



STUDENT ORIENTATION FALL SEMESTER 2023

04.09.2023

*Meet at AUM reception
Time: 10:00 am*







AMERICAN UNIVERSITY OF MALTA

STUDENT AFFAIRS ORIENTATION **FALL 2023**

Agenda For Today's Orientation!

TIME	LOCATION	TOPIC	HOST
10:00am	AUM RECEPTION	MEET & GREET	Mr. David O'Shaughnessy Director of Student Affairs
10:15am	GAME LAB	WELCOME TO AUM	Mr. David O' Shaughnessy Director of Student Affairs
10:20am	GAME LAB	What is the OSA & How do we support you at AUM?	Ms. Clara Youssef. Student Affairs Coordinator
10:45am	GAME LAB	Mental Health & Well-being	Ms. Mary Rose Meli AUM Student Counsellor
11:00am	GAME LAB	Faculty Presentation	TBD
11:15AM	ROOM 211	Personal Documents Submission. Passport, Original Transcripts etc	The Admissions Team
11:45am	ROOM	IT Department set-up students with AUM email account and logins	The IT Team

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WELCOME TO AUM

- Student Handbook
- Student Life & Services
- Overview of Maltese Culture



ORIENTATION SCHEDULE

- Meet & Greet with Admissions Team.
- Meet & Greet with Registrar.
- Meet & Greet with IT.
- Book Appointment with AUM photographer.
- Attend Orientation with Office of Student Affairs (OSA).
- Meet & Greet with Librarian.
- Meet & Greet with Provost & Faculty & Student Union (SU).
- Lunch & Refreshments with the Executive Team.
- Campus Walkabout & FAQs.

Dated : 3rd of February 2023. Time: 10:00am to 5:00pm

PURPOSE OF YOUR ORIENTATION



**It is Mandatory for
all Students to
Attend Orientation**



**Prepare you for
Student Life at
AUM**



**Cover most
important topics &
Answer Questions**

STUDENT HANDBOOK

A Student Centric Handbook designed by Student Affairs for Students to support them throughout their Learning Journey at the American University of Malta.

A digital copy of the Student Handbook can be downloaded from the AUM website here;

[Student Handbook 2022-23](#)



GETTING CONNECTED TO AUM SYSTEMS

There are 4 important systems that you will be using regularly at AUM:

- EMAIL
- AUM PORTAL
- MOODLE & OIS & TEAMS
- LIBRARY & RESOURCES



KINDLY USE THE INSTRUCTIONS PROVIDED BY THE LIBRARIAN, IT & THE REGISTRAR TO ACCESS YOUR COMMUNICATION, LEARNING AND LIBRARY SYSTEMS.

PRINTING YOUR DOCUMENTS AT AUM



- A Printing Pin number will be sent to your AUM Email address.
- Please keep this pin safe. Let's review the handout provided on how to print.
- You can use your Student ID Card to log into the printer.
- The printer is located in the Library on level 1.

HOUSING

If third country national students (TCN) chose AUM Accommodation as part of their agreement with the University then this agreement will be delivered in full alignment with Maltese Government Regulations in terms of Study Visa and or temporary residence permits.

Students are responsible for the cleaning of their own rooms but AUM provide a professional cleaning service monthly at no charge to students for common areas.

Co-Habitation (male/female) rooms are not available but if you have a specific requirement you are kindly asked to contact the student affairs department for further advice.

Flat mate/Roommate requests are possible, but you must notify the student affairs department immediately as we can not guarantee that you will be able to live with a requested roommate, as accommodation is on a first come, first served basis.

HOUSING RULES



Residents are:

Not to commit or allow visiting guests to commit any form of harassment on the grounds of race, color, religion, sex, sexual orientation, age or disability which may interfere with the peace and comfort of, or cause offence to other guests, visitors, staff or neighbors.

Not to play or allow to be played any music or other devices so loudly that it causes a nuisance or annoyance to other guests or can be heard outside the building. Maltese law does not allow loud music in a residential area after 11pm.

Not to keep, or allow to be kept, or to consume any illegal drugs in the building. Smoking is not permitted within the apartments.

To maintain the premises in a clean and tidy state and to pay all costs incurred by the residence in making good any damage to the premises or to the residence fixtures, fittings and furnishings or to the common parts caused by the student or any invited visitor to the premises, fair wear and tear excepted.

HOUSING RULES



Residents are:

To report to the residence promptly any disrepair or defect for which the residence is responsible in the structure or exterior of the premises or in any installation therein or in the common parts.

To comply with the house rules as listed in this contract as well as other rules that could be introduced from time to time. These rules exist in order to allow good management of the residence.

