student's knowledge of the language in which the thesis is presented is inadequate.

26.6 The degrees of MSc by Research, PhD may be awarded posthumously on the evidence of a thesis completed by a research student and deemed ready for examination by his/her Principal Supervisor. In such cases, the Research Committee shall seek evidence of the probability of the research student's success in the oral component of the examination.

26.7 Where evidence of academic or research misconduct in the preparation of the thesis or in the conduct of the examination becomes available subsequent to the examiners presenting their recommendation the Research Committee shall consider the matter, if necessary, in consultation with the examiners, and take appropriate action.

26.8 The Research Committee shall ensure, through the appointment of an Internal Convener from outwith the College concerned, that all examinations are conducted and that the recommendations of the examiners are presented in accordance with the requirements of the University Academic Regulations. Where the Research Committee is made aware of a failure to comply with the specified procedures, it may declare the examination invalid and appoint new examiners.

The Principal Supervisor may attend an oral examination as an observer only with the prior written consent of the research student.

27. Examiners

27.1 The Research Committee shall approve and appoint examiners for each research student.

27.2 With the exception of members of staff, as specified below, a research student shall normally be examined by two examiners who shall be:

- an external examiner
- an internal examiner, a member of university staff not associated with the student's supervisory team.

27.3 Any variation from this composition shall require the prior approval of the Research Committee.

28. Degrees

28.1 Where there are two external examiners, only one internal examiner shall be appointed.

Where the research student has carried out the programme of research out with the University, the examining team shall normally include one full-time member of staff from the University. Where the research student and the internal examiner are both members of staff of the University, the examining team shall consist of two external examiners, and one internal examiner. This is with the exception of research assistants and research fellows who shall normally be examined by one external examiner and one internal examiner.

Any variation from this composition shall require the prior approval of the Research Degrees Committee.

An individual who registers with the University for a higher degree, and subsequently becomes a member of staff, shall be examined by one external examiner and one internal examiner, except if the submission of the thesis takes place within four months of the research student commencing employment with the University.

28.2 No research student shall act as an examiner.

28.3 Examiners shall be experienced in research in the general area of the research student's thesis and where practicable, shall have specialist experience in the particular topic(s) that are the subject of examination

28.4 Normally, at least one examiner shall have participated in three or more previous examinations of research students in an examination for the award of the Degree of PhD, at least one examiner shall have experience of examining at that level

28.5 An external examiner shall not have acted previously as the research student's supervisor or adviser normally, he/she shall not be either a supervisor of another research student nor an external examiner on a taught course in the same department

28.6 Any external examiners shall be independent of both the University and of any collaborating establishment and shall not have been in the employment of the University or of where relevant of a collaborating establishment during a period of three years prior to his/her appointment. The Research Committee shall ensure that an external examiner is not appointed with such frequency that his/her familiarity with the University

might be considered prejudicial to objective judgement.

28.7 Examiners shall submit all reports and/or recommendations to the Research Committee on the appropriate forms and within agreed timescales

28.8 Prior to any oral examination, each examiner shall read and examine the thesis and submit an independent report to the Research Committee. In preparing such a preliminary report, each examiner shall consider whether the thesis satisfies the requirements of the degree and, where possible make a provisional recommendation subject to the outcome of the oral examination. If an examiner is of the opinion that no useful purpose would be served by conducting an oral examination, a recommendation may be made that there be no oral examination. Where all examiners are of this opinion, they shall provide the Research Committee with written guidance for the research student concerning the deficiencies of the thesis. The research student shall then be eligible to re-submit his/her thesis for re-examination.

28.9 Where one or more of the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, the Research Committee shall inform the other examiners of the position. Following consultation with all the examiners, a decision shall be made by the examiners on whether or not to proceed with the oral

examination. If the decision is that no useful purpose would be served by holding an oral examination at this stage, the research student shall be eligible to re-submit his/her thesis for re-examination.

29. Examination Responsibilities

29.1 It shall be the responsibility of a research student's Principal Supervisor to formulate the arrangements for the research student's examination. Such arrangements shall be recorded on the appropriate form and shall be submitted to the Research Committee at least three months prior to the examination date stated in the submission. The examination may not take place without formal approval of the arrangements by the Research Committee. Where the Committee deems it appropriate, the Committee itself may act directly to appoint examiners and arrange the examination of a research student.

29.2 The Research Committee is responsible for informing the research student of the specified procedure and requirements for the submission of the thesis with any particular conditions that the research student is required to satisfy before he/she is eligible for examination.

29.3 The Research Committee is responsible for ensuring examiners are fully briefed on the duties that they are required to perform, and for sending the information to the examiners including:

- one copy of the research student's thesis
- the examiner's preliminary report form
- and a copy of the relevant AUM Academic Regulations.

The Research Committee shall request that all the examiners complete their preliminary report forms independently and then return them to him/her. If the recommendations in the preliminary reports are in agreement, then a date shall be set for the oral examination.

29.4 The Research Degree Committee is responsible for notifying the research student, each member of the research student's supervisory team, and the examiners, of the date of the oral examination.

30. Research Student's Responsibilities for the Examination

It shall be the responsibility of the research student to:

1) satisfy any conditions attaching to eligibility for examination prescribed by the Research Committee

2) to ensure that the thesis is submitted for examination before the expiry date of the period of registration, subject to any formal extension granted by the Research Committee

3) solely determine when to submit the thesis whether or not such submission is made with the approval of the research student's supervisor(s). A research student should not assume that the supervisor's agreement to the submission of the thesis ensures its approval by the examiners.

4) take no part in the arrangement of the examination and have no formal contact with the external examiners between the appointment of the examiners and the oral examination

5) complete the declaration form in which he/she shall confirm that the content of the thesis has not been submitted for a comparable academic award. A research student shall not be precluded

from incorporating in a thesis covering a wider area of study, work which has already been submitted for a degree or comparable award, provided that such incorporated work is specified in the declaration form and clearly indicated in the thesis.

6) ensure that the presentation of the thesis is in accordance with the requirements of *Schedule 6.1 of this Regulation*. Three copies of the thesis shall be presented and, where in printed format, these shall be in a permanent binding of the approved type before the degree may be awarded. A thesis submitted in a temporary bound form shall be, in all other respects, in its final form; in such cases, the research student shall formally confirm in writing that, except where amendments have been made to satisfy the requirements of the examiners, the contents of the permanently bound thesis are identical with the copies submitted for examination.

31.Recommendations of the Examiners - First Examination

31.1 Authority to confer a research degree rests with the University's Academic Council.

31.2 At the conclusion of the oral examination and where the examiners are in agreement, they shall submit a joint report to the Research Committee stating their recommendation with regard to the award of the degree. Where the examiners consider that it might be helpful they may consult the Research Committee before the recommendations are finalised in order to ensure that the outcome conforms to the University's Academic Regulations.

31.3 Where the examiners are unanimous in their recommendation, the Research Committee is authorised to submit the joint recommendation to Academic Council for approval. Where the examiners are not unanimous in their recommendation, the individual recommendations shall be referred to the Research Committee which shall decide the appropriate course of action in accordance with the provisions of this Regulation.

At the conclusion of the examination and assessment procedure and where the examiners are in agreement, they shall recommend to the Research Committee that:

- 1) the research student be awarded the degree
- 2) the research student be awarded the degree subject to minor amendments being made to the thesis, with the amended thesis being submitted by a specified date and no later than 12 months from the date of the oral examination; written guidance on the required amendments and/or corrections will be provided by the examiners and communicated to the research student by the Research Committee
- 3) the research student be permitted to resubmit the thesis and be re-examined for the degree, with or without the oral component of the examination, with the amended thesis being submitted by a specified date and no later than 12 months from the date of the oral examination; written guidance on the deficiencies of the thesis and/or the reasons for their recommendation will be provided by the examiners and communicated to the research student by the Research Committee
- 4) the research student be not awarded the degree and be not permitted examined
- 5) in the case of PhD examination, that the research student be awarded the Degree of MSc by Research subject to the presentation of the thesis amended to the satisfaction of the examiners, with the amended thesis being submitted by a specified date and no later than 12 months from the date of the oral examination
- 6) in the case of MSc examination, that the research student be awarded the Degree of MSc by Research subject to the presentation of the thesis amended to the satisfaction of the examiners, with the amended thesis being submitted by a specified date and no later than 12 months from the date of the oral examination.

31.4 The examiners may require a research student to undertake a further examination in addition to the oral component. Such examination shall be subject to the specific approval of the Research Committee and shall normally be held within two calendar months of the oral examination and shall be deemed to be part of the research student's first examination.

Where the examiners recommend that the degree be not awarded and that no re-examination be permitted, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reasons for their recommendation. The agreed statement shall be communicated to the research student in writing by the Research Committee. It shall be inadmissible for the examiners to recommend the outright failure of a research student without providing the opportunity for an oral examination.

31.5 Where the examiners are not in agreement with regard to the recommendation, the Internal Convener shall co-ordinate the preparation of a joint report and submit this to the Research Committee. Thereafter, the Research Committee may:

- accept a majority recommendation, provided that such recommendation includes the views of at least one external examiner
- accept the recommendation of the external examiner
- require the appointment of an additional external examiner.

Where an additional external examiner is appointed, he/she shall prepare an independent preliminary report on the thesis and, where necessary, conduct a further oral examination. The additional external examiner shall not be informed of the opinions or recommendations of the other examiners. On receipt of the report from the additional external examiner, the Research Committee shall complete the examination.

32. Re-Examination

32.1 Research students for the award of the degrees of MSc by Research, PhD shall be permitted only one opportunity for re-examination. Such re-examination shall be subject to the following requirements:

- (1) the research student's re-examination shall have the approval of the Research Committee
- (2) subsequent to the first examination, the research student shall have received written guidance from the examiners on the deficiencies of the thesis and/or the reasons for their recommendation
- (3) the submission for such re-examination shall be made within the period of one calendar year from the date the research student receives the written guidance on the deficiencies of the thesis from the Research Committee. Where the Research Committee agreed not to proceed with the oral component of the first examination, re-examination shall take place within one calendar year of the date of such decision. Where the Research Committee is satisfied that reasonable cause exists, it may approve an extension to this period
- 4) the payment of a re-examination fee as determined by the University from time to time, details of which are available from the Registrar Office.

32.2 The Research Committee may require that an additional external appointed for the re-examination.

There shall be four forms of re-examination:

- (i) the thesis only to be examined after revision, without an oral examination

(ii) the re-examination of the thesis after revision and an oral examination

(iii) an oral examination, without the need to revise or re-submit the thesis

(iv) the holding of a form of examination specifically designed to test particular areas of the research student's ability and/or knowledge; such examination may only be introduced on the recommendation of the Research Committee.

32.3 In the case of re-examination each examiner shall read and examine the thesis and submit an independent preliminary report to the Research Committee before any oral examination is held. Such reports shall state whether the thesis satisfies the requirements of the degree and, where possible, make an appropriate recommendation subject to the outcome of any oral examination.

