



AUM
AMERICAN UNIVERSITY OF MALTA

STUDENT HANDBOOK

2024-2025



AMERICAN UNIVERSITY OF MALTA

Licence Number: 2016-002

Category: University

Learn Today . Lead Tomorrow!

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1.0 WELCOME TO AUM!

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

The American University of Malta offers a unique educational experience, blending the structure and rigor of American Higher Education together with Maltese University accreditation license number 2016-002.

Our AUM Student Handbook is designed to provide you with essential general information about your learning journey, campus life, and the resources available to support your success.

At AUM, we are committed to delivering an enriching learning experience that will help to prepare you for your future.

This Student Handbook is the embodiment of the University's Motto:

"Learn Today . Lead Tomorrow"

Our Vision:

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

Our Mission:

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

Our Values:

- Quality
- Excellence
- Integrity
- Relevance



1.1 OUR VALUES EXPLAINED

QUALITY:

At AUM, quality encompasses all aspects of the university, from strategic planning and curriculum development to the students experience.

EXCELLENCE:

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

INTEGRITY:

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

RELEVANCE:

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



ACADEMIC CALENDAR

Summer & Fall

2024

SUMMER SEMESTER 24	
Date	Activity
Friday, 24 May 2024	Placement Tests Deadline
Monday, 27 May 2024	Course Enrollment Starts
Thursday, 30 May 2024	Course Enrollment Ends
Friday, 31 May 2024	Commencement
Monday, 3 June 2024	First Day of Classes
Monday, 3 June 2024	Add / Drop Period Starts
Thursday, 6 June 2024	Add / Drop Period Ends
Friday, 7 June 2024	Sette Giugno*
Monday, 24 June 2024	Mid Term Exams Start
Friday, 28 June 2024	Mid Term Exams End
Saturday, 29 June 2024	Feast of St Peter and St Paul*
Tuesday, 2 July 2024	Mid Term Grades Due
Thursday, 4 July 2024	Last Date to Withdraw from A course Without A Grade of 'F'
Tuesday, 23 July 2024	Last Day of Classes
Thursday, 25 July 2024	Final Exams Start
Saturday, 27 July 2024	Final Exams End
Tuesday, 30 July 2024	Grade Entry Due Date
Thursday, 1 August 2024	Grade Appeal Deadline
	*AUM & Public Holidays in Malta
FALL SEMESTER 24	
Date	Activity
Monday, 2 September 2024	Placement Tests
Monday, 2 September 2024	New Faculty Orientation / New Student Orientation
Tuesday, 3 September 2024	Course Registration Start
Friday, 6 September 2024	Tuition & Fee Payment Deadline
Saturday, 7 September 2024	Course Registration Ends
Monday, 9 September 2024	First Day of Classes
Tuesday, 10 September 2024	Add / Drop Starts
Friday, 20 September 2024	Add / Drop Ends
Saturday, 21 September 2024	Independence Day
Monday, 28 October 2024	Midterm Exams Start
Friday, 1 November 2024	Midterm Exams End
Wednesday, 6 November 2024	Midterm Grades Due
Wednesday, 13 November 2024	Last Date to withdraw from a course without a Grade of 'F'
Thursday, 28 November 2024	US Thanks Giving
Thursday, 12 December 2024	Last Day of Classes
Friday, 13 December 2024	Republic Day
Saturday, 14 December 2024	Final Exams Start
Saturday, 21 December 2024	Final Exams End
Monday, 23 December 2024	Intersession Starts
Tuesday, 24 December 2024	Grade Entry Due Date
Wednesday, 25 December 2024	Christmas Day
Friday, 27 December 2024	Grade Appeal Last Day
	*AUM & Public Holidays in Malta

For Academic Calendars, please see here: [Academic Calendars](#)

1.2 HISTORY OF THE AMERICAN UNIVERSITY OF MALTA

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



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



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



1.3 OFFICE OF STUDENT AFFAIRS

Welcome to the American University of Malta. Get ready for an enriching journey with the Office of Student Affairs. We are your go to people for personal and professional growth. In addition we also oversee the AUM Student Handbook to ensure you have the best information to make an informed decision. Our mission is to empower you with the knowledge and skills essential for success in today's interconnected world.

At the heart of AUM's vibrant community, the Student Affairs team takes the lead in crafting engaging opportunities and innovative programs that foster your development. We are not just a department; we are your advocates, bridging the gap between student interests and university support. Think of us as your ultimate ally on campus!

Connect with us:

For all things student affairs, your primary contact is studentaffairs@aum.edu.mt.

We are driven by a clear vision and mission, guided by core values that make AUM a truly exceptional place:

Community:

- Practice civility, compassion, and care.
- Build relationships that uplift and respect individual and collective well-being.

Integrity:

- Encourage honesty and moral clarity.
- Understand the impact of actions on the greater community.

Equity:

- Embrace and celebrate diversity and accessibility for all.
- Instill practices that work to mitigate against discrimination and promote inclusivity.
- Respect every individual within the AUM Principles of Community.

Wellbeing:

- Promote an environment that elevates the well-being of individuals and the community.
- Support respectful choices and positive decision-making.

Stewardship:

- Engage with sustainability through thoughtful stewardship.
- Being accountable for institutional and natural resources in a responsible manner while operating strategically to achieve our goals sustainably.

Excellence:

Strive for leadership in Student Advisory Services, Good Governance, and best practices.

1.4 WHAT DO WE DO FOR YOU?

The (OSA) takes the reins on leadership, strategic planning, and the management and implementation of all student programs, all while championing your interests as the link between you and the university. Our team's the one making sure your time at AUM is not just academically fulfilling, but also personally rewarding.

Imagine the AUM campus as a bustling hub of activity, with a myriad of services and programs designed to make your student life exceptional. From AUM Committees and Housing to Career Services, Counseling, the Student Development Program, the Everything AUM Podcast and the Writing Centre, we are your go-to source for personal and professional growth. We even produce the AUM Student Handbook to keep you informed and up to date about your responsibilities and accountabilities and who can support you during your learning journey at AUM.

Ever wondered about the inner workings of the Student Union? We mentor them and oversee SU Elections to ensure fairness and transparency. And when it comes to ensuring the AUM Honor Code is upheld, count on us.

We are not just about academics; your well-being is of vital importance to us. We're all about health promotion and inclusion, making sure you are at your best. New Student Orientation, Student Engagement, and the Student Development Program are here to make your transition to working life seamless. We also support clubs, associations, and even oversee the Student Residency Programs & International Relations, fostering global connections.

But what truly sets us apart is our role as mediator and facilitator. We build bridges between the Student Union, students, faculty, staff, and the Board of Trustees. We're here to ensure that your voice is heard, your concerns addressed, and your experience at AUM is nothing short of extraordinary. Welcome to a community that's here to enrich and support you throughout your journey at AUM.

Career Services

Welcome to AUM's dynamic Career Services, a division of the Office of Student Affairs (OSA) where we are not just about shaping your career; we are here to supercharge your professional journey. Our mission? To support you every step of the way during your time at AUM and beyond.

Picture this: our Career Center is your one-stop destination for tailored career guidance, available both in-person and virtually. We're all about giving you that individual touch, making sure your career planning is as unique as you are. We operate under the welcoming umbrella of the Office of Student Affairs, your gateway to a world of opportunities.

But what sets us apart? We're not just a service; we're a holistic, student-centric advisory hub for both current students and alumni. We're your secret weapon for acing your career game, offering services that go above and beyond. Think cover letter crafting, resume and CV design tips, mock interviews to get you interview-ready, peer mentoring, cross-cultural insights, and pro tips on optimizing your social media presence. Plus, we've got the inside scoop on what it takes to work in Malta and all across Europe.