Misplaced or lost keys, will be charged at 50.00 Euro per key and a further 100.00 Euro to change a lock should a tenant lose a key.

To remove all personal possessions, to leave the premises and residence's fixtures and fittings in good condition and return the keys the day the contract expires. The residence accepts no responsibility for anything left on the premises by the resident at the end of the contract and may charge for the cost of disposal of any items left behind.

Kindly see the [AUM Harassment, Bullying & Anti-Discrimination Policy](#) here;
[Anti -Harassment & Anti-Bullying and Anti-Discrimination Policy](#)

CLEANING POLICY

All residents share a collective responsibility for keeping their apartments clean, tidy and well maintained throughout their tenancy.

Should tenants need a private cleaning service, then kindly email studentaffairs@aum.edu.mt



WHAT IS THE ROLE OF STUDENT AFFAIRS?

The OSA department are responsible for initiating leading and managing student advisory and engagement services throughout the Students' learning journey at AUM.

The Student Affairs Department are available to all students from 08:30 am to 5:00 pm Monday to Friday and out of office hours are by appointment only.



WHAT IS AVAILABLE

We have exciting student services at AUM to help you integrate into AUM life/Maltese Culture and to succeed in your studies and career.

- Clubs and Activities
- Study Abroad
- Career Services
- Inter-cultural workshops
- Residential Life
- TRP advice from A-Z

For further info see here: [Student Life](#)

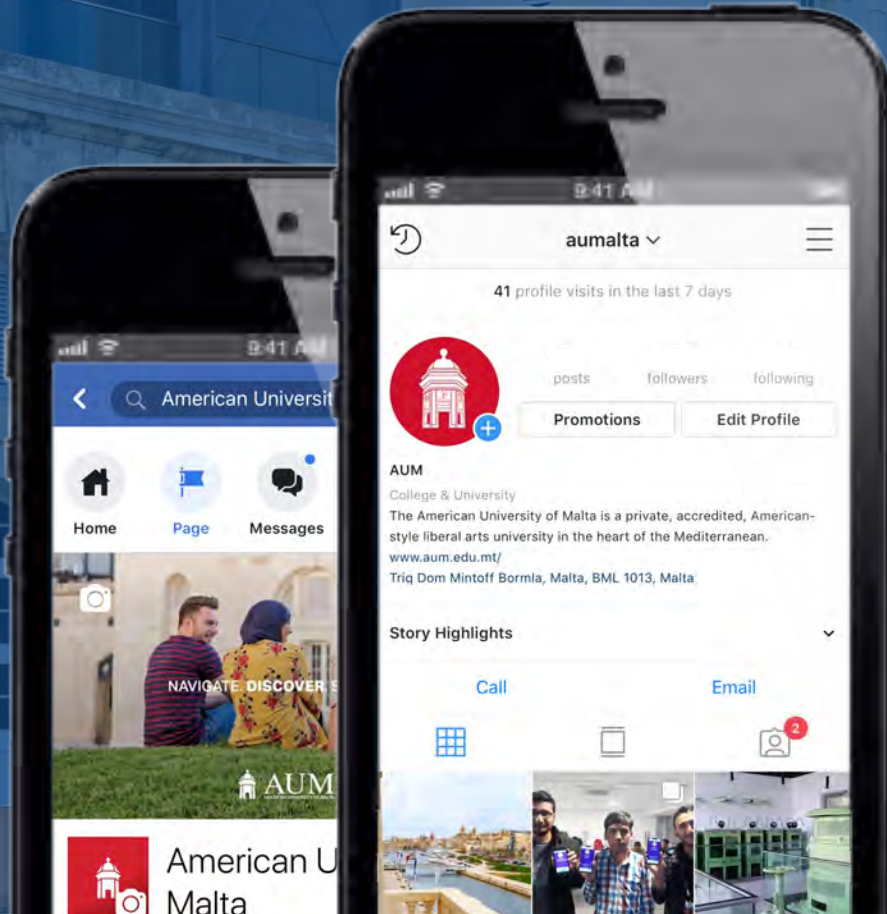




FOLLOW US!



/aumalta



USEFUL INFORMATION



Address:

*American University of Malta
Triq Dom Mintoff
Bormla, BML 1013
Malta.*



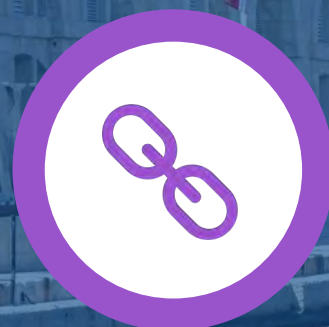
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