32.4 On completion of the re-examination procedure and where the examiners are in agreement, they shall submit a joint report and recommendation on the award of the degree to the Research Committee. Where the examiners are not in agreement, the Internal Convener shall co-ordinate the preparation of a joint report and submit this to the Research Committee.

32.5 In any case where the examiners consider that it would be helpful, they may consult the Research Committee before the recommendations are finalised in order to ensure that the outcome conforms to the University's Academic Regulations.

32.6 Where the examiners are in agreement, they may recommend that:

(i) the research student be awarded the degree

(ii) the research student be awarded the degree subject to minor amendment and/or correction(s) to the thesis, with the amended thesis being submitted by a specified date and no later than 12 months from the date of the oral examination

(iii) the research student be not awarded the degree and, be not permitted to be re-examined.

iv) in the case of re-examination for the Degree of PhD, the research student be awarded the Degree of MSc by Research subject to the thesis being amended to the satisfaction of the examiners, with the amended thesis being submitted by a specified date and no later than 12 months from the date of the oral examination.

v) in the case of re-examination for the Degree of MSc, the research student be awarded the Degree of MSc by Research subject to the thesis being amended to the satisfaction of the examiners, with the amended thesis being submitted by a specified date and no later than 12 months from the date of the oral examination.

32.7 Where the examiners are satisfied that the research student has, in general, reached the standard required for the degree and recommend that the degree be awarded subject to minor amendment and/or correction(s) to the thesis, they shall provide the research student with written guidance on the amendments and/or correction(s) that are required. Such guidance shall be communicated to the research student by the Research Committee. The amended thesis shall be submitted by a specified date and no later than 12 months from the date of the oral examination.

32.8 Where it is decided on the recommendation of the examiners that the degree be not awarded and that no re-examination be permitted, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reasons for their recommendation. Such a statement shall be communicated to the research student in writing by the Research Committee.

32.9 Where the examiners' recommendations are not unanimous, the Research Committee may:

- (i) accept a majority recommendation, provided that such recommendation views of at least one external examiner
- (ii) accept the recommendation of the external examiner
- (iii) require the appointment of an additional external examiner.

32.10 Where an additional external examiner is appointed, he/she shall prepare an independent preliminary report on the basis of the thesis and, where he/she considers it necessary, may conduct a further oral examination. The additional external examiner shall not be informed of the views or recommendations of the other examiners. On receipt of the report from the additional external examiner, the Research Committee shall complete the re-examination procedure.

32.11 A further examination, in addition to the oral component of the examination may be requested by the examiners. Such further examination shall be subject to the specific approval of the Research Committee and shall normally be held within two calendar months of the oral component of the examination unless the Committee permits an extension to this period.

33 APPEAL (RESEARCH DEGREES)

33.1 Applicability and Grounds of Appeal

This procedure shall apply to all enrolled research students of the University in respect of an examination decision of the Research Committee, made on the recommendation of the examiners either for the first examination or a re-examination. Such an appeal may only be made in relation to, and shall be permitted only on, the following grounds:

- (1) that the research student's performance was adversely affected by illness or other factors which he/she was unable or, for valid reasons, unwilling to divulge to the examiners prior to the decision being made
- (2) that there had been a material administrative error, or that the examination was not conducted in accordance with the current Research Degree Regulations or that some other irregularity which materially affected the examination had occurred.

34. Disagreement with the academic judgement of the examiners cannot constitute grounds for appeal.

34.1 The student (hereafter known as the appellant) wishing to appeal against an examination decision shall prepare a written Statement of Appeal, confirming the grounds which form the basis for the appeal. The appellant shall lodge the Statement of Appeal with the Academic Registrar, as soon as possible after receipt of the notification of an examination decision and normally no later than three months after the date of posting of the notification by the University.

34.2 Should the appellant make any alteration to the grounds of his/her appeal at any time after its initial lodgement, the appeal shall be deemed invalid; an appellant shall not be permitted to lodge more than one appeal against an examination decision of the Research Committee.

34.3 An appeal against an examination decision shall first be considered by the Academic Registrar who, in consultation with a Dean of Faculty, shall determine whether a prima facie case for an appeal exists. A prima facie case shall exist where evidence to support the grounds of appeal, has been produced. In cases where the Research Committee is directly involved in the appeal, the Provost shall act in his/her place.

(i) Where the Academic Registrar and the Research Committee, are satisfied that no prima facie case exists, the Statement of Appeal, together with a record of their opinion shall be passed by the Academic Registrar or to the Provost. Where the Provost agrees with the record of opinion, he/she shall formally dismiss the appeal. The Provost's decision shall be communicated to the appellant in writing by the Academic Registrar or nominee; there shall be no appeal against such decision of the Provost.

Where at least one of the Academic Registrar or the Research Committee, is of the opinion that a prima facie case for an appeal does exist, or where the Provost disagrees with the record of opinion that no prima facie case exists, this decision shall be communicated to the appellant in writing by the Academic Registrar, together with details of the procedure to be adopted by the *Student Academic Appeals and Conduct Committee*.

35. Student Appeals and Conduct Committee

35.1 The request for a review of an examination decision shall be considered by the Student Appeals and Conduct Committee which, for the purposes of considering an appeal in respect of a research degree, shall have a quorum of four (one of whom to be the Convener) and shall comprise:

- (1) the Provost who shall have a deliberate and casting vote;
- (2) two senior members of the University staff having experience of supervising and examining research degree students
- (3) an external member, with experience of supervising and examining research degree students
- (4) a member of the QA Department who shall act as Secretary to the Committee but shall not be a voting member of the Committee.

35.2 No student or research student shall be a member of the Student Academic Appeals and Conduct Committee and no member of the Committee shall have had previous involvement in the case subject to review.

35.3 Where it is considered there is a prima facie case for a review, the Academic Registrar shall gather such evidence as considered appropriate and likely to assist the Student Academic Appeals and Conduct Committee in reviewing the case. This may include seeking written or oral testimony from the examiners, from other persons present at the oral examination, from supervisors or other members of the academic staff, or further evidence or statements by way of elucidation from the appellant. The Academic Registrar shall inform the appellant in writing of the date, time and venue of the meeting of the Student Academic Appeals and Conduct Committee at least 10 working days prior to the meeting and issuing such correspondence by recorded delivery. The meeting shall be convened normally within 20 working days of notification to the appellant that a prima facie case is established.

35.4 If the appellant fails to attend without good reason a further meeting may be arranged, the arrangements for which shall also be confirmed in writing to all interested parties, and the appellant informed that the meeting will proceed in his/her absence if necessary, without this constituting grounds for appeal.

35.5 In considering an appeal, the Student Academic Appeals and Conduct Committee shall be subject to the following conditions:

- (1) the appellant shall be required to appear before the Committee

(2) the appellant shall be entitled to be accompanied by two persons, one of whom may be a legal or union representative

(3) those accompanying him/her shall be entitled to address the Committee

(4) the appellant shall be entitled to call witnesses

(5) the Committee shall be entitled to call witnesses and to require members of academic staff of the University to attend before the Committee for the purpose of examination in connection with any matter subject to the Committee's consideration.

35.6 The courses of action available to the Student Academic Appeals and Conduct Committee shall be as stated:

(i) Where the Committee is not satisfied that a case has been established, it shall dismiss the appeal

(ii) Where the Committee is satisfied that a case has been established, it shall require the examiners to re-consider their decision in the light of the evidence submitted to the Committee, and to submit to the Committee a report of their re-consideration. If the examiners unreasonably refuse to amend their decision, the Committee shall make an appropriate recommendation to Academic Council.

(iii) Recommend to the Research Committee that new examiner be appointed.

35.7 All appeal decisions by the Student Academic Appeals and Conduct Committee shall be passed to the Provost, by the Committee Secretary, for ratification in his/her capacity as Chair of Academic Council within three working days of the meeting. The Student Academic Appeals and Conduct Committee shall issue a written notification of the outcome to the appellant within five working days of the decision being ratified by the Provost. In respect of the University's internal procedure for Academic Appeals - Awards and Progression, the decision of the Student Academic Appeals and Conduct Committee shall be final.

35.8 The Student Academic Appeals and Conduct Committee shall lodge a copy of the written notification in the Student Affairs Department student file and shall distribute a copy to the Dean in which the student is studying and the Academic Registrar. Copies of the written notifications of outcomes shall only be distributed to those central Departments to which the case relates. The Academic Registrar shall maintain a central record of all academic appeals and decisions in accordance with current legislation concerned with data protection. All academic appeals and decisions shall be reported by the Academic Registrar to Academic Council.

35.9 At each stage of the Appeals Procedure, the University shall make all reasonable efforts to assist the appellant, and shall ensure the appellant is informed promptly of all decisions that concern his/her case

36. RESEARCH DEGREE COMPLAINTS PROCEDURE

The Research Degree Complaints Procedure shall operate in accordance with the provisions of paragraphs 1 to 3 of *Regulation A3: Student Conduct, Appeals and Complaints*. Furthermore, the Research Committee is responsible for monitoring the progress of registered research students.

36.1 Nature of Complaint

36.1.1 A complaint may be made by a research student(s) where he/she believes an aspect of their progress and/or supervision is unsatisfactory or believes there have been breaches of stated policies or procedures of the University.

36.1.2 Complaints by a student(s) which involves a collaborating establishment will, in the first instance, follow the procedure as described in paragraph 11.2 below, though the Dean or the Provost or the Research Committee, as appropriate, shall inform the collaborating establishment of the complaint and will be responsible for liaising directly with the collaborating establishment during any investigation.

36.1.3 The University will not consider unsubstantiated complaints regarded as vexatious or malicious and which may, if appropriate, result in disciplinary action.

36.1.4 A complaint by a student will normally not be investigated if a period of three months has elapsed since the alleged behaviour or action, which is the basis of the complaint, occurred.

36.1.5 Further any investigation conducted under the formal stages of the Research Degrees Complaints Procedure must be conducted in accordance with principles that ensure a balance between the interests of the complainant and of any member of staff involved. For staff, these principles include, the expectation that there will be:

- 1) an assumption of "no fault" until the balance of evidence from the investigation demonstrates otherwise
- 2) respect for the dignity of the individuals involved
- 3) the right to be told of the complaint and know of the evidence presented by the complainant
- 4) the right to respond to the complaint and the evidence
- 5) the right to know the outcome
- 6) the right to have confidentiality preserved where there is any consequential action involving the employee.

36.1.6 Whilst a complainant has the right to be told of the outcome of the complaint and any compensatory decisions taken, the complainant has no right to be informed of action against or involving a member of staff.

37. Stage 1 - Informal Resolution of Complaints

37.1 It is the intention of the University that all complaints raised by research students should be dealt with promptly and without unnecessary formality. Therefore, in the first instance the complaint should normally be discussed with the person to whom the complaint relates or who is responsible for the matter giving rise to the complaint. Thus, for example, in the event of a research student being concerned with his/her lack of progress, this should be discussed in the first instance:

- with the Principal Supervisor and if unresolved
- with the Provost.