So, whether you're a student charting your course or an alumnus looking to make your mark, we're here to empower your journey. Your career is our mission, and we're excited to be your partners in success! For further information kindly see here: [Career Services](#)

CAREER EVENTS:

Get ready to supercharge your career at AUM, where opportunities await you every semester! We don't just talk the talk; we walk the walk by connecting students with prospective employers at our on-campus career fairs and networking events. But that's just the tip of the iceberg.

Our Career Centre is your ultimate networking hotspot, and we've got the secret sauce to building incredible relationships with industry movers and shakers from both the private and public sectors.

Now, here's how you can dive headfirst into this career-boosting experience:

Virtual Drop-ins:

Got a burning career question? We're here to chat. Schedule a Teams drop-in with a Career Centre pro, Monday to Friday from 12-3pm. (Just a heads-up: no drop-ins on public holidays).

One-to-One Virtual Appointments:

Your career journey is personal, and so are our meetings. Get expert advice through online sessions with screen sharing capabilities. Hop on over to OIS messenger or contact Student Affairs directly to book your virtual appointment.

In-Person Appointments:

If you prefer a face-to-face chat, we're all for it. The Career Center offers in-person appointments Monday to Friday, 10am to 11am. Shoot us an email to request an in-person meet-up. (*Quick note: Resume, Cover Letter, and CV appointments are virtual only*).

Resume, Cover Letter & CV and Interview Preparation:

Ready to make your application shine? Schedule a sit-down with us to review your resume and cover letter and be prepared for your interview. For career resources kindly see here: [Career Services](#)

Virtual Career Workshops and Events:

Learning is a journey, and we've got your back. Dive into virtual career workshops and events, with something exciting always on the horizon. Contact us for all the juicy details.

At AUM, we're not just about education; we're about making your career dreams come true. So, let's connect, chat, and explore all the fantastic opportunities that await you via email on: studentaffairs@aum.edu.mt

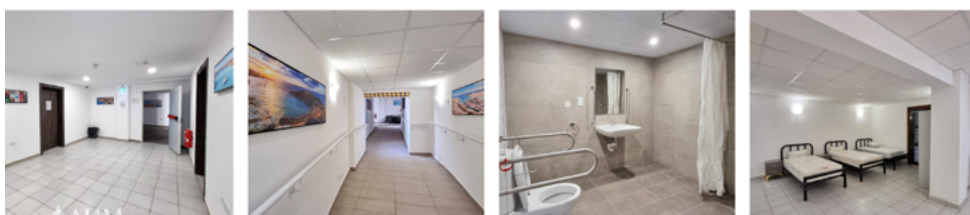
UNIVERSITY HOUSING:

Immerse Yourself In The Full University Experience!

Unlock the ultimate student experience with AUM Housing! Dive into the vibrant world of college life while ensuring your safety and security. We're not just proud, we're thrilled to offer top-notch accommodation that doesn't just meet your needs but enhances your entire learning journey at AUM.

Choose the Best Housing Option for You!

Welcome to the heart of student living at AUM! Our Student Affairs Housing Division is your gateway to comfortable and convenient accommodations right near the University in Bormla. At AUM Housing, we've got your needs and desires covered.



Picture yourself strolling, biking, or even coming to campus on a bus or ferry from your AUM housing it's that close!



Plus, we offer diverse housing options tailored to your preferences.

Whether you're seeking Male-Only, Female-Only, or couple-friendly accommodations, we've got you sorted.

Come complete with modern comforts like ensuite bathrooms, free Wi-Fi and more.

But here's the scoop if you're looking for something specific beyond our standard offerings, just reach out to the Student Affairs Office at least 30 days before the semester starts. For further information drop us an email on: studentaffairs@aum.edu.mt



AUM Housing

HOUSING TERMS & CONDITIONS:

Ready to dive into the world of AUM Housing? Let's make it crystal clear!

When you secure your accommodation, you'll ink a Housing Contract with the University for the duration of your stay. Here's the exciting part: we charge a fully refundable €500 Housing Deposit. You'll get every euro back as long as your room and shared living space is in top shape, with no tenant induced damage we're cool with fair wear and tear. Please see our Housing Policy here: [Students Policies and Procedures](#)

Start by completing the Housing Request Form, a must-do at least 30 days before the semester kicks off. Email it to studentaffairs@aum.edu.mt, and our Office of Student Affairs (OSA) will take it from there. They'll be your guide through the paperwork process.

Want to know more about AUM's Housing Policy and access the Housing Request Form? Dive into the information tab below your student housing journey begins here: [Student Housing](#)

Remember, rooms are in hot demand and allocated on a first-come, first-served basis. So, securing your spot is a breeze with early booking and full payment before the semester kicks off to secure your accommodation.

Kindly note the minimum stay in University Housing is 6 (six) months. Kindly refer to the Academic Calendar for exact dates of each semester prior to booking and paying for your accommodation. For any questions about AUM Housing, shoot us an email at: studentaffairs@aum.edu.mt.



STUDENT RESIDENCY SERVICE:

Welcome to the Office of Student Affairs (OSA) – the Student Residency Advisory Service is a division of the (OSA). Our expertise lies in guiding students through the application and renewal procedures for a Maltese Temporary Residence Permit (TRP). Non-EU national students may need to hold a TRP to legally reside in Malta while studying at AUM.

Are you an EU National? Great news!

You don't need a permit to reside and work in Malta.

The Free Movement of European Union Nationals and their Family Members Order 2007, along with related amendments (Legal Notice 329 of 2011 and Legal Notice 107 of 2012), paves the way for you to exercise your free movement rights in Malta.

At AUM, we're here to make your stay in Malta seamless and legally sound. Choose our Student Residency Service for a smooth transition to your new academic adventure.

The Temporary Residence Application Process in 3 Easy Steps!

Welcome to a hassle-free path toward your Maltese Temporary Residence Permit (TRP) through AUM's Student Residency Service. Follow these simple steps to ensure a smooth application process:

Step 1: Document Request Form (DRF)

First, complete and sign the AUM Document Request Form (DRF). Then, send it to us at studentaffairs@aum.edu.mt. Our dedicated team, including the Office of Student Affairs, the Finance Office, and the Registrar, will guide you through the approval process.

Step 2: Online Application and Payment

Next, it's time to upload your TRP application and make your payment online. Use your official AUM email account for this step, not your personal email address. The Maltese Government Entity – 'Identita', will be your platform for this process.

Step 3: Monitor Progress

Now, all that's left is to keep an eye on your TRP application. Log in to your Identita' account in the online portal regularly to track your application's progress. You're one step closer to your Maltese Temporary Residence Permit.

Join us at AUM, where we simplify the journey of our Non-EU national students applying for a Temporary Residence Permit (TRP). Opt for our Student Residency Service, and let your educational adventure begin seamlessly.

At AUM, we're your trusted partner in navigating the intricacies of international student life. Make the smart choice and opt for our Student Residency Service. Your successful academic adventure starts here!

For further information kindly see here: [Student Residency Temporary Card](#)

YOUR TRP & EMPLOYMENT IN MALTA

Your Guide to Residence and Work Permits in Malta:

Are you an EU National Student looking to live and work part-time while a Student in Malta? Discover the benefits of the Free Movement of European Union Nationals and their Family Members Order 2007.

Thanks to this order, along with Legal Notice 329 of 2011 and Legal Notice 107 of 2012, EU citizens can enjoy the freedom to reside and work in Malta without needing a permit.

Learn more about how you can take advantage of these free movement rights in Malta today!

European Economic Area (EEA) Nationals:

EEA Nationals have the privilege to reside in Malta while they exercise their treaty rights. This includes roles as workers, self-employed individuals, self-sufficient persons, family members, exempt individuals, or students.

