



STUDENT ORIENTATION SPRING SEMESTER 2025

06.01.2025

*Meet at AUM Reception
Time: 09:30 am*



STUDENT ORIENTATION SPRING 2025

Date: 06.01.2025



TIME	LOCATION	TOPIC	HOST
09:30am	AUM RECEPTION	WELCOME TO AUM	Mr. David O'Shaughnessy <i>Director of Student Affairs</i>
09:45am	GAME LAB	MEET TEAM OSA	Mr. David O' Shaughnessy <i>Director of Student Affairs &</i> Ms. Clara Youssef <i>Student Coordinator</i>
10:00am	GAME LAB	MAXIMISING YOUR STUDENT LIFE EXPERIENCE AND KNOWING YOUR POLICIES (KYP)	Mr. David O' Shaughnessy & Ms. Clara Youssef
10:30am	GAME LAB	LOOKING AFTER YOURSELF	Ms. Mary Rose Meli <i>AUM Student Counsellor</i>
10:45am	GAME LAB	WHAT ARE ACADEMIC ADVISORS?	Prof. Ashok
11:00am	GAME LAB	YOUR LEARNING JOURNEY STARTS HERE	<i>The Admissions Team</i>
11:15am	GAME LAB	GETTING SET-UP FOR YOUR ACADEMIC JOURNEY	Ms. Oumayma AlKhadari <i>Office of the Registrar</i>
11:30am	GAME LAB	UNLOCKING YOUR TECH RESOURCES & SETTING UP YOUR AUM STUDENT ID CARD	<i>IT Department &</i> <i>Visual Communications Dept</i> Mr. Jesmar Zammit & Ms. Layan Ebaid

TIME	LOCATION	TOPIC	HOST
12:00pm	ROOM 305	Meet and Greet the AUM Leadership Team Light Lunch & Refreshments	<i>The AUM Leadership Team</i>
13:00pm	LIBRARY	LIBRARY TOUR & RESOURCES	<i>The Librarian</i>
14:00pm	GAME LAB	ROUNDTABLE DISCUSSION AND FRESHERS SURVEY	<i>Office of Student Affairs (OSA)</i>
14:45 - 16:00pm	RECEPTION	CAMPUS & 3-CITIES TOUR	<i>Student Affairs Coordinator</i>

WELCOME TO AUM!

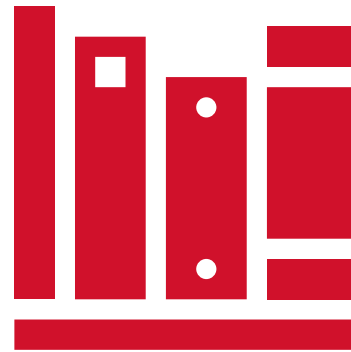
- Meet the Teams
- Role of Student Affairs
- Student Life & Support Services
- Who Does What at AUM?



PURPOSE OF ORIENTATION?



**Meet and
Network with
Students, Staff
& Faculty!**



**Understand Student
Support Services &
Preparation for
Student Life**



**Cover most important
Topics & Answer
Questions!**

Tell Us Your Story!



We want to get to know you better!



What's your Name?



Where are you from?



What are you studying at AUM & Why?



One fun fact about yourself?



What are you expecting from AUM?

Quiz!!

Who Does What For You at AUM

&

Why?

- What are the primary responsibilities of the admissions team?
- I want to pay my tuition fees and or Housing fees so who do I contact?
- Can you explain how the Registrar supports students and what specific services they provide for students?
- How does IT support Students?
- What are the key function of the OSA, and how does it contribute to the overall wellbeing of Students?
- What are the responsibilities of an Academic Advisor, and how do they assist students in achieving their academic goals?
- In