37.2 Following investigation of circumstances of the complaint, the person to whom the

complaint has been referred shall initially provide an oral response to the student normally within 10 working days of the complaint being lodged, except where good reason can be proceeding to Stage 2 of the Procedure. A record of the circumstances shall be retained by the Registrar in the student file. This record shall indicate either any corrective or compensatory action to be taken as a form of redress, or the reason for the decision to reject the complaint. This record shall be destroyed when the student graduates or otherwise ceases to be a student of the University. The person to whom the complaint has been referred shall inform the appropriate

member of staff concerned or responsible for the matter giving rise to the complaint of this outcome.

37.3 The student may proceed to Stage 2 of the Procedure where either:

(1) it is not possible to achieve a timeous or satisfactory resolution by informal means using Stage 1 of the Procedure; or

(ii) it is inappropriate due to the confidentiality or sensitivity of an issue to raise the complaint in accordance with Stage 1 of the Procedure.

37.4 Advice on the appropriate course of action should be sought from the University's Research Committee, Student Union prior to deciding 2 whether and how to proceed.

37.3 Stage 2 - Formal Complaint

The research student shall submit his/her complaint formally in writing to the Provost. Where this complaint has previously been considered through Stage 1 of the Procedure the research student should make this submission normally within 10 working days of receiving the written response. Such formal complaints must be submitted in writing, stating clearly that the complaint is being submitted, and indicating the expected outcome and, if appropriate, indicating why he/she is not satisfied with the response received from Stage 1 of the Procedure. The current state of the research in relation to the approved programme should be appended.

37.1.1 On receipt of the written complaint, the Provost shall determine whether it is appropriate for the complaint to be considered under the Research Degrees Complaints Procedure or whether the nature of the complaint warrants its consideration under other procedures:

(1) if the complaint raised by the research student involves an allegation of misconduct by a member of staff, the Dean or the Provost, he /she should apply to the President of the University

(2) if the complaint is vexatious or malicious the Dean or the Provost should determine whether it warrants disciplinary action, in which case a record of the circumstances shall be retained by the Registrar in the student file.

37.1.2 The Provost shall provide the research student with a signed and dated acknowledgement of receipt, and provide details of the action to be taken, which may include meeting with any or all interested parties, and indicative timescales. Following investigation of the circumstances of the complaint, the Provost shall provide a written response to the research student, which shall be copied to the appropriate member of staff concerned or responsible for the matter giving rise to the complaint, normally within 10 working days of the complaint being lodged, except where good reason can be demonstrated for requiring a longer period. This response shall indicate either any corrective or compensatory action to be taken as a form of redress, or the reason for the decision to reject the complaint. It shall also notify the student of his/her right to proceed to Stage 3 of the Procedure. The Provost shall also forward copies of the complaint and response to the Research Committee. The research student shall confirm in writing to the Provost within five working days whether he/she is satisfied with the response.

37.1.3 Within 20 working days the Provost providing the research student with the written response, shall meet with the member of staff concerned responsible for the matter giving rise to the complaint, to consider any required corrective action, appropriate timescales and agree a future date at which progress shall be reviewed. The Dean or the Provost shall also, where appropriate and in liaison with the member of staff concerned or responsible for the matter giving

rise to the complaint, consult with any third parties who are required to take action to avoid a recurrence of the circumstances giving rise to the complaint.

37.1.4 The student may proceed to Stage 3 of the Procedure where either:

(1) it is not possible to achieve a timeous or satisfactory resolution by using Stage 2 of the Procedure; or it is appropriate due to the confidentiality or sensitivity of an issue to raise the complaint in accordance with Stage 2 of the Procedure.

37.1.5 Advice on the appropriate course of action should be sought from the University's QA, Student Union prior to deciding whether and how to proceed.

37.2 Stage 3-Formal Complaint

37.2.1 The research student shall submit his/her complaint formally in writing to the Research Committee or, if it is inappropriate to submit the complaint to the Research Committee, to the Provost. Where this complaint has previously been considered through Stage 2 of the Procedure the research student should make this submission normally within 10 working days of receiving the written response. Such formal complaints must be submitted in writing, stating clearly that the complaint is being submitted, indicating the expected outcome and, if appropriate, indicating why he/she is not satisfied with the response received from Stage 2 of the Procedure. The current state of the research in relation to the approved programme should be appended.

37.2.2 On receipt of the written complaint, the Research Committee or Provost shall determine whether it is appropriate for the complaint to be considered under the Research Degrees Complaints Procedure or whether the nature of the complaint warrants its consideration under other procedures:

- 1) if the complaint raised by the research student involves an allegation of misconduct by a member of staff, the Dean or the Provost should apply to the President of the University;
- 2) if the complaint is vexatious or malicious the Dean or the Provost should determine whether it warrants disciplinary action in accordance with paragraphs 6 and 7 of Regulation Part IX: Student Conduct, Appeals and Complaints, in which case a record of the circumstances shall be retained by the Registrar in the research student file.

37.2.3 The Research Committee or Provost shall provide the student with a signed and dated acknowledgement of receipt, and provide details of the action to be taken, which may include meeting with any or all interested parties, and indicative timescales. Following investigation of the circumstances of the complaint, the Research Committee or Provost shall provide a written response to the research student, which shall be copied to the appropriate member of staff concerned or responsible for the matter giving rise to the complaint, normally within 10 working days of the complaint being lodged with the Research Committee or Provost, except where good reason can be demonstrated for requiring a longer period. This response shall indicate either any corrective or compensatory action to be taken as a form of redress, or the reason for the decision to reject the complaint. In respect of the University's internal Research Degrees Complaints Procedure, this response shall be final.

37.2.4 Recording of Complaints

The Research Committee or Provost shall lodge a copy of the written notification in the Registrar's student file and shall distribute a copy to the Dean in which the research student is studying and the Academic Registrar. Copies of the written notifications of outcomes shall only be distributed to those central Departments to which the complaint relates. The Academic Registrar shall

maintain a central record of all formal research student complaints raised through Stages 2 and 3, in accordance with current legislation concerned with data protection and shall be reported by the Academic Registrar to Academic Council.

38.THE AWARD OF PHD BY PUBLIC OUTPUT

Any full-time or part-time member of staff of the University or affiliated research institution shall be eligible to apply to register for the award of the degree of Doctor of Philosophy by Public Output and will be subject to the provisions of this Regulation, except as specified in the following paragraphs.

38.1 Registration and Approval of the Portfolio of Public Output

The public output candidate shall submit an application to register to the Research Committee. The application shall include a list of public outputs on which the candidature is to be based; a preliminary statement giving details of where and when the research on which the works were based was undertaken; and an outline discussion (of 3,000 words) of the contribution of the public output to the advancement of the field of study.

38.2 Timescales for Completion

Submission for the award shall be made within three years of the registration date. There shall be no backdating of the date of registration.

38.3 Supervision

38.3.1 The Research Committee shall approve and appoint, for each public output candidate, one or two supervisors, of whom at least one shall be a member of staff of the University. One supervisor shall be appointed Principal Supervisor with formal responsibility for the public output candidate's supervision.

38.3.2 The supervisory team shall normally have combined experience of supervising not less than three PhD research students to successful completion. At least one member of the supervisory team shall have supervised two or more PhD research students to successful completion.

38.3.3 The supervisory team, in particular the Principal Supervisor, shall be required to identify any training needs of the public output candidate; and to advise and assist in the preparation of the final submission.

39. The Thesis, the Portfolio of Public Output and Support Statement

After a minimum period of registration of one year, the public output candidate shall submit to the Research Committee a thesis, a portfolio of public output and a supporting statement as prescribed below.

39.1 The Thesis

This shall be a supporting documentary thesis declaring the underlying philosophy of the PhD submission, and which shall be capable of standing alone as a document in its own right. The text of the thesis shall normally be of approximately 20,000 words (Science, Engineering, Art and Design) or 40,000 words (Arts, Social Sciences and Education). The portfolio of public output shall be an appendix to the thesis.

Furthermore, the thesis shall include the following:

- a) a list of the public output on which the application is based

- b) details of when and where the research on which the application is based was undertaken
- c) a discussion of the contribution made by the works submitted to the general advancement of the field of study and research concerned; a common theme must be demonstrated
- d) a demonstration that the work constitutes a significant contribution to knowledge of the subject
- e) evidence of the originality of the work
- f) an abstract
- g) a declaration
- h) where a public output candidate submits output produced in conjunction with others, a statement specifying what proportion of the work was carried out personally by the public output candidate; this must be accompanied by signed statements by co-authors (or equivalent) to verify the share of the work claimed by the public output candidate
- i) a review of the current literature, unless incorporated into publications
- j) other public output in support of the application may be appended if the public output candidate so wishes.

39.2 Portfolio of Public Output

The portfolio, shall consist of public output which conforms to the following requirements:

- 1) the portfolio shall extend over a period of not less than 10 years from the date of publication of the earliest item to the latest item;
- 2) at least 10 of the items of public output shall be fully peer-reviewed single author publications, or equivalent, the subject matter of which shall be of direct relevance to the case for PhD. Exceptionally, joint-authored material may be included if it can be unambiguously demonstrated the public output candidate was the dominant author and researcher, who provided the intellectual drive and effort of the research; any public output jointly-authored with a research student supervised by the public output candidate shall not be double counted and shall not compromise either the integrity of the PhD by public output or the research student's PhD;
- 3) every item of public output included in the portfolio shall have been subject as to peer review;
- 4) if the items of public output included in the portfolio must be supportive of a case for coherent research development in line with that required for a traditional degree of PhD and shall, therefore, be consistent with a single research question and hypothesis;
- 5) the work directly associated with the research shall be demonstrably equivalent to the 540 credits at the appropriate level required for a degree of PhD.

39.3 Supporting Statement

This shall state the public output candidate's case that the research is equivalent to the 540 credits at the appropriate level required for a degree of PhD. This shall require evidence in the form of supporting statement from employers, professional colleagues and others deemed appropriate by the public output candidate and approved by the Research Committee.

12.4.2 In accordance with paragraph 9.1.1 of this Regulation, the examination for the award of PhD by public output shall have two stages:

- (1) the submission and preliminary assessment.
- (2) the defence of the submission by oral examination.

34. Examiners.

A candidate for the award of PhD by public output shall be examined by three examiners: an internal examiner who shall be a member of University staff not associated with the supervisory team; and two external examiners.,

35.First Examination

35.1 In examining the public output candidate, the examiners must determine whether:

- (i) the works submitted demonstrate that the public output' candidate has carried out a programme of study and research at least comparable with that required to prepare a PhD thesis in the field concerned.
- (ii) the submission demonstrates that the public output candidate possesses research skills.
- (iii) the submission demonstrates that the public output candidate has personally made a systematic study.
- (iv) the public output candidate has shown originality by exercise of independent critical powers and has made a distinct contribution to knowledge.