Non-European Union Nationals:

For students who don't fall under the provisions of Subsidiary Legislation 217.22 and are pursuing courses exceeding 90 days, the opportunity to work in Malta is possible.

Access to employment comes with conditions set by Jobsplus, including sectors where these students can work.

After their initial three months of study in Malta, students can apply for a Jobs Plus Work Permit and upon receiving the Work Permit, students can work a maximum of 20 hours per week Part-Time.

Keep in mind that these provisions may change as per the discretion of the Ministry responsible for Jobsplus.

Non-European Union Nationals pursuing a full-time course leading to a recognized higher education qualification by MQRIC can work for a maximum of 20 hours per week, starting from their first year of study.

In such cases, students can apply for a work permit once they receive a residence permit, which includes reference to S.L. 217.22. It's important to note that work permit applications are more likely to be approved if the employment offer aligns with the student's chosen field of study.

Explore Malta with AUM – your gateway to a world-class education and a welcoming, diverse community. Opt for our Student Residency Service to navigate the intricate legalities seamlessly. Your academic journey begins here!

For further information kindly email the Office of Student Affairs on: studentaffairs@aum.edu.mt

CLUBS AND ASSOCIATIONS:

Welcome to AUM Clubs & Associations

Unlock your potential at AUM with the Office of Student Affairs (OSA) as your guide! We're all about fostering student growth through an exciting array of clubs and associations. These aren't just ordinary clubs; they're your ticket to enhancing your academic, civic, social, cultural, religious, and recreational experiences.

Experience the vibrant and diverse community at AUM! Our students, hailing from all corners of the globe, are true champions – some have even represented their countries on the world stage. At AUM, we're fully committed to nurturing your potential by offering a wide array of activities and support structures.

Stay in the loop with our activities by tuning in to the Office of Student Affairs notifications delivered straight to your inbox by the (OSA). For those eager to dive deeper into the AUM experience, the Office of Student Affairs (OSA) is your go-to hub.

Whether you're interested in clubs, associations, or activities, (OSA) is here to help and guide you in terms of setting up a club or association at AUM, so feel free to drop by the (OSA) Level 2, Room 206 or shoot us an email at studentaffairs@aum.edu.mt.

Ready to kick-start your club and or association? The OSA is your launchpad, overseeing all clubs and associations, and we provide funding to support your initiatives. Get started by filling out our 'Club & Association Registration Form' using the link here: [Club and Organizations Registration Form](#)



Get started by filling out our 'Club & Association Registration Form' here: [Club and Organizations Registration Form](#)

Then, send your proposal to the OSA via email at studentaffairs@aum.edu.mt, or visit Room 206 with your fully completed form.

Discover the heart and soul of AUM's vibrant student community through the Student Union (SU). This dynamic multicultural group are not just your voice. The SU is your opportunity to lead, connect, and make a difference.

The SU is your link between students, faculty, and university administration. They're the ones shaping your campus experience, both on and off-campus, alongside the Office of Student Affairs (OSA).

But it doesn't stop there. The SU is also deeply involved in committees dedicated to Quality Assurance and Student Involvement, ensuring AUM continually raises the bar in serving its students.

Who's in charge?

Meet the SU dream team: President, Vice President, Events Coordinator, and Secretary. And here's the scoop. The SU elections happen every academic year, giving all students a chance to step up, get involved, and shape University Life.

Ready to be part of this incredible journey? Contact us at student.union@aum.edu.mt and check out our vibrant Instagram presence at [su.aum.malta](https://www.instagram.com/su.aum.malta). Your voice, your leadership, your AUM experience – it all starts here!

AUM KNIGHTS ALUMNI:



Join the AUM family and be a part of our inspiring journey! At AUM, we're not just defining our future; we're crafting it with the values of Integrity, Excellence, Quality, and Relevance. Our Alumni play a pivotal role in turning this vision into reality by sharing their invaluable experiences with our new students.

Our remarkable alumni community is driving a bold new chapter in AUM's extraordinary story. Together, we're fostering growth and knowledge today to lead the way for tomorrow, one AUM Alumni at a time.

AUM Knights Alumni

Events: Stay in the loop with alumni events and exciting campus happenings, from sports to special gatherings.

News: Get the latest updates on alumni achievements, campus news, and important announcements.

Networking: Reconnect with old classmates and fellow alumni through our networking features, and explore alumni blogs for insightful perspectives.

Professional Development: Discover how AUM can propel your career and help you secure a better job.

Giving Back: Make a meaningful impact by supporting our school through donations and meaningful engagement.

AUM is more than just a university; it's a community of trailblazers and dream-chasers.

Join us and become a part of this extraordinary journey today!



STUDENT COUNSELING SERVICE:

The Counseling Service at AUM aims to enhance and support the mental and emotional well-being of the University's community.

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

How do I book a counseling session?:

Counseling Sessions are held at AUM in room 204. Sessions are held in a safe dedicated private space that promotes privacy, confidentiality and a relaxing atmosphere where students can feel safe and comfortable to express themselves freely.

Students can book their free counseling sessions directly via email: counsellor@aum.edu.mt and or by phone: +356 2777 1100.

(Should students wish to utilize the free National Helpline for support and help, then dial free phone 179).



THE WRITING CENTER:

The Writing Center has as its mission the honing of students' composition skills. And is a handy resource for ELP, undergraduate, and graduate students, it aids at all stages of the writing process, from the construction of an argument to the fine-tuning of its expression. There is no cap on the number of consultation sessions per student. Indeed, students are encouraged to make use of the Center as often as they need assistance.

This might be for a single assignment, or for several over the course of a semester. Similarly, a student might seek consultation for one paper after another that are required by the same instructor, or for papers assigned by separate instructors in the same semester.

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

The Center is dedicated to all students - undergraduate, graduate and those in the English for Academic Purposes programs or existing students whom would like to do a refresher course.

Provides assistance at all stages of the writing process, from the construction of an argument to the fine-tuning of its expression. However, the Center does not provide editing services. This means that the students are expected to participate in every aspect of the writing process, from thinking critically about a topic to then making informed choices about their composition.

Students are encouraged to make use of the Centre as often as possible since there is no cap on the number of consultation sessions a student may request.

The Writing Center will be at the AUM Library meeting room on Mondays from 12pm to 2pm, Tuesdays from 11am to 1pm and Wednesdays from 12pm to 2pm. Students are welcome to come for one-to-one tutoring during these hours.

Remote students are to book an appointment first by emailing on: writingcentre@aum.edu.mt during working hours so that tutoring can be arranged and carried out via Teams.



AUM PODCAST:

Welcome to the vibrant world of our university podcast, where knowledge meets innovation, and our students are at the forefront of this exciting journey. Our podcast is more than just audio; it's a gateway to a treasure trove of insights, inspiration, and intellectual exploration in a dynamic multicultural setting.

As a powerful medium for communication and learning, this podcast serves as a dynamic bridge between the diverse minds that make up our academic and non-academic community. By tuning in, students can dive deeper into their coursework, discover new passions, and connect with global minds.

But it doesn't stop there; our podcast also offers a platform for students to share their research, stories, and experiences, amplifying their voices and fostering a sense of belonging within our campus.

With each episode, we're not only shaping the future of education but enhancing the present experience of our students. So, whether you're an aspiring academic, a curious learner, or simply seeking inspiration, join us on this enlightening journey – the university podcast where every episode is a step forward in your academic and personal growth.

As a student at the American University of Malta (AUM) we are looking for you to share your experiences and insights.



The **“Everything AUM Podcast”** is the perfect platform for you! By participating, you'll have the opportunity to engage with the AUM community, enhance your communication skills, and contribute to the vibrant campus life. Don't miss out on this chance to make your voice heard and inspire your peers.

If you would like to participate in the “Everything AUM Podcast,” kindly contact the Office of Student Affairs via email at studentaffairs@aum.edu.mt.