35.2 At the conclusion of the examination, where the examiners are in agreement they shall recommend to the Research Committee that:

- (i) the public output candidate be awarded the degree of PhD;
- (ii) the public output candidate be awarded the degree subject to amendments being made to the final report;
- (iii) the public output candidate be not awarded the degree.

35.3 In the event of disagreement between the examiners, the normal procedures, according to paragraph 9.5.7 of this Regulation, shall apply.

35.4 Following the award of the degree, the Research Committee shall lodge one copy each of the thesis, portfolio of public output and supporting statement in the University Library.

35.5 A re-application for the award of PhD by public output shall only be made by a candidate after a period of five years following the previous examination. Only one re-application per candidate shall be made.

All other issues, concerning such matters as appeals, and restricted access (if relevant) shall be as specified by this Regulation.

36. SPECIFICATION FOR THESIS SUBMISSION

36.1 TEXT

The text of the thesis, excluding ancillary data, shall not normally exceed the following guidelines:

- (i) SCIENCE, ENGINEERING, ART AND DESIGN:

Degree of PhD 40,000 words

Degree of MSc 15,000 words

- (ii) ARTS, SOCIAL SCIENCES AND EDUCATION

Degree of PhD 80,000 words

Degree of MSc 30,000 words

Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written thesis shall normally be within the range:

Degree of PhD 30, 000-40, 000 words

Degree of MSc 10,000-15,000 words

36.2 FORMAT

Theses may be submitted in printed or electronic format in accordance with the following:

36.2.1 Printed Theses

- (i) Theses shall normally be to A4 size. Research students requesting permission to use a format larger than A4 should be aware that the production of microfiche and full-size reproduction may not be feasible.
- (ii) Copies of theses shall be presented in a permanent and legible form, in print. The size of character used in the main text, including displayed matter and notes, shall not be less than font size 12.
- (iii) The Thesis shall be printed on the recto side of the page only; the paper shall be white and within the range 70g/m² to 100g/m².
- (iv) The margin at the left-hand binding edge of the page shall not be less than 40mm; other margins shall not be less than 15mm.
- (v) Double or one-and-a-half spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used.
- (vi) Pages shall be numbered consecutively throughout the text including photographs/diagrams included as whole pages.
- (vii) In accordance with paragraph 8 of this Regulation, there shall be an abstract of approximately 300 words bound into the thesis which shall provide a synopsis of the content. The abstract shall state the nature and scope of the work undertaken together with the contribution made to the knowledge of the subject treated. Three loose copies of the abstract shall be submitted with the thesis. These shall have as a heading:
 - the name of the author;
 - the degree for which the thesis is submitted;
 - and the title of the thesis.

36.2.2 Electronic Theses

- (1) Theses shall be produced using appropriate software packages which, where possible, are in common use within the University. The research student shall consult with the University Library at an early stage on the presentation and software for the thesis.
- (2) Theses shall be produced in a format that allows the document to be electronically archived, for example through conversion into a PDF file.
- (3) Where theses contain specialised electronic elements (e.g. interactive formulae, or audio-visual clips), students should seek advice from the University Library on how to embed this information into the main file.

36.2.3 Title Page

The title page of each thesis shall give the following information:

- the full title of the thesis;
- the full name of the author;

- that the degree is awarded by the University;
- the award for which the degree is submitted in partial fulfilment requirement;
- the collaborating establishment (if any);
- the month and year of submission.

36.2.4 Abstract

In accordance with paragraph 8 of this Regulation, an abstract of the thesis of approximately 300 words shall be submitted in electronic format. The abstract shall state the nature and scope of the work undertaken, together with the contribution made to the knowledge of the subject treated and shall have as a heading:

- the name of the author;
- the degree for which the thesis is submitted;
- and the title of the thesis.

A list of no more than 10 identifying keywords shall be submitted for indexing and information retrieval purposes.

37. THE UNIVERSITY LIBRARY COPY – printed and digitalised

- (i) Where the thesis is produced in printed format:
 - (a) one copy of the final, approved, version should be made available for the University Library. The binding shall be black in colour and of a fixed type so that leaves cannot be removed or replaced; the front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright. The outside front board shall bear the title of the work, the name and initials of the candidate, the qualification and the year of submission; the same information (excluding the title of the work) shall be shown on the spine of the work, reading downwards. Such information shall be printed to a minimum size of 24pt type.
 - (b) An electronic copy of the thesis, in a format such as Microsoft Word, together with accompanying media, shall also be submitted. Where the thesis is produced in digital format, a copy of the final, approved
- (ii) where the thesis is produced in digital format, a copy of the final, approved version should be made available to the University Library
- (iii) On submission of the thesis, each student shall be required to complete a form to:
 - (a) confirm that their work does not contain any copyright material other than their own or that for which they have written permission to reproduce and make available via web pages;
 - (b) grant the University permission to make the thesis available on its web pages and as part of a British Library central repository (web-based or print-based). Students wishing to place an embargo on their work appearing on web pages for a period of two years may do so. An application for an embargo of a longer period for a specific reason, such as a pending patent, may be made to the Research Committee. A non-exclusive copyright agreement can be arranged to allow the student to publish the thesis elsewhere at any future date.

PART IX. STUDENT CONDUCT, APPEALS AND COMPLAINTS POLICY

9.1 INTRODUCTION

The purpose of the Policy is to define and clarify the responsibilities and entitlements of students that follow from the act of enrolment. In particular, it explains the standards of conduct which are expected, and specifies the procedures which are followed when misconduct is alleged. It further sets out the entitlement of the student to expect that the University will meet its own clearly stated objectives, standards and performance targets within a supportive environment. It also specifies the procedures available to students to appeal against decisions of the University and to lodge complaints where the University has not fulfilled its obligations.

9.2 Statement of Principles

This Policy covering Student Conduct, Appeals and Complaints has been prepared:

- to reflect the principles of natural justice, including the assumption of innocence until guilt is determined, in the context of any matter which affects a student's educational progress and well-being;
- to ensure equality of treatment of students by providing transparent, consistent and accessible procedures;
- to ensure that appeals, complaints and disciplinary action are resolved as close as possible to their point of origin, with a minimum of formality, and as expeditiously as possible; and to ensure that, as far as is reasonably practicable, all interested parties are kept informed of progress of an investigation, appeal or complaint;
- to permit the raising of individual or collective complaints;
- to assure the identity and circumstances of all parties involved in investigations, appeals or complaints remain confidential unless disclosure is necessary to progress an investigation, appeal or complaint, in which case an identity will only be revealed judiciously to those directly involved in an investigation, appeal or complaint or with the prior approval of the subject; to ensure any student will not be disadvantaged because he/she contributes to an investigation, lodges an appeal or raises a complaint;
- to ensure that information revealed in the process of investigations, appeals or complaints will, where appropriate, inform a deliberate and expeditious improvement in a service which is within the control of the University;
- to ensure that the Regulation will not obviate a person's rights under the Laws of Malta , the legal context in which these Regulations operate for all students enrolled and enrolled with the University.

9.3 University Obligations

The University's obligations to its applicants are:

- to provide information to potential applicants that will describe the applications procedure and assist them to make an informed choice of course;
- to specify the qualification awarded on the successful completion of the course and whether it is recognised as part of, or leads to, a professional qualification.
- to provide a statement of the fees payable together with an indication of any additional equipment or material costs for which the student may be liable.
- to ensure that the process of selection is conducted fairly and that the selection criteria take account of a broad and reasonable range of qualifications.

- to take all reasonable steps to provide the educational services described in the prospectus and other promotional material.

The University's obligations to its students are:

- to provide information on the aims, structure and content of the course, and an outline of the teaching and learning methods employed, with particular reference to the mix of practical, lecture and tutorial sessions together with details of sandwich and/or work placement elements where these apply.
- to provide a timetable of classes with any attendance requirements clearly specified.
- to provide clear and timely information on methods of assessment, and the scheduling of all assessments; to provide students the appropriate opportunity to express their views on the quality of teaching, academic facilities, and other support services through the University's quality control procedures;
- to attend promptly and fairly to enquiries and queries from students relating either to their course or to the range of student services offered by the University; to deal fairly and promptly with all allegations of misconduct in accordance with the Disciplinary Procedures
- to deal fair and promptly with appeals against decisions concerning academic awards and progression.
- to investigate formal complaints relating to the academic process thoroughly, fairly and without delay.
- to assure the identity and circumstances of all complainants and appeal remains confidential, unless disclosure is necessary to progress an investigation, appeal or complaint, in which case the identity of the complainant will only be revealed judiciously to those directly involved in an investigation, appeal or complaint or with the prior approval of the complainant;
- to ensure that information revealed in the process of investigations, appeals or complaints will, where appropriate, lead to timeous corrective action or inform a deliberate improvement in a service which is within the control of the University; to take all reasonable steps to minimise any disruption to educational provision, caused by circumstances beyond the control of the University such as natural disaster or industrial action.

9.4 Student Obligations and Conduct

9.4.1 Student Obligations

It is the obligation of each student:

- to meet any attendance requirements set by the College or laid out in the Course Document and to acknowledge that failure to do so may be taken into account by the relevant Assessment Board; to attend timetabled assessments, and to submit work for assessment within the notified time limit and in accordance with the conditions for the course to which the submission relates, or to notify the tutor or the Dean timeously of any special circumstances which may prevent him/her achieving this;
- to notify the tutor or the Dean timeously of any special circumstances which may adversely affect his/her academic performance;
- to declare, where deemed necessary by an associated professional and/or statutory body, any personal circumstances pertinent to achieving and/or retaining the membership of that body.

- to pay by the due dates all University or partner institution fees, loans, fines, rent and such other sums and return any property as may be due to the University or partner institution, and to acknowledge that, in the event of failure to do so, the University or partner institution is entitled to take appropriate action, which may include, but need not be limited to, one or more of the following:
- suspension or discontinuation of enrolment;
- withholding a University award;
- to fulfil the University's published requirements for enrolment and for assessment.

9.5 Student Conduct

Students are expected to behave courteously, and not to engage in behaviour which is, or is likely to be, prejudicial to the good order or to the reputation of the University.

Students are required to treat University property and equipment with respect.

Students are required to abide by all requirements for professional conduct and behaviour be they defined by the University or an associated professional and/or statutory body.

Students are expected not to attempt to gain unfair advantage in assessments and examinations.

Breaches of the above will be deemed to constitute misconduct.

9.6 Misconduct

All students at the University are subject to the jurisdiction of the Provost in respect of their conduct. However, the Provost may delegate his/her powers in this respect to another senior officer of the University or the authority of the Students' Appeal and Conduct Committee.

Where misconduct is alleged, students shall be liable to disciplinary procedures provided for in the Disciplinary Procedure Non-Academic Misconduct. Where alleged misconduct leads to criminal proceedings the University shall not be precluded from also taking action under the Disciplinary Procedure - Non-Academic Misconduct.

Where misconduct is alleged, students shall be liable to disciplinary procedures as provided for in the Disciplinary Procedure - Academic Misconduct. Action under the Disciplinary Procedure - Academic Misconduct does not preclude action also being taken under the Disciplinary Procedure - Non-Academic Misconduct.