Join us in making AUM an even more dynamic and connected community!



INWARD AND OUTWARD STUDY ABROAD PROGRAM:

Explore the world with AUM's captivating study abroad programs! We don't just offer an education; we provide a life-enriching global experience.

Whether you're an AUM student yearning for international exposure or an international student seeking an unforgettable journey in Malta, our doors are wide open.

Picture yourself:

- Building a worldwide network of trusted connections and lifelong friends.
- Immersing yourself in diverse cultures and perspectives.
- Embracing innovative teaching and learning styles.
- Elevating your CV/Resume with a unique international touch.
- Mastering new languages and broadening your cross-cultural awareness.
- Savoring the thrill of living in a foreign land.
- Gaining confidence and newfound maturity.

For further details, reach out to the Office of Student Affairs at studentaffairs@aum.edu.mt.

Don't miss your chance to expand your horizons – choose AUM for an unforgettable study abroad experience that will shape your future and connect you with global minds!

INTERNATIONAL STUDY ABROAD PARTNERS:

Unlock a world of opportunities with AUM's globe-spanning Exchange Agreements! We've teamed up with universities across the planet to make your study abroad dreams a reality.

Whether you hail from one of our esteemed Partner Universities or you're an independent adventurer, we extend a warm invitation to join us for an unforgettable academic journey in Malta.

Here's what awaits you:

- Immerse yourself in our culturally rich and academically vibrant campus.
- Explore the breathtaking landscapes and history of Malta.
- Build friendships that cross borders.
- Elevate your global perspective and cross-cultural awareness level.
- Enhance your academic credentials with a unique international touch.
- Embark on an adventure that will leave you with memories to last a lifetime.

Ready to set sail on your educational voyage? The Office of Student Affairs is your compass. Connect with us via email at studentaffairs@aum.edu.mt for all the details.

Seize the moment, embrace the world, and choose AUM for your study inward and outward study abroad program. Your global adventure begins here!

HOW TO APPLY:

Embrace the AUM Study Abroad adventure! Whether you're seeking to journey inward or outward, we've got an experience that will change your academic horizon. To apply for our coveted Study Abroad Program, simply reach out to the Office of Student Affairs via email at studentaffairs@aum.edu.mt or drop by Room 206.

Here's your chance to make Malta your academic playground!

Now, let's talk costs. Study abroad and visiting students, you'll be paying regular AUM tuition fees, along with any associated expenses during your time in this stunning Mediterranean haven. For a detailed breakdown, take a look at our [Tuition & Fees](#) here.

Got questions? No worries! Your first point of contact should be the Study Abroad Coordinator at your home university. They'll connect with AUM on your behalf and guide you seamlessly through the application process.

Please note, our inward and outward study programs will resume in 2024. We're gearing up for an unforgettable experience, so mark your calendars!

The AUM Study Abroad Program is packed with exciting perks:

Tuition:

Earn transferable credits upon successful program completion. We'll send your home university an official transcript with your grades and credits for easy transfer back to your academic home. Our AUM academic team will work closely with your home academic team to ensure a smooth process.

Visa Support:

Need a Maltese study visa? We've got your back with application assistance. Kindly note, EU citizens are exempt.

Pre-Departure Prep:

Get all the essential info you need to prepare for your Malta study adventure. Plus, upon arrival, we'll give you an orientation to fast track your integration into AUM student life and Maltese culture.

Housing:

Explore various housing options for your Maltese study abroad experience.

Airport Welcome:

Share your flight details in advance, and a friendly face from the Office of Student Affairs will be at the airport to greet you and whisk you off to your new home away from home.

Curious? Intrigued?

Ready for this amazing academic journey? For all the information you need, contact the Office of Student Affairs via email at studentaffairs@aum.edu.mt. It's time to choose AUM for a study abroad experience that will broaden your horizons and create lasting memories!

1.5 WHO DOES WHAT FOR YOU AT AUM:

OFFICE OF STUDENT AFFAIRS (OSA)

The Office of Student Affairs (OSA) at the American University of Malta (AUM) plays a pivotal role in shaping student life on campus. Responsible for the leadership, vision, strategic planning, management, and implementation of all student life and activities programs, the OSA ensures a vibrant and engaging university experience for all students. From organizing initiatives and events to fostering a supportive community, the OSA is dedicated to enhancing your AUM journey.

For more information or to get involved, kindly contact the OSA via email at studentaffairs@aum.edu.mt. Join us in creating an enriching and dynamic campus environment!

RECRUITMENT & ADMISSIONS OFFICE (RAO)

For all recruitment and admissions queries at the American University of Malta (AUM), the Recruitment and Admissions Office (RAO) is here to assist you. Whether you're looking for information on application processes, program details, the RAO provides comprehensive support to prospective students. Kindly contact the RAO via email at admissions@aum.edu.mt for personalized assistance and to get all your questions answered. Take the first step towards joining the vibrant AUM community today!

FINANCE OFFICE

For all tuition and housing fee payments at the American University of Malta (AUM), the Finance Office is your go-to resource. Ensuring a smooth and hassle-free payment process, the Finance Office provides comprehensive support and answers to all your financial queries.

Whether you need assistance with payment plans, fee structures, or any other financial matters, the Finance Office is here to help. Kindly contact the Finance Office via email at finance@aum.edu.mt for prompt and professional assistance. Make managing your tuition and housing fees at AUM seamless and straightforward!

IT & HELPDESK OFFICE

For all IT support and AUM ID Student Card printing needs at the American University of Malta (AUM), the IT Office is your dedicated resource.

Providing comprehensive assistance with technical issues, software setup, laptop lending scheme and student ID card printing, the IT Office ensures you stay connected and equipped for success. For prompt support and solutions, kindly contact the IT Office via email at ITSupport@aum.edu.mt. Experience seamless IT services and reliable support throughout your academic journey at AUM!

THE PROVOST

The Provost at AUM serves as the chief academic officer, overseeing all aspects of the university's academic programs, faculty, and research initiatives. This crucial role involves managing curriculum development, faculty appointments, and the implementation of academic policies to ensure the institution's educational objectives are achieved.

For inquiries or more information, please contact the Provost at provost@aum.edu.mt.

OFFICE OF THE REGISTRAR

The Registrar at the American University of Malta (AUM) is responsible for ensuring that all students are fully registered for their courses. From course enrollment to academic records management, the Registrar provides essential services to support your academic progress. For any questions or assistance with course registration, kindly contact the Registrar Office via email at registrar@aum.edu.mt. Ensure a smooth and efficient registration process by reaching out to the Registrar Office today!

ACADEMIC ADVISOR:

At the American University of Malta (AUM), all incoming new and transfer students collaborate with one of the Academic Advisors in the Advising Center to get registered for classes in their first semester.

Students are assigned faculty advisors who provide ongoing academic guidance. To ensure successful academic progress, students are required to meet with their assigned faculty advisor at least once each semester before registering for the next semester's classes. This supportive advising structure helps students navigate their academic journey with confidence and success.

THE SENIOR DIGITAL DESIGNER

At the American University of Malta (AUM), the Senior Digital Designer is responsible for taking student photos in compliance with GDPR laws and AUM policies once students are fully registered. Ensuring privacy and adherence to regulations, this essential service helps maintain secure and accurate student records. For any inquiries or to schedule your photo session using your aum email account **ONLY**.

Kindly contact Mr. Jesmar Zammit via email at jesmar.zammit@aum.edu.mt.

LIBRARIAN

The American University of Malta (AUM) Library is dedicated to orientating students on how to use and access its extensive library resources effectively. Whether you need help navigating databases, using turnitin in and finding research materials, or utilizing library services, the librarian is here to assist you.

For comprehensive guidance and support, kindly contact the librarian via email at library@aum.edu.mt. Maximize your academic success by leveraging the full range of resources available at the AUM Library!

STUDENT COUNSELOR

At the American University of Malta (AUM), our dedicated counselor is responsible for enhancing and supporting the mental and emotional well-being of the university community.

By providing professional guidance, support, and resources, the counselor plays a crucial role in fostering a healthy and balanced academic environment.

For confidential assistance or to learn more about mental health resources, kindly contact the counselor via email at counsellor@aum.edu.mt. Prioritize your well-being and access the support you need at AUM today!

THE WRITING CENTER

The Writing Center at the American University of Malta (AUM) is dedicated to honing students' composition skills and supporting them at every stage of the writing process. Whether you need assistance with constructing a compelling argument or fine-tuning your expression, the Writing Center is here to help.

Enhance your writing abilities and achieve academic success with expert guidance tailored to your needs. For personalized support and inquiries, kindly contact the Writing Center via email at provost@aum.edu.mt

1.6 QUALITY ASSURANCE AND STUDENT INVOLVEMENT:

At AUM, quality assurance encompasses all activities aimed at defining, assuring, and enhancing the university's standards—from strategic planning to curriculum development. This comprehensive approach involves every stakeholder, including students, who play a crucial role in fostering a quality culture within the institution.

As pivotal participants in the higher education ecosystem, students contribute valuable perspectives and innovative approaches to achieving excellence. A key aspect of quality assurance at AUM is ensuring active student involvement in governance, evaluation processes, internal reviews, and other critical decision-making events. This engagement not only supports students' personal growth but also significantly advances the university's development and commitment to high educational standards.

Through effective quality assurance processes, students at AUM have a direct impact on the quality of their own education. As integral members of the academic community, students are key partners in enhancing study programs, teaching methods, and assessment practices.

Their active participation helps shape academic discussions and drive improvements. Recognized as equal partners in higher education governance, students have both the right and responsibility to contribute to academic decision-making and quality enhancement efforts. Their involvement is crucial in creating a dynamic and responsive educational environment.

To ensure a structured approach to student involvement, AUM has established a comprehensive mechanism that enables students to consistently and systematically voice their opinions. The University's Student Representation System plays a pivotal role in fostering collaboration between staff and students to enhance the learner experience.

Student representatives are selected by the Student Union at the beginning of each academic year in September and assume their roles in October. These representatives participate in course-level program boards, faculty and university committees, as well as program validation and periodic review panels.

For information on becoming a student representative, visit the Student Union website and the QA webpage. Student members receive thorough induction covering their roles in university committees, quality monitoring, and periodic reviews to ensure effective participation and contribution.

At AUM, student feedback is integral to enhancing the university experience from application through to alumni status. First-year undergraduates complete an Experience Survey, third-year students evaluate their programs and courses, and second and third-year students provide feedback on placements via electronic surveys distributed mid-semester and at the end of each semester.

Graduate students and alumni also participate in tailored surveys to capture comprehensive feedback. These surveys, including the Student Experience Questionnaire, Student Programme/Course Questionnaire, Student Placement Questionnaire, and Graduate Evaluation Survey, are open for one to two weeks, with feedback provided within four weeks.

The Quality Assurance department oversees the design, administration, and evaluation of all student satisfaction surveys. For more information, visit [Quality Assurance](#)

1.7 YOUR LEARNING JOURNEY:

At AUM, each full-time faculty member is assigned a group of students as advisees, with assignments and changes managed by the Provost. Undergraduate students beyond their first year are typically advised by faculty members within their specific disciplines. Advisees may be reassigned upon declaring or changing their major.

All new students will meet with their academic advisor to discuss their program of study and create a tentative academic plan. Following this, students are encouraged to meet with their advisor before selecting courses for the upcoming semester to review their academic progress and make necessary adjustments.

In addition, AUM emphasizes academic integrity through its Student Code of Honor. Students are expected to uphold the highest standards by avoiding cheating, plagiarism, lying, and theft of academic materials. This Honor Code fosters a culture of mutual responsibility, respect, and fairness within the university community, and all members pledge to maintain these principles in their academic endeavors.

For more details, kindly contact the Office of the Provost: [Provost Office](#)



1.8 NON ACADEMIC MISCONDUCT:

At AUM, adherence to good behavior is essential for maintaining a safe, respectful, and productive university environment. All new students must attend mandatory orientation sessions, which begin a week before the semester starts, to familiarize themselves with the standards of conduct expected at AUM.

New and existing students should regularly review this Student Handbook and familiarize themselves with the student code of conduct policy available online here: [Student Policies and Procedures](#)

Non-academic misconduct at AUM includes behaviors that threaten or endanger the safety or well-being of others, such as physical assault, harassment, bullying and breaching Housing rules and regulations and or Maltese Residency Rules if relevant.

The university also addresses serious issues like sexual misconduct, drug and alcohol violations, smoking on campus, and damage to university property. Other misconduct includes unauthorized events, distribution of materials, disruptions in class, and tampering with university records.

The university is committed to addressing such behaviors with a focus on safety and education, and all cases are reported to Student Affairs. By adhering to these guidelines, students contribute to a positive and supportive academic community.

To report a suspected incident of behavioral misconduct at AUM, individuals (students, staff, or faculty) must submit a formal written report to Student Affairs, requesting action.

Student Affairs will review the report to determine if there are sufficient grounds to proceed. If warranted, the case will be forwarded to the student conduct committee composed of faculty, staff, and student peers.

The student under investigation will receive formal notification of the hearing's date and venue, and both the student and the accuser will have the opportunity to present their cases. Advisors from within the university community or the student's immediate family may be present to provide guidance, though they cannot speak on behalf of the student.

Following the hearing, the committee will make a judgment based on the preponderance of evidence and determine appropriate sanctions within two school days.

Sanctions are designed to be educational and restorative and may include written reprimands, work sanctions, restitution, referrals to community resources, housing probation, or other measures based on the case's severity.

The final decision and sanctions will be communicated in writing by the Student Conduct Committee. For more details on the process, kindly contact the Office of Student Affairs via email on: studentsaffairs@aum.edu.mt

1.9 STUDENT ACCOUNTABILITIES AND RESPONSIBILITIES:

At AUM, students are accountable for maintaining accurate contact information with the Office of the Registrar, including permanent and local address in Malta and wholly responsible for informing 'IDENTITA' if they change their address in Malta should they hold a Temporary Residence Permit (TRP) as underwritten by AUM.

Updates to addresses should be made via the MyAUM portal or by submitting the appropriate form to the Registrar's Office. Any changes to names or official identification must be accompanied by proper documentation and adhere to Maltese law.

It is also crucial for students to use their university-assigned email for all official communications. This email is the primary means for AUM to communicate with students, and students are responsible for checking and responding to messages sent to this account. Any forwarding of university emails to another account does not absolve students from responsibility for the content of those communications.

Each university course features a specific grading scale, prefix (or code), and number. The course prefix denotes the discipline or field of study, while the course number signifies the level of content.

For comprehensive details about mid-term and final exams, assignment reports, non-attendance warnings, class attendance policies, academic warnings, leave of absence, withdrawal procedures, grade reports, and appeal processes, repeating courses, resitting exams, add / drop and academic progress etc, consult the [Academic Catalog](#).

This resource outlines your responsibilities and accountabilities as a student in good standing. Please ensure you refer to the Academic Catalog to maintain awareness of all academic requirements and policies.

In cases of bias or hate-motivated misconduct, where an incident is motivated by an individual's or group's identity such as race, ethnicity, gender, or sexual orientation the university may impose heightened sanctions.

For further information kindly see here: [Student Policies and Procedures](#)

By adhering to these responsibilities, students help ensure a smooth academic experience and maintain their standing within the AUM community.