10 Enrolment

Where a student has had their studies discontinued and an appeal is pending, the student shall be entitled to enrol temporarily as a conditional student, and shall be permitted to attend classes pending the resolution of the appeal. Any such enrolment shall in no way imply that the student's appeal will be successful. Students who have been suspended pending a disciplinary hearing shall not normally be permitted an enrolment status.

11 Graduation

In the event that a student has appealed against the decision of the Assessment Board, and the appeal is not resolved prior to graduation then the appellant shall be eligible to graduate with the award confirmed at the original Assessment Board. This shall in no way prejudice the outcome of the Academic Appeal.

Where the student's appeal is upheld and leads to a higher award then the student shall be required to relinquish the lower-level award previously accepted at graduation and, after, the higher award will be issued to the student.

12 Disciplinary Procedure for Non-Academic Misconduct

Categories of Non-Academic Misconduct

An allegation of Non-Academic Misconduct may be made by a member(s) of staff of the University against a student(s), by a student(s) against another student(s), or by a person external to the University against a student(s). If an allegation involves misconduct by a member(s) of staff, this will be dealt with separately in accordance with the Disciplinary Procedures. This Regulation shall apply to any activities engaged in, or services and facilities enjoyed, as a student at the University, or in the vicinity of any premises owned, leased or managed by the University. Non-Academic Misconduct may involve conduct relating to (though not limited to) the following:

1. Conduct involving breaches of stated instructions or regulations issued by the University, associated professional or statutory bodies, or by authorised members of the University, that prejudice the orderly working of the University and/or contravene the requirements of associated professional or statutory bodies.
2. Conduct that bring or could bring, the reputation of the University, or associated professional or statutory bodies into disrepute.
3. Conduct that constitute unauthorised acts, including (though not limited to):
4. assault of or threatening behaviour towards any student(s) or member(s) of staff of the University;
5. damage to the property of the University, student(s) or member(s) of staff of the University; harassment on the grounds of gender, sexuality, disability, age, race or
6. religion; misappropriation or misuse of University funds or assets; (d)
7. unauthorised occupation of University land or premises;
8. behaviour which interferes with the legitimate freedom of speech, ideas, actions or enquiry of a student(s) or member(s) of staff, or which disrupts or interferes with University processes or procedures;
9. attempts to subvert University processes or procedures by means of false claims or fraudulent documents;
10. unauthorised appropriation of offensive materials and publications, in printed or electronic format.
11. Conduct that endanger the safety or well-being of others

Any action taken under the Disciplinary Procedure will take precedence over any disciplinary action being taken under other rules or regulations of the University.

12.1 Initial Intimation - Non-Academic Misconduct

All cases shall be referred in the first instance to the Student Appeal, Complaint and Conduct Committee, to whom the Provost has delegated disciplinary authority. Provost shall inform the student concerned and any other relevant parties in writing of the details of the alleged misconduct and shall arrange a meeting with the student at the earliest possible opportunity and not normally later than 10 working days after the alleged complaint has been received by the provost. The provost shall issue such notification of the date, time and venue of the meeting and the details of the alleged misconduct to the student by recorded delivery. The student shall be advised by the Student Appeal, Complaint and Conduct Committee that they may contact the Student Union for advice and support. The student shall be entitled to be accompanied by a person of his/her choosing and shall be given every opportunity to explain the circumstances of

the case and to submit any mitigating evidence for consideration. If the student fails to attend without good reason a further meeting may be arranged, the arrangements for which shall also be confirmed in writing to all interested parties, and the student informed that the meeting would proceed in his/her absence if necessary, without this constituting grounds for appeal.

The Student Appeal, Complaint and Conduct Committee, shall examine the facts and interview the student, and may consult with other staff and students as appropriate.

If, as a result of the meeting with the student, the Provost, or nominee, is satisfied non-academic misconduct has not taken place, no further action against the student will be taken and the student and the original complainant shall be informed of the outcome in writing by the Head of Student Affairs Department within five working days of the meeting. A copy of the written outcome shall be retained in the College's file, in accordance with current legislation concerned with data protection, and which shall be destroyed when the student graduates or otherwise ceases to be a student of the University.

If the student admits to the misconduct, the Student Appeal, Complaint and Conduct Committee, shall prepare notes of the meeting, including the student's admission, and request the student to sign the notes as representing an accurate record of the meeting. The Student Appeal, Complaint and Conduct Committee shall decide the appropriate penalty or penalties, and taking account of the extent of the misconduct, whether wilful deception was involved, together with the student's overall record. The Student Appeal, Complaint and Conduct Committee, shall also take any mitigating circumstances into consideration, as well as any regulations, notices or announcements of the University, including those specifying the conduct and obligations of students in, in connection with, inter alia, information technology usage and security policies, or University Library, and any other such agencies within or associated with the University. The Student Appeal, Complaint and Conduct Committee shall provide the Provost with a statement of the circumstances relating to the misconduct together with written notification of the penalty or penalties imposed. The Student Appeal, Complaint and Conduct Committee shall provide the student with a copy of the signed notes of the meeting, notification of the penalty or penalties to be imposed, and advise the student of their entitlement to lodge an appeal.

If the student denies the misconduct and Student Appeal, Complaint and Conduct Committee is satisfied the alleged misconduct merits investigation, he/she shall prepare notes of the meeting, including the student's denial, and request the student to sign the notes as representing an accurate record of the meeting. The Student Appeal, Complaint and Conduct Committee shall immediately refer the case to the Provost, providing a copy of the signed notes of the meeting. The Student Appeal, Complaint and Conduct Committee shall then endorse the commencement of an investigation and decide whether it is appropriate to make a recommendation to the Provost to suspend the student in question.

12.2 Suspension of a Student Pending a Disciplinary Hearing

A student who is the subject of an allegation of non-academic misconduct or against whom a criminal charge is pending or who is the subject of police investigation may be suspended by the Provost pending the meeting of the investigating Committee, or the trial, or the outcome of the police investigation, as appropriate. In the absence of the Provost a nominee, to whom the Provost has delegated the authority, shall exercise the powers of the Provost in relation to the suspension of students. Any decision taken by the nominee to suspend a student shall be reported in writing to the Provost. If the Provost disagrees with the recommendation from the Student Appeal, Complaint and Conduct Committee to suspend a student, the meeting of the Investigating Committee shall proceed.

Suspension involves a total prohibition or selective restriction on attendance at or access to the University and/or its resources and facilities, and on any participation in University or Student Union activities; but it may be subject to qualification, such as permission to attend for the purpose of an examination.

The student should not be suspended unless he/she has been given an opportunity to make representations in person to the Provost or the nominee. Where it is not possible for the student to attend in person, he/she shall be entitled to make written representations. In all correspondence the Provost or nominee shall ensure the student is advised in writing of the date, time and venue of the meeting, issuing such notification by recorded delivery.

In cases of great urgency, the Provost/or nominee shall be empowered to suspend a student with immediate effect. However, in these cases the student should be given an opportunity to make representations to the Provost or nominee, as appropriate, following the suspension decision.

Where a student has been suspended, such suspension should be subject to review by the Principal or nominee in the light of any developments and of any representations made by the student or anyone else on his/her behalf.

12.3 Investigating Committee - Non-Academic Misconduct

The Student Appeal, Complaint and Conduct Committee shall meet normally within 10 working days of the allegation being received by the Provost. The Committee shall consist of a minimum of three and a maximum of five members of staff nominated and shall also include a university management member. The members of the Committee shall be chosen from staff of the College concerned with the alleged misconduct.

The student shall receive written notification from the Provost not less than five working days before the meeting of the Student Appeal, Complaint and Conduct Committee of the allegation(s) to be considered and of the date, time and venue of the meeting. The Student Appeal, Complaint and Conduct Committee shall issue such notification by recorded delivery.

The Student Appeal, Complaint and Conduct Committee shall examine the facts and shall interview the student. The student may present documentation and/or supporting evidence and may be accompanied by one other person, who may be a legal agent. The Committee shall interview members of staff and students as appropriate and shall decide on the evidence presented, whether the circumstances involved non-academic misconduct. In the event of the Committee being unable to establish that on the balance of probabilities non-academic misconduct was involved, the presumption shall be that the student is innocent of the misconduct.

If the student fails to attend without good reason a further meeting may be arranged, the arrangements for which shall also be confirmed in writing to all interested parties, and the student informed that the meeting would proceed in his/her absence, if necessary, without this constituting grounds for appeal.

12.4 Student Conduct Appeals and Complaints

Where non-academic misconduct is established, the Committee shall take account of the extent of the misconduct, together with the student's overall record. The Committee shall also take any mitigating circumstances into consideration. The Committee shall determine the appropriate penalty, as well as any regulations notices or announcements of the University, including those specifying the conduct and obligations of students in, or in connection with inter alia, information technology usage and security policies, University Library, or the Student Union and any other

such agencies within or associated with the University. Following a third proven case of non-academic misconduct, there shall be an automatic recommendation to the Provost for the immediate and permanent exclusion from the University's facilities and properties, and withdrawal of enrolment and all corresponding rights of the student.

The Student Appeal, Complaint and Conduct Committee shall issue a written notification of the outcome and penalty, if appropriate, to the student normally within five working days of the meeting. In addition, he/she shall notify the student of his/her right to submit an appeal against the decision and/or penalty. Furthermore, the Student Appeal, Complaint and Conduct Committee shall prepare notes of the meeting and request the student sign the notes.

Where such misconduct may also constitute a criminal offence, and the police or other appropriate authority are involved, this shall be reported to the Provost (or nominee in his/her absence) who shall decide, whether disciplinary proceedings under the Disciplinary Procedure should be deferred pending possible criminal proceedings. However, the student may still be suspended pending the outcome of any proceedings. Where alleged misconduct leads to criminal proceedings the University shall not be precluded from also taking action under the Disciplinary Procedure

12.5 Penalties - Non-Academic Misconduct

Penalties for non-academic misconduct shall be in accordance with the provisions of of this Regulation.

12.6 Recording of Misconduct and Penalties - Non-Academic Misconduct

Where the Student Appeal, Complaint and Conduct Committee concludes that non-academic misconduct has not been established, no record of the investigation shall be held in the Student Affairs Department student file, though a central record shall be retained by the Academic Registrar, in accordance with current legislation concerned with data protection, and which shall be destroyed when the student graduates or otherwise ceases to be a student of the University.

In all instances where the Student Appeal, Complaint and Conduct Committee concludes that non-academic misconduct has been established, the Student Appeal, Complaint and Conduct Committee shall lodge a copy of the written notification in the Student Affairs Department student file and shall distribute a copy to the Academic Registrar. Copies of the written notifications of outcomes shall only be distributed to those central Departments to which the case relates. The Academic Registrar shall maintain a central record of all disciplinary cases and penalties in accordance with current legislation concerned with data protection. All cases of non-academic misconduct shall be reported by the Student Affairs to the Academic Council.