For more information, contact the Office of the Provost via email on: provost@aum.edu.mt



2.0 HOW MANY PROGRAMS ARE OFFERED AT AUM:

The American University of Malta offers a diverse array of academic programs designed to meet the needs and aspirations of students from around the globe. These programs provide a solid foundation for both personal and professional growth, equipping students with the knowledge and skills necessary to succeed in today's competitive job market.

Choosing the right academic program is crucial, as it can significantly impact your future career opportunities and personal development. At AUM, students benefit from a comprehensive curriculum, experienced faculty, and a supportive learning environment that fosters innovation and critical thinking. For further information, kindly visit our website aum.edu.mt and click on the "Programs" tab.



MQF
MALTA QUALIFICATIONS
FRAMEWORK

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QUALIFIED

2.1 INCLUSIVE LEARNING ENVIRONMENT:

The American University of Malta (AUM) is dedicated to ensuring equal access and participation for students with disabilities, prioritizing health and safety. We are committed to treating individuals with disabilities in a manner that upholds their dignity and independence. AUM provides necessary support, services, and accommodations to help students with disabilities reach their full potential.

Our university supports students with physical, emotional, and learning disabilities, ensuring they have access to AUM's comprehensive academic and cultural opportunities. Students seeking additional support should contact the Student Affairs Office for a confidential discussion.

At AUM, we believe in integration and are dedicated to removing and preventing barriers to accessibility. We comply with Malta's accessibility laws to meet the needs of people with disabilities promptly. Our commitment to fostering a positive and safe environment aligns with our Vision, Mission & Values, promoting understanding, acceptance, and inclusion.

Students with disabilities are welcome to use personal assistive devices while studying or attending classes at AUM. We acknowledge the importance of these devices and permit their use unless a specific risk is identified.

Recognizing the vital relationship between individuals with disabilities and their service animals, AUM allows guide dogs and other service animals entry to all facilities open to students.

For more information about our commitment to accessibility and inclusion, please see here: [Diversity and Inclusion Policy](#)



3.0 STUDENT HEALTH AND SAFETY AT AUM:

Your safety is a top priority at the American University of Malta (AUM). We have taken every precaution to create a secure study environment. The Facilities Manager and their team conduct regular inspections and safety meetings. They also collaborate with management to plan and implement further improvements to our safety program.

Common sense and personal responsibility are crucial for maintaining safety at the University. We take safety seriously, and any willful or habitual violation of safety rules may result in dismissal. AUM is genuinely concerned for the health and well-being of everyone in our community.

Student cooperation is essential to ensure a safe university environment. Report any unsafe conditions or hazards immediately to Facilities, the Student Affairs Department, or a safety committee member. Adhere to safety guidelines presented through posters, discussions with Facilities, departmental rules, and the facilities safety booklet. Always prioritize safety while studying or learning new skills at AUM.

Accident Reporting:

Any injury at the university, no matter how minor, must be reported immediately to Reception and the Student Affairs office. Small injuries can lead to serious conditions if not treated promptly, so we encourage all students to report accidents immediately.

Specific Safety Rules and Guidelines:

To ensure your safety and that of your peers, please observe the following rules and guidelines:

- Follow established safety procedures at the university.
- Report any sickness or injury, no matter how slight, to Facilities immediately. Do not treat your own or others' injuries, or attempt to remove foreign particles from the eye.
- In the case of potential fractures, unconsciousness, or severe head injuries, do not move the injured person until authorized medical personnel arrive.
- Avoid wearing loose clothing or jewelry around machinery to prevent serious injuries.
- Do not distract other students, as this may cause injuries. Wait until it is safe to get their attention.
- Wear protective equipment such as goggles, safety glasses, masks, gloves, and hair nets where required.
- Ensure safety equipment, like restraints, pull backs, and two-hand devices, is properly adjusted for your protection.

By following these guidelines and promptly reporting hazards, we can maintain a safe and healthy environment for everyone at the American University of Malta.



4.0 STUDENT PRIVACY AND DATA PROTECTION:

Personal Data & GDPR

Most of the personal data we collect and process is provided by you during the admissions process. This includes personal information submitted with your enrollment form and supporting documentation, as well as any other information provided during admissions.

We maintain a record of your studies at AUM and may collect information on your behalf, including conducting screening checks for safeguarding purposes.

The American University of Malta (AUM) and Sadeen Education Investment Limited are committed to safeguarding your privacy. This page outlines the information we collect about you as an AUM student, how we use it, and how we protect it. For further information in relation to Student Privacy and Data Protection, kindly see below:

[Student Data Protection Policy](#)

[Student Privacy Policy](#)

Our handling of your personal data adheres to our Student Privacy Policy, your instructions, the European Union (EU) General Data Protection Regulation (GDPR), relevant Maltese and EU legislation, and our professional duty of confidentiality. If you have any questions about this privacy policy or wish to exercise your rights regarding your personal data, please email us at privacy@aum.edu.mt

Data Controller Information

For GDPR purposes, the Data Controller is:

Sadeen Education Investment Limited
Gateway Building, Dock No. 1
Triq Dom Mintoff
Bormla, BML 1013
Malta
Tel: +356 2169 6970 / +356 2777 1100
Email: privacy@aum.edu.mt



5.0 GENERAL INFORMATION:

Grants and Scholarships available for University Students in Malta

Did you know that there are funding and grants available to support your studies in Malta?

Higher education is a critical step towards personal and professional growth. In Malta, numerous funding options and grants help university students manage the financial demands of their studies. This guide offers an overview of the current funding and grant opportunities available for university students in Malta, focusing on government schemes, scholarships, and other financial assistance available to eligible students.

Government Funding and Grants

Malta Government Undergraduate Scheme (MGUS)

- Description: The MGUS provides financial support to undergraduate students enrolled in full-time courses at the University of Malta and other recognized institutions.
- Eligibility: Maltese citizens or EU nationals with permanent residence in Malta.
- Non-EU Nationals:* Not eligible.

Benefits: Includes maintenance grants, academic stipends, and financial support for specific courses such as those in STEM fields. For more information kindly see here: [MGUS](#)

Students' Maintenance Grant Scheme

- Description: This scheme offers financial assistance to full-time students.
- Eligibility: All Maltese or EU students enrolled in full-time undergraduate courses.
- Non-EU Nationals: Not eligible.

Benefits: Monthly maintenance grant to help cover living expenses. For more information kindly see here: [Students' Maintenance Grants Scheme](#)

AUM Scholarships

For further information, please see here: [Tuition and Fees](#)

Tertiary Education Scholarships Scheme (TESS)

- Description: Aimed at encouraging academic excellence and supporting students pursuing tertiary education.
- Eligibility: Students demonstrating academic excellence and in need of financial support.
- EU Nationals: Not eligible.

Benefits: Covers tuition fees and may provide a stipend. For more information kindly see here: [TESS information](#)

Malta Arts Scholarships

- Description: Designed for students pursuing higher education in the arts.
- Eligibility: Maltese citizens pursuing undergraduate or postgraduate degrees in artistic fields.
- EU Nationals: Not eligible.

Benefits: Partial or full coverage of tuition fees, depending on the course and the institution. For more information kindly see here: [Malta Arts Scholarships](#)

Reach High Post-Doctoral Grants

- Description: Provides funding for Maltese students who have completed a doctorate and wish to pursue post-doctoral research.
- Eligibility: Possess a PhD or equivalent doctorate, or have successfully defended their doctoral thesis and are approaching the end of their studies.

Benefits: Financial support for research activities, including travel, materials, and subsistence. For more information kindly see here: [REACH HIGH Scholars Programme - Post-Doctoral Grants](#)

Other Financial Aid

- BOV-Malta Scholarship Fund
- Description: A collaboration between the Bank of Valletta and the Ministry for Education, providing scholarships for various levels of tertiary education.
- Eligibility: Maltese citizens with academic potential and financial need.