13 Appeals Procedure-Now-Academic Misconduct

A student found guilty of non-academic misconduct by Student Appeal, Complaint and Conduct Committee shall be entitled to submit an appeal against the decision and/or the penalty or penalties to the Student Appeal, Complaint and Conduct Committee. No person involved in the original decision shall be a member of the Student Appeal, Complaint and Conduct Committee which has the appeal. The Student Appeal, Complaint and Conduct Committee may hear more than one appeal at the same meeting, and does not require to be convened separately for each.

Any such appeal must be submitted in writing to the Provost normally within 10 working days of the student receiving notification of the decision of the Committee indicating whether the appeal refers to the decision and/or the penalty. The Committee shall inform in writing to the student the date, time and venue for the Committee at least 20 working days prior to the meeting issuing

the correspondence by recorded delivery. The student shall be entitled to appear before the Committee, and to be accompanied by one other person, who may be a legal agent, and to call witnesses in support of his/her case as appropriate. The Committee shall have the authority to call witnesses as appropriate if the student fails to attend without good reason. If a further meeting may be arranged, the arrangements for which shall also be confirmed in writing to all interested parties, and the student informed that the meeting will proceed in his/her absence if necessary, without this constituting grounds for appeal.

Having considered the appeal against the decision, the Committee shall determine that the appeal be dismissed, the decision of the Student Appeal, Complaint and Conduct Committee be confirmed and the penalty be confirmed or modified; or that non-academic misconduct has not been established, and that the penalty be cancelled. Having considered the appeal against the penalty, the Committee shall determine either: that the appeal be dismissed and that the penalty be confirmed; or that the appeal be sustained and that a lesser penalty be substituted.

The Student Appeal, Complaint and Conduct Committee shall issue a written notification of the outcome to the student within five working days of the Appeal Hearing. In respect of the University's internal Disciplinary Procedure for Non-Academic Misconduct, the decision of the Student Appeal, Complaint and Conduct Committee shall be final.

13.1 Recording of Misconduct and Penalties - Appeals (Non-Academic Misconduct)

Where the Student Appeal, Complaint and Conduct Committee concludes that non-academic misconduct has not been established, no record of the investigation shall be held in the Student Affairs Department student file, though a central record shall be retained by the Academic Registrar, in accordance with current legislation concerned with data protection, and which shall be destroyed when the student graduates or otherwise ceases to be a student of the University.

In all instances where the Student Appeal, Complaint and Conduct Committee concludes that non-academic misconduct has been established, Student Appeal, Complaint and Conduct Committee shall lodge a copy of the written notification in the Student Affairs Department student file and shall distribute a copy to the Academic Registrar. Copies of the written notifications of outcomes shall only be distributed to those central Departments to which the case relates. The Academic Registrar shall maintain a central record of all disciplinary cases and penalties in accordance with current legislation concerned with data protection.

13.2 Categories of Academic Misconduct

Academic Misconduct is defined as any attempt by students to gain an unfair advantage in assessments. An allegation of academic misconduct may be made by a member(s) of staff of the University against a student(s). Academic misconduct or cheating may include (though not be limited to): plagiarism; falsifying or fabricating data, collusion; bribery or attempted bribery; personation; or any other activity intended to provide an unfair advantage such as: the taking of any unauthorised material into an examination; the unauthorised use of programmable calculators and dictionaries in examinations; obtaining copy of "unseen" papers in advance of an examination; communicating or attempting to communicate in any way with another student during an examination; copying or attempting to copy from another student during an examination or in the production of coursework; wilful deception in any element of an assessment.

Plagiarism is the practice of presenting the thoughts, writings or other output of another or others as original, without acknowledgement of their source(s). All material used to support a piece of work, whether a printed publication or from electronic media, should be appropriately

identified and referenced and should not normally be copied directly unless as an acknowledged quote. Text translated into the words of the individual student should in all cases acknowledge the source.

Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.

Collusion involves two or more students working together, without the prior authorisation of the Course Leader, tutor or supervisor, to produce the same piece of work, and then attempting to present this work as entirely their own work. Collusion may also be suspected when one student copies work from another student, without the knowledge of the first student.

Bribery is the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.

Personation consists of a substitute taking the place of a student in an examination or undertaking an assessment on behalf of another.

A student who aids and abets a fellow student to commit academic misconduct shall be deemed to have committed academic misconduct and will be dealt with accordingly.

13.3 Initial Intimation - Academic Misconduct

When a case of suspected academic misconduct has been identified, the Provost shall be informed in the first instance. The Course Leader, the tutor, the student concerned and any other relevant parties are informed in writing of the details of the alleged misconduct, and shall arrange a meeting with the student and Course Leader at the earliest possible opportunity and not normally later than 10 working days after the alleged complaint has been received by the Provost. The Provost shall issue such notification of the date, time and venue of the meeting and the details of the alleged misconduct to the student by recorded delivery. The student shall be advised by the Provost that they may contact the Student Union for advice and support.

The student shall be entitled to be accompanied by a person of his/her choosing and shall be given every opportunity to explain the circumstances of the case and to submit any mitigating evidence for consideration.

If the student fails to attend without good reason a further meeting may be arranged, the arrangements for which shall also be confirmed in writing to all interested parties, and the student informed that the meeting would proceed in his/her absence if necessary, without this constituting grounds for appeal.

The Student Appeal, Complaint and Conduct Committee and Course Leader shall examine the facts and interview the student, and may consult with other staff and students as appropriate. If, as a result of the meeting with the student, Student Appeal, Complaint and Conduct Committee and Course Leader are satisfied that no academic misconduct has taken place, no further action against the student will be taken and the student and the original complainant shall be informed of the outcome in writing by the Student Appeal, Complaint and Conduct Committee within five working days of the meeting. A copy of the written outcome shall be retained in the Student Appeal, Complaint and Conduct Committee 's file, in accordance with current legislation concerned with data protection, and which shall be destroyed when the student graduates or otherwise ceases to be a student of the University.

Where the student admits to the academic misconduct, the Student Appeal, Complaint and Conduct Committee shall prepare notes of the meeting, including the student's admission, and

request the student to sign the notes as representing an accurate record of the meeting. The Student Appeal, Complaint and Conduct Committee shall decide the appropriate penalty or penalties, and taking account of the course stage, the extent of the misconduct, whether wilful deception was involved, the extent to which the assessment would have contributed to the final award, together with student's overall record. The Student Appeal, Complaint and Conduct Committee shall also take any mitigating circumstances into consideration, as well as any regulations, notices or announcements of the University, including those specifying the conduct and obligations of students in, or in connection with, inter alia, information technology usage and security policies, University Library, and any other such units within or associated with the University. The Student Appeal, Complaint and Conduct Committee shall provide the Provost with a statement of the circumstances relating to the misconduct together with written notification of the penalty or penalties imposed. The Student Appeal, Complaint and Conduct Committee shall provide the student with a copy of the signed notes of the meeting, notification of the penalty penalties to be imposed, and advise the student of their entitlement to lodge an appeal.

Where the student denies the allegations but the Course Leader and Student Appeal, Complaint and Conduct Committee consider that there is a case to be answered, the Student Appeal, Complaint and Conduct Committee shall prepare notes of the meeting and request the student to sign the notes as representing an accurate record of the meeting. The Student Appeal, Complaint and Conduct Committee shall provide a copy of the signed notes of the meeting to the Provost and the student concerned. In such a case a formal investigation shall be established to investigate the evidence and to determine any action to be taken.

13.4 Investigating Committee - Academic Misconduct

The Student Appeal, Complaint and Conduct Committee to meet normally within 10 working days of the provost being informed. The Committee shall consist of a minimum of three and a maximum of five academic staff of the Faculty as nominated by the provost. The members of the Committee shall be chosen from staff unconnected with the course concerned with the alleged misconduct and shall be convened by the Student Appeal, Complaint and Conduct Committee.

The student shall receive written notification from the Provost, not less than five working days before the meeting of the Committee, of the allegation(s) to be considered and of the date, time and venue for the meeting. The Provost shall issue such modification by recorded delivery.

If the student fails to attend without good reason a further meeting may be arranged, the arrangements for which shall also be confirmed in writing to all interested parties, and the student informed that the meeting will proceed in his/her absence if necessary, without this constituting grounds for appeal.

The Student Appeal, Complaint and Conduct Committee shall examine the facts and shall interview the student. The student may present documentation and/or supporting evidence and may be accompanied by one other person, who may be a legal agent. The Committee shall interview members of staff and students as appropriate and shall decide, on the evidence presented, whether the circumstances involved academic misconduct. In the event of the Committee being unable to establish that on the balance of probabilities academic misconduct was involved, the presumption shall be that the student is innocent of the misconduct.

Where academic misconduct is established, the Committee shall take account of the course stage, the extent of the misconduct, whether wilful deception was involved, the extent to which the assessment would have contributed to the final award, together with the student's overall record. The Committee shall also take any mitigating circumstances into consideration. The Committee shall determine the appropriate penalty, specifying the conduct and obligations of students or in

connection with, inter alia, information technology usage and security policies, University Library, and any other such units within or associated with the University

The Student Appeal, Complaint and Conduct Committee, shall issue a written notification of the outcome and penalty, if appropriate, to the student normally within five working days of the meeting. In addition, he/she shall notify the student of his/her right to submit an appeal against the decision and/or penalty. The student shall also be advised that a report will be made the Assessment Board at its next scheduled meeting. The Student Appeal, Complaint and Conduct Committee shall retain the report and ensure it is submitted to the Assessment Board. Furthermore, the Student Appeal, Complaint and Conduct Committee, shall prepare notes of the meeting and request the student sign the notes as representing an accurate record of the meeting. Where there is insufficient time for an allegation of misconduct to be investigated prior to a meeting of an Assessment Board, a decision on the student's progress shall be deferred. Where evidence of academic misconduct becomes available subsequent to the recommendation of an Assessment Board, the Board may consider the matter retrospectively. Following a third proven case of academic misconduct, there shall be an automatic recommendation to the Provost for the immediate and permanent exclusion from the University's facilities and properties, and withdrawal of enrolment and all corresponding rights of the student.

13.5 Appeals Procedure - Academic Misconduct

A student found guilty of academic misconduct by Student Appeal, Complaint and Conduct Committee, or who has admitted academic misconduct, shall be entitled to submit an appeal against the decision and/or the penalty or penalties as appropriate to the Student Appeals and Conduct Committee. No person involved in the original decision shall be a member of the Student Academic Appeals and Conduct Committee which hears the appeal. The Student Academic Appeals and Conduct Committee may hear more than one appeal at the same meeting, and does not require to be convened separately for each case.

Any such appeal must be submitted in writing to the Student Appeal, Complaint and Conduct Committee normally within 10 working days of the student receiving notification of the decision of the Investigating Committee, indicating whether the appeal refers to the decision and/or the penalty, and confirming his/her address for correspondence. The Student Academic Appeals and Conduct Committee shall confirm in writing to the student the date, time and venue for the Committee at least 10 working days prior to the meeting, issuing the correspondence by recorded delivery. The student shall be entitled to appear before the Student Academic Appeals Committee, and to be accompanied by one other person, who may be a legal agent, and to call witnesses in support of his/her case as appropriate. The Committee shall have the authority to call witnesses as appropriate.