Benefits: Covers tuition fees and provides stipends for living expenses. For more information kindly see here: [BOV-Malta Scholarship Fund](#)

Commonwealth Scholarship Scheme

- Description: Available to students from Commonwealth countries for postgraduate studies in Malta.
- Eligibility: Commonwealth citizens.

Benefits: Covers tuition fees, provides a stipend, and may include travel expenses. For more information kindly see here: [Commonwealth Scholarship Scheme](#)

Erasmus+ Scholarships

- Description: Provides opportunities for students from partner countries to study in Europe, including Malta.
- Eligibility: Students from Erasmus+ partner countries.

For more information kindly see here: [Erasmus+ Scholarships](#)



Conclusion

Malta offers a variety of funding and grant opportunities to make tertiary education more accessible and affordable. While many programs are primarily available to Maltese citizens and EU nationals, non-EU national students can still access specific scholarships designed for international students. For detailed information, students should consult the Office of Student Affairs via email at studentaffairs@aum.edu.mt.

6.0 THE MALTESE PUBLIC TRANSPORT SYSTEM:

Did you know that fully enrolled students at AUM are entitled to free public transport in Malta?

Starting October 1, 2022, all holders of a valid personalized Tallinja Card can enjoy free travel on Malta Public Transport buses, Ferries up to and including day routes, night routes, and special services.

How to Apply for a 'Student Tallinja Card'

Kindly contact the Office of Student Affairs via email on: studentaffairs@aum.edu.mt

How to use your 'Student Tallinja Card'

- **Tapping In:** Passengers must tap their personalized Tallinja Card on the ticket machine next to the bus driver each time they board.
- **No Credit Needed:** there's no need to have credit on your Tallinja Card to travel on day routes, night routes, and special services. However, passengers with a negative balance or an invalid Tallinja Card must purchase a cash ticket to travel.

Important

- **Non-Eligible Services:** For bus services not eligible for free travel, such as Tallinja Direct Services and On-Demand Services, passengers need to ensure they have sufficient credit on their Tallinja Card to cover the fare.
- **Checking Your Balance:** You can check your Tallinja Card balance by entering your customer number at [Check Card Balance](#) or by downloading the Tallinja APP from the Apple Store or Google Store.

Make the most of Malta's public transport system with your Tallinja Card and enjoy free public transport in Malta.



6.1 GETTING CONNECTED IN MALTA:

When you arrive in Malta, we highly recommend purchasing a Maltese SIM card to communicate like a local and save money. There are three main service providers in Malta: GO, Melita, and Epic. Each provider offers various plans and benefits, so it's important for students to research and choose the best option for their needs.

Benefits of Having a Maltese SIM Card

- Local Communication: Stay connected with friends, classmates, and local services.
- Cost Savings: Avoid high international roaming charges by using a local SIM.
- Convenience: Easily access mobile data for navigation, communication, and online services.

Choosing Your Mobile Service Provider

- GO
- Melita
- Epic

We encourage you to compare the plans and services offered by these providers to find the one that best suits your requirements.

For further information, students can contact the Office of Student Affairs via email at studentaffairs@aum.edu.mt



7.0 STUDY PLANNING - TIPS AND TRICKS:

Study Planning Tips & Tricks for University Students

Plan a Schedule of Balanced Activities

University life encompasses various activities, both fixed (eating, classes, clubs, part-time work) and flexible (sleeping, studying, recreation, personal errands). Balancing these activities is crucial for academic success and personal well-being. So, it goes without saying that attending your classes is crucial!

Allocate Sufficient Time for Studying Each Subject

Each university course typically requires about three hours of work per week per credit. Multiply your credit load by three to estimate the study time needed in addition to class hours.

Study at a Set Time and in a Comfortable Place

Developing consistent study habits is essential. Plan specific tasks, like “complete ten equations” or “read and take notes on chapter 6 for Chemistry,” rather than vague goals like “study chemistry.” Treat study time as you would a class—don’t miss it unless absolutely necessary.

Study Immediately After Class

Studying soon after class helps reinforce understanding and memory. Recopy or type notes while fresh in your mind and start assignments promptly to transfer information from short-term to long-term memory more effectively.

Utilize Odd Hours During the Day for Studying

Make use of short free periods between classes for studying. Research indicates that daytime studying is more efficient, requiring less time than nighttime studying. Utilize daylight hours for maximum productivity.

Limit Study Sessions to 2 Hours Per Subject

After 1 to 2 hours, concentration wanes. Taking breaks and switching subjects can help maintain efficiency. Schedule study sessions for when you’re most alert, whether that’s in the morning or late afternoon.

Trade Time, Don’t Steal It

If unexpected events disrupt your study schedule, immediately adjust and plan when to make up the time. Use weekend evenings effectively, committing one night to study but rotating it based on recreational opportunities.

Provide for Spaced Review

Dedicate one day per week to review work in each course, ensuring you stay up-to-date. Brief weekly reviews of all material can save significant time when preparing for tests and finals.

Review, Review, Recite, Recite

Organize notes into question and answer formats. Think in terms of questions and answers about the main ideas while reviewing weekly. Predict exam questions to enhance preparation. Regular review and recitation improve memory retention.

Keep Organized Notes on Lectures and Assignments

Good notes are vital for effective review. Capture key ideas in lectures and rephrase them in your own words. Track assignments and their due dates, dating and numbering pages for easy reference. Optimize your university experience with these study planning tips to achieve academic success and maintain a balanced lifestyle.

Leave Some Unscheduled Time for Flexibility

Flexibility is key to sticking with a schedule. Aim to establish consistent habits, which typically take about 30 days. For further study tips and tricks, contact the Office of Student Affairs and please make sure to take full advantage of your academic advisor who is there to provide academic assistance and guidance throughout your learning journey at AUM.

If you are feeling overwhelmed or stressed out don't forget to take advantage of the free student counseling service at AUM. The Student Counselor can be contacted for a one-to-one meeting via email on: counsellor@aum.edu.mt



8.0 MALTESE CULTURE FROM THE INSIDE OUT:

Studying in Malta offers a unique opportunity for students from both non-EU and EU countries to immerse themselves in a rich cultural tapestry and gain a global perspective. The importance of being culturally aware and respectful of the host culture cannot be overstated, as it fosters a positive and inclusive learning environment.

By embracing Malta's traditions, values, and social norms, international students can integrate more seamlessly into the local society, building meaningful relationships and enhancing their overall educational experience. Understanding and respecting the cultural nuances of Malta not only enriches the students' personal growth but also contributes to a more harmonious and collaborative community, benefiting both the students and their Maltese hosts.

Location and Geography:

The Maltese archipelago, nestled in the heart of the Mediterranean Sea, consists of Malta, Gozo, Comino, Cominotto, and Filfla. Over 93% of the population resides on Malta, the largest island, with the rest living on Gozo and Comino. While all residents proudly call themselves Maltese, those from Gozo often identify as Gozitans. Malta's earliest historical mention dates back to Saint Paul's shipwreck, as recorded in the Bible. Remarkably, the islands are home to 365 churches, with the annual 'Maltese Festa' being a cultural highlight for many locals.

Located just 58 miles south of Sicily and 194 miles east of Tunisia, Malta spans approximately 95 square miles. Gozo, known as Malta's green capital, is a popular retreat for those seeking tranquility away from the bustling main island. Efficient public buses and a regular ferry service ensure seamless connectivity between Malta and Gozo. The islands boast stunning beaches, coves, grottoes, and quaint fishing villages. In some areas, dramatic cliffs plunge into the sea, offering breathtaking views. Malta enjoys a mild climate year-round, with an average of over 300 sunny days annually.