If the student fails to attend without good reason a further meeting may be arranged, the arrangements for which shall also be confirmed in writing to all interested parties, and the student informed that the meeting will proceed in his/her absence if necessary, without this constituting grounds for appeal.

Having considered the appeal against the decision, the Committee shall determine either:

- that the appeal be dismissed, the decision of the Committee be confirmed and the penalty be confirmed or modified; or
- that academic misconduct has not been established, and that the penalty be cancelled.

Having considered the appeal against the penalty, the Committee shall determine either:

1. that the appeal be dismissed and that the penalty be confirmed; or
2. that the appeal be sustained and that a lesser penalty be substituted.

The Student Academic Appeals and Conduct Committee shall issue a written notification of the outcome to the student within five working days of the Appeal Hearing. The decision of the Student Academic Appeals and Conduct Committee shall be final.

13.16 Academic Appeals - Awards and Progression

This Procedure shall apply to all enrolled students of the University in respect of decisions relating to student progression and/or academic awards, with the exception of those students enrolled.

The University is not obliged to review decisions relating to student progress and/or recommended academic awards, and nor has it conferred on any student the right of appeal to Academic Council. However, Academic Council shall, through the Student Academic Appeals and Conduct Committee, consider appeals against decisions relating to academic performance and/or recommended academic awards, on the following grounds:

(1) that the student's performance was adversely affected by illness or other factors which he/she was unable or, for valid reasons to the decision being made; and/or

(2) that there had been a material administrative error, or that the assessment was not conducted in accordance with the current regulations governing the course or that some other irregularity which materially affected the assessment had occurred.

Disagreement with the academic judgement of an Assessment Board cannot constitute grounds for appeal.

The Student Academic Appeals and Conduct Committee has delegated powers from Academic Council to consider and to make decisions on its behalf with regard to appeals by students against decisions of Assessment Boards affecting their academic progress and/or the academic award for which they have been recommended; such decisions by the Student Academic Appeals and Conduct Committee shall require to be ratified by the Provost, acting in his/her capacity as Chair of Academic Council, before they can be implemented.

13.17 Intimation of Academic Appeal (Awards and Progression)

In the first instance, a student wishing to dispute a decision of an Assessment Board relating to his/her academic progress or to the academic award for which he/she has been recommended, should discuss their concerns with the Course Leader, who will advise on the grounds of appeal, issue the student with copy of this Regulation, and inform the student that further advice is available from the Student Affairs Department. Following this discussion, and if the student wishes to proceed with an appeal, the student shall prepare a written Statement of Appeal confirming the grounds which form the basis for the appeal.

13.8 Submission of Statement of Appeal to the Provost

The student (hereafter known as the appellant) shall lodge the Statement of Appeal with the Provost, or nominee, as soon as possible after the publication of the notification of the results and normally no later than 20 working days after such publication. It shall be the responsibility of the appellant to inform the Provost of the address to which communications should be addressed or

at which he/she can be contacted. All written communications to an appellant shall be sent by recorded delivery.

Where a Statement of Appeal is lodged beyond the 20 working day period after the publication of results the Provost, in consultation with the Student Affairs Department, shall decide whether failure to meet the deadline was due to verifiable circumstances of the appellant. Where the Provost find no verifiable circumstances and reach the opinion that the appeal should not, therefore, be considered they shall report their opinion to the student in writing who shall have no further right of appeal. Where he/she disagrees, he/she shall instruct that the appeal process proceed.

Should the appellant make any alteration to the grounds of his/her appeal at any time after its initial lodgement, the appeal shall be deemed invalid; an appellant shall not be permitted to lodge more than one appeal against a decision of an Assessment Board.

The date on which the Student Appeal, Complaint and Conduct Committee receives the appeal shall be taken as the date of lodgement, and the member of staff receiving the appeal shall give the appellant a signed and dated acknowledgement of receipt; it shall be the responsibility of the appellant to ensure that he/she receives such a receipt.

Immediately on receipt of the Statement of Appeal, the Student Appeal, Complaint and Conduct Committee shall pass a copy of the Statement of Appeal to the Provost.

14.Consideration by the Assessment Board

Within normally 20 working days of the date of lodgement of the Statement of Appeal by the appellant, the Student Appeal, Complaint and Conduct Committee shall re-convene the internal members of the Board to consider the appellant's case. The subsequent decision of the internal members of the Board shall be subject to the immediate written approval of the External Examiner(s) concerned which may be obtained by facsimile machine or other electronic communication.

Following the Assessment Board's re-consideration the appellant shall be notified in writing by the Student Appeal, Complaint and Conduct Committee. Normally within five working days of being so notified, the appellant shall either:

- (1) accept the decision of the Board, and withdraw his/her appeal; or
- (2) confirm in writing to the Student Appeal, Complaint and Conduct Committee that he/she wishes to proceed with the appeal.

15.Appeals Process - Prima Facie Case

On receipt of the appellant's confirmation that he/she wishes to proceed with the appeal, the Student Appeal, Complaint and Conduct Committee shall immediately copy this and the Assessment Board outcome to the provost together with a report of the circumstances surrounding the appeal. Thereafter, and normally within three working days the Provost, or nominee, shall confer with the Academic Registrar, or nominee, to establish whether a prima facie case for an appeal exists. A prima facie case shall exist where evidence to support the grounds of appeal.

16.Re-Consideration by the Assessment Board

Exceptionally, where it is deemed by the Provost that a prima facie case exists following the submission of additional evidence that was not previously available to the Student Appeal,

Complaint and Conduct Committee, the Provost may refer the case back to the Student Appeal, Complaint and Conduct Committee for re-consideration.

The Academic Registrar, or nominee, shall communicate the Provost's decision to the appellant in writing within 10 working days of the Provost receiving the appellant's confirmation of proceeding with the appeal and the Student Appeal, Complaint and Conduct Committee's report.

Normally within 20 working days, the internal members of the Student Appeal, Complaint and Conduct Committee shall convene to re-consider the case, and the subsequent decision shall be subject to the immediate written approval of the External Examiner(s) concerned which may be obtained by electronic communication.

17.Consideration by the Student Academic Appeals and Conduct Committee

Where it is deemed by the Provost that a prima facie case exists, the Provost shall refer the case to the *Student Academic Appeals and Conduct Committee* for consideration.

The Academic Registrar, or nominee, shall communicate the Provost's decision to the appellant in writing, together with details of the procedure to be adopted by the *Student Academic Appeals and Conduct Committee*, within 10 working days of the Dean receiving the appellant's confirmation of proceeding with the appeal and the Dean's report; the Academic Registrar, or nominee, shall also communicate the Provost's decision to the Student Academic Appeals and Conduct Committee.

18.Dismissal of the Appeal

Where it is deemed by the Provost that no prima facie case exists, the Provost shall dismiss the appeal.

The Academic Registrar, shall communicate the Provost's decision to the appellant in writing within 10 working days of the Dean receiving the appellant's confirmation of proceeding with the appeal and Student Appeal, Complaint and Conduct Committee 's report.

19.Student Academic Appeals and Conduct Committee

A meeting of the Student Academic Appeals and Conduct Committee shall be convened normally within 20 working days of notification to the appellant that a prima facie case is established. The Academic Registrar shall inform the appellant in writing of the date, time and venue of the meeting of the Student Academic Appeals and Conduct Committee at least 10 working days prior to the meeting and issuing such correspondence by recorded delivery.

If the appellant fails to attend without good reason a further meeting may be arranged, and the appellant informed that the meeting will proceed in his/her absence if necessary, without this constituting grounds for appeal.

In considering an appeal, the Student Academic Appeals and Conduct Committee shall be subject to the following conditions:

- the appellant shall be required to appear before the Committee;
- the appellant shall be entitled to be accompanied by two persons, one of whom may be a legal agent;
- the appellant and those accompanying him/her shall be entitled to address the Committee;
- the appellant shall be entitled to call witnesses;

- the Committee shall be entitled to call witnesses and to require members of academic staff of the University to attend before the Committee for the purpose of examination in connection with any matter subject to the Committee's consideration;
- the Student Appeal, Complaint and Conduct Committee shall be entitled to call witnesses. Decision of the Student Academic Appeals Committee

The courses of action available to the Student Academic Appeals and Conduct Committee shall be as stated:

- Where the Committee is not satisfied that a case has been established, it shall dismiss the appeal.
- Where the Committee is satisfied that a case has been established, it shall require the Assessment Board to re-consider its decision in the light of the evidence submitted to the Committee, and to submit to the Committee a report of its re consideration. Where it is impracticable to re-convene the Assessment Board or where, in the opinion of the Committee, the original Board unreasonably refuses to amend its decision, the Committee shall make an appropriate recommendation to Academic Council.
- Where the Committee is satisfied that case has been established and where the implications are such as to invalidate for more than one student the results of the assessment that the subject of appeal, the Committee may recommend to Academic Council that it annul the whole assessment or any part of it.

All appeal decisions by the Student Academic Appeals and Conduct Committee shall be passed to the Provost, for ratification in his/her capacity as Chair of Academic Council within three working days of the meeting. The Student Academic Appeals and Conduct Committee shall issue a written notification of the outcome to the appellant within five working days of the decision being ratified by the Provost of the University. In respect of the University's internal procedure for Academic Appeals - Awards and Progression, the decision of the Student Academic Appeals and Conduct Committee shall be final.

20. Recording of Academic Appeals (Awards and Progression) and Decisions

The Convener of the Student Academic Appeals and Conduct Committee shall lodge a copy of the written notification in the Student Administration Department student file and shall distribute a copy to Academic Registrar. All academic appeals and decisions shall be reported by the Academic Registrar to the Academic Council.

20.1 Nature of Complaint

A complaint may be made by a student(s) where he/she believes an aspect of the delivery of their course/programme is unsatisfactory, or believes there have been breaches of stated policies or procedures of the University. This may relate to (though not be limited to) the following:

- the teaching and learning experience of the student;
- facilities and learning resources available; provision of guidance and support.
- Complaints by a research student in respect of their research degree programme.
- Complaints by a student(s) involving an allegation of misconduct by a member(s) of staff
- Complaints by a student(s) alleging misconduct by an executive officer of the Student Union Complaints by a student(s) which involves a partner institution. The Provost shall inform the partner institution of the complaint and will be responsible for liaising directly with the partner institution during any investigation.

A complaint by a student will normally not be investigated if a period of three months has elapsed since the alleged behaviour or action, which is the basis of the complaint, occurred.

Any investigation conducted under the formal stages of the Student Complaints Procedure must be conducted in accordance with principles that ensure a balance between the interests of the complainant and of any member of staff involved. For staff, these principles include, the expectation that there will be: an assumption of "no fault" until the balance of evidence from the investigation demonstrates otherwise respect for the dignity of the individuals involved the right to be told of the complaint complainant and know of the evidence presented by the right to respond to the complaint and the evidence the right to know the outcome the right to have confidentiality preserved where there is any consequential action involving the employee.

Whilst a complainant has the right to be told of the outcome of the complaint and any compensatory decisions taken, the complainant has no right to be informed of action against or involving a member of staff.

20.2 Stage 1. Informal Resolution of Complaints

It is the intention of the University that all complaints raised by students should be dealt with promptly and without unnecessary formality. Therefore, in the first instance the complaint should normally be discussed with the person to whom the complaint relates or who is responsible for the matter giving rise to the complaint. Thus, for example, an issue relating to a module or course should be raised first with the Module Co-ordinator and/or the Course Leader, and an issue relating to an administrative matter should be raised first with the officer responsible for the matter giving rise to the complaint or the appropriate line manager.

Following investigation of the circumstances of the complaint, the person to whom the complaint has been referred shall initially provide an oral response to the student normally within 10 working days of the complaint being lodged, except where good reason can be demonstrated for requiring a longer period, and inform the student of his/her right to proceed to Stage 2 of the Procedure. A record of the circumstances shall be retained by the College in the student file. This record shall indicate either any corrective or compensatory action to be taken as a form of redress, or the reason for the decision to reject the complaint. This record shall be destroyed when the student graduates or otherwise ceases to be a student at the University. The person to whom the complaint has been referred shall inform the appropriate member of staff concerned or responsible for the matter giving rise to the complaint of this outcome.

The student may proceed to Stage 2 of the Procedure where either:

- (1) it is not possible to achieve a timeous or satisfactory resolution by informal means using Stage 1 of the Procedure; or
- (2) it is inappropriate due to the confidentiality or sensitivity of an issue to raise the complaint in accordance with Stage 1 of the Procedure.

Advice on the appropriate course of action should be sought from the University's Student Union or Student Affairs department or from the student's tutor prior to deciding whether and how to proceed.

20.3 Stage 2 - Formal Complaints

The student shall submit his/her complaint formally in writing to Student Appeal, Complaint and Conduct Committee or, if it is inappropriate to submit the complaint to the Provost, to the appropriate College in which the student is enrolled. Where this complaint has previously been

considered through Stage 1 of the Procedure the student should make this submission normally within 10 working days of receiving the written response. Such formal complaints must be submitted in writing, stating clearly that the complaint is being submitted, and indicating the expected outcome and, if appropriate, indicating why he/she is not satisfied with the response received from Stage 1 of the Procedure.

On receipt of the written complaint, the Student Appeal, Complaint and Conduct Committee shall determine whether it is appropriate for the complaint to be considered under the Student Complaints Procedure or whether the nature of the complaint warrants its consideration under other procedures:

if the complaint is raised by a research student in respect of their research degree programme, the Provost should refer the student to the AUM Academic Regulation Part VII: Research degrees.

- if the complaint raised by the student involves an allegation of misconduct by a member of staff, the Student Appeal, Complaint and Conduct Committee should consult the University's QA and Human Resources Department for advice and advise the student of this course of action
- if the complaint raised by a student involves an allegation of misconduct by an executive officer of the Student Union, the Student Appeal, Complaint and Conduct Committee should contact the Student Union in the first instance in order for proceedings to commence under the Union's own procedures, and advise the student of this course of action
- if the complaint is vexatious or malicious the Student Appeal, Complaint and Conduct Committee should determine whether it warrants disciplinary action, in which case a record of the circumstances shall be retained by the College in the student file.

The Student Appeal, Complaint and Conduct Committee shall provide the student with a signed and dated acknowledgement of receipt, and provide details of the action to be taken, which may include meeting with any or all interested parties, and indicative timescales. Following investigation of the circumstances of the complaint, the Student Appeal, Complaint and Conduct Committee shall provide a written response to the student, which shall be copied to the appropriate member of staff concerned or responsible for the matter giving rise to the complaint, normally within 3 working days of the complaint being lodged, except where good reason can be demonstrated for requiring a longer period. The student shall confirm in writing to the Student Appeal, Complaint and Conduct Committee within five working days whether he/she is satisfied with the response.

Within 10 working days of the Student Appeal, Complaint and Conduct Committee providing the student with the written response, the Provost shall meet with the member of staff concerned or responsible for the matter giving rise to the complaint, to consider any required corrective action, appropriate timescales and agree a future date at which progress shall be reviewed.

The student may proceed to Stage 3 of the Procedure where either:

- it is not possible to achieve a timeous or satisfactory resolution by informal means using Stage 2 of the Procedure;
- or it is inappropriate due to the confidentiality or sensitivity of an issue to raise the complaint in accordance with Stage 2 of the Procedure.

Advice on the appropriate course of action should be sought from the University's Student Affairs, the Student Union or from the student's tutor prior to deciding whether and how to proceed.

20.4 Stage 3 - Formal Complaint

The student shall submit his/her complaint formally in writing to the Student Appeal, Complaint and Conduct Committee and the President if it is inappropriate to submit the complaint to the Provost. Where this complaint has previously been considered through Stage 2 of the Procedure the student should make this submission normally within 10 working days of receiving the written response. Such formal complaints must be submitted in writing, stating clearly that the complaint is being submitted indicating the expected outcome and, if appropriate, indicating why he/she is not satisfied with the response received from Stage 2 of the Procedure.

On receipt of the written complaint, the President shall determine whether it is appropriate for the complaint to be considered under the Student Complaints Procedure or whether the nature of the complaint warrants its consideration under other procedures, if the complaint is raised by a research student in respect of their research degree programme, the Student Appeal, Complaint and Conduct Committee should refer the student to AUM Academic Regulation Part VII in the following situations:

1. if the complaint raised by the student involves an allegation of misconduct by a member of staff, the President should consult the University's Human Resources Department, QA department for advice and advise the student of this course of action;
2. if the complaint raised by a student involves an allegation of misconduct by an executive officer of the Student Union, the President should contact the Student Union in the first instance in order for proceedings to commence under the Union's own procedures, and advise the student of this course of action;

The University President shall provide the student with a signed and dated acknowledgement of receipt, and provide details of the action to be taken, which may include meeting with any or all interested parties, and indicative timescales. Following investigation of the circumstances of the complaint, the President shall provide a written response to the student, which shall be copied to the appropriate member of staff concerned or responsible for the matter giving rise to the complaint, normally within 5 working days of the complaint being lodged with the President, except where good reason can be demonstrated for requiring a longer period. This response indicate either any corrective or compensatory action to be taken as a form of redress, or the reason for the decision to reject the complaint. In respect of the University's internal Complaints Procedure, this response shall be final.

21. Recording of Complaints

The President shall lodge a copy of the written notification in the Student Affairs Department student file and shall distribute a copy to the University units in which the student is studying and the Academic Registrar. Copies of the written notifications of outcomes shall only be distributed to those central Departments to which the complaint relates. The Academic Registrar shall maintain a central record of all formal student complaints raised through Stages 2 and 3. All student complaints shall be reported by the Academic Registrar to Academic Council.

Annex 1. How to Write Student Learning Outcomes

Step 1

Start by having a faculty meeting and brainstorm about what a student would know, understand and be able to do.... By the end of the course. Make sure that this is tied to the course content and material.

Step 2

Ensure that the outcomes reflect a mix of Bloom's six categories of learning outcomes: knowledge, comprehension, application, analysis, synthesis, and evaluation. An increased bias toward the high end of the taxonomy is expected in advanced courses.

Step 3

Agree on a first draft of a list of outcomes, understanding that they will be revised several times before becoming firm (or definitive) and that they will change over time.

Step 4

List the student learning outcomes on the syllabus. Gather feedback from student at the end of the course about how well they perceive that student learning outcomes were addressed.

Step 5

Assess student learning by designing assignments specifically geared to measure achievement of each of the outcomes.

Step 6

In Light of this data, and during the course review at the end of each semester, revise the list of outcomes.

Step 7

Repeat the above steps and regularly and as needed to improve student learning.

ACTION Verb List – Suggested verbs to use in Each Level of Thinking Skills

Knowledge

Comprehension

Application

Analysis

Synthesis

Evaluation

Count

Define

Describe

Draw

Identify

Labels

List

Match

Name

Outlines

Point

Quote

Read

Recall

Recite

Recognized

Record

Repeat

Reproduces

Selects

State

Write

Associate
Compute
Convert
Defend
Discuss
Distinguish
Estimate
Explain
Extend
Extrapolate
Generalize
Give examples Infer Paraphrase Predict
Rewrite
Summarize

Apply Calculate Change Classify Complete Compute Demonstrate Discover Divide Examine Graph
Interpolate Manipulate Modify Operate Prepare Produce Show

Solve Subtract Translate Use Analyze

Arrange Breakdown Combine Design Detect Develop Diagram Differentiate Discriminate
Illustrate Infer

Outline Point out Relate Select Separate Subdivide Utilize Categorize

Combine Compile Compose Create Drive Design Devise Explain Generate Group Integrate Modify
Order Organize Plan Prescribe Propose Rearrange

Reconstruct Related Reorganize Revise Rewrite Summarize Transform Specify Appraise

Asses Compare Conclude Contrast Criticize Critique Determine Grade Interpret Judge Justify
Measure Rank

Rate Support Test

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Learning Outcomes

Knowledge

- 1 Knowledge of dates, events, places
- 2 Knowledge of major ideas
- 3 Mastery of subject matter

Skills Demonstrated

Action Verbs

List, define, tell, describe, identify, show, label, collect, examine, tabulate, quote, name, who, when, where, etc.

Comprehension

- 1 Grasp Meaning

- 2 Translate Knowledge
- 3 Interpret facts, compare, contrast
- 4 Order, group, infer causes
- 5 Predict Consequences

Action Verbs Summarize, describe, interpret, contrast, predict, associate, distinguish, estimate, differentiate, discuss, extend

Application

- 1 Use methods, concepts, theories in new situations
- 2 Solve problems using required skills or knowledge

Action verbs Apply, demonstrate, calculate, complete, illustrate, show, solve, examine, modify, relate, change, classify, experiment, discover seeing patterns

Analysis

- 1 Recognition of hidden meanings
- 2 Identification of components

Action Verbs Analyze, separate, order, explain, connect, classify, arrange divide, compare, select, explain, infer

Synthesis

- 1 Generalize from given facts
- 2 Relate knowledge from several areas
- 3 Predict, draw, conclusions

Action Verbs Combine, integrate, modify, substitute, plan, create, design, invent, what if? compose, formulate, prepare, generalize, rewrite

Evaluation

- 1 Compare and discriminate between ideas
- 2 Assess value of theories, presentations
- 3 Make choices based on reasoned arguments
- 4 Verify value of evidence
- 5 Recognize subjectivity

Action Verbs Assess, decide, rank, grade, test, measure, recommend, convince, select, judge, explain, discriminate, support, conclude, compare, summarize