Historic Valletta and Vibrant Victoria:

Valletta, Malta's capital, dominates the Grand Harbor. Constructed by the Knights of Saint John in 1566, Valletta has undergone significant renovations, particularly after being designated the European Capital of Culture in 2018. Gozo's capital, Victoria, is equally charming, offering a glimpse into the island's rich history and culture.

Demographics and National Symbols:

With a population of approximately 534,375, Malta is the most densely populated country in the EU. Saint Paul is a revered national symbol, credited with converting the Maltese to Christianity. The Maltese are proud of their Roman Catholic heritage, the iconic Maltese cross, and their resilience throughout history. Malta's bravery during World War II earned it the George Cross, proudly displayed on the national flag. Dolphins, often seen as brass door knockers, are also a beloved national symbol.

Language and Cultural Heritage:

Maltese, the only European language in the Afro-Asiatic family, shares similarities with Arabic, Hebrew, Berber, and Hausa. While influenced by Sicilian, Maltese is widely spoken and understood, with dialectal variations in Gozo. English is also commonly spoken, and many Maltese understand Italian.

Malta's rich history is reflected in its megalithic temples, Bronze Age sites, Phoenician inscriptions, and Roman catacombs. The Maltese cherish their Christian heritage, with the long-ruling Knights of Malta leaving a lasting impact on national identity and pride.

Maltese culture celebrates influences from Phoenicians, Romans, Greeks, Normans, Sicilians, Castilians, the Knights, and the British. The nation gained independence in 1964, joined the British Commonwealth in 1974, and the European Union in 2004. Malta's strategic location has historically made it a global trading hub, reflected in its multicultural population of over fifty thousand foreigners from various EU and non-EU countries.

National Identity and Ethnic Relations:

Maltese culture celebrates influences from Phoenicians, Romans, Greeks, Normans, Sicilians, Castilians, the Knights, and the British. The nation gained independence in 1964, joined the British Commonwealth in 1974, and the European Union in 2004. Malta's strategic location has historically made it a global trading hub, reflected in its multicultural population of well over fifty thousand people from various EU and non-EU countries.

Delicious Maltese Cuisine:

Maltese cuisine is a delightful blend of Mediterranean flavors. A typical meal includes pasta, bread, meat, vegetables, and dessert or fruit. Traditional dishes include minestra (a hearty soup), Lampuki pie (a seasonal fish casserole), stuffed octopus, squid, and cuttlefish in tomato fennel sauce, and bragoli (beef roulade). Don't miss out on Kinnie, Malta's national soft drink. Popular snacks include pastizzi, flaky pastries filled with ricotta, peas, chicken, or Nutella, while rabbit stew is considered the national dish.

Thriving Economy:

Malta's strategic location, pleasant climate, beaches, and ports contribute to its thriving economy. The country attracts tourists four times its population annually and excels in financial services, e-gaming, maritime, aviation, and construction industries. The public sector is a significant employer, maintaining control over strategically important industries.

Social Dynamics:

Maltese society is influenced by historical caste distinctions, with elite families often preferring private and church schools. Despite official claims of equality, social divisions based on family, heritage, political allegiance, and education persist. Malta boasts a high literacy rate, with equal opportunities for men and women in education and employment. Women frequently pursue careers as teachers, corporate service providers, and healthcare professionals.

Rich Social Fabric:

Family connections and social networks, known as 'Klikka,' play a crucial role in Maltese culture. Social behaviors vary based on status, familiarity, age, and connections, ranging from reserved to warm and expressive. Business relationships often develop within social contexts, and invitations to Maltese homes are highly respected. Maintaining 'face' is essential in Maltese society, ensuring respect for individuals and their families.

As the Director of Student Affairs and author of "Maltese Culture from the Inside Out," I cannot but emphasize the importance of understanding your own culture, as well as the culture of the country you are living in.

By appreciating Maltese values and being mindful of cultural sensitivities and trigger points, you can significantly enhance your study experience in Malta. Being culturally aware not only helps in building respectful and meaningful relationships with locals but also enriches your personal and academic growth.

Embracing and integrating into the host culture paves the way for a rewarding and unforgettable journey here in Malta. 'Merhba' as the Maltese would say, and may your time in Malta be filled with learning, growth, and wonderful memories.



9.0 USEFUL CONTACT NUMBERS:

Malta international dialing code:

+356

American University of Malta:	21696970
A F M (Air/Sea Rescue) - 24 Hrs	22 494 202
Agenzija Appogg	22 959 000
Agenzija Sapport	21 451 868
Agenzija Sedqa	23 885 110
Alcoholics Anonymous	21 239 264
Ambulance / Fire/ Police (All Emergencies)	112
Animal Ambulance for Strays (24hrs)	7996 9918
ARMS Ltd	80 072 222
Citizenship Office	2590 4168
Consumer & Competition Division Department	8007 4400
Dementia Helpline	1771
Detox Centre	23 885 300
Directory Enquiries (Go)	1182
Directory Enquiries (Go Mobile)	1187
Directory Enquiries (Melita)	27 275 000
Directory Enquiries (Red Touch)	9811 0100
Directory Enquiries (Vodafone)	1189
Electoral Office	21 221 994
Emotions Anonymous	7941 2338
Enemalta PLC - Customer Care	8007 2224
Enemalta PLC - Electricity Power Failure	21 223 601
Enemalta PLC - Liquigas Malta Ltd	21 651 661
Flight Enquiries	5230 2000
Gamblers Anonymous	25 906 600
Genitourinary Clinic	21 227 981
Government Information Service	153
Gozo Channel Co Ltd	22 109 000
Hospital- Malta - Mater Dei	25 450 000
Hospital- Gozo	21 561 600
I D Cards (Maltese)	21 226 627
I D Cards (Foreigners)	25 904 800
LGBTIQ Rights Movement	9925 5559
Meals On Wheels	21 230 181
MSPCA	21 23 0468
SPCA - Gozo	21 553 769
Narcotics Anonymous	7946 6566
Ombudsman	22 483 210
Overseas Operator	1152
Passport & Civil Registration Office - Malta	25 904 100
Passport Office - Gozo	22 156 247
Police Crime Stop	119
Responsible Gaming Foundation Helpline	1777
Smoking Quit Line	8007 3333
Social Policy Information Centre (SPIC)	159
Social Security	25 903 000
Support Line	179

Telephone Faults	133
Time Check	195
Traffic Accident Reporting	21 320 202
Transport Malta	8007 2309
Victim Support Malta	21 228 333
Water Services Corporation	8007 6400
Yellow, Discover local Helpline	8007 2237



10.0 PURPOSE AND INTENT OF THIS STUDENT HANDBOOK:

As the Director of Student Affairs, I cannot emphasise enough the importance and relevance of thoroughly reading, understanding, and being aware of the content of your student handbook. This essential resource provides comprehensive information on university policies, non-academic regulations, student conduct and campus services that are crucial for your success and well-being at AUM and while living in Malta.

Familiarizing yourself with the handbook ensures you are well informed about your rights and responsibilities, helping you navigate your academic journey with confidence and clarity. It serves as a guide to make the most of the opportunities available and to address any non-academic challenges you may encounter during your learning journey at AUM. I encourage all students to take the time to read and understand the handbook, as it is an invaluable tool in achieving a fulfilling and successful university experience.

And as a wise person once said: “Embrace every challenge as an opportunity to grow, for it is in the pursuit of knowledge that you will discover your true potential. Remember, the journey of a thousand miles begins with a single step take that step with courage, curiosity, and an unwavering belief in your ability to succeed.”

Warm Regards

*Mr. David O’Shaughnessy EMBA (Henley)
Director of Student Affairs.*





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Licence Number: 2016-002
Category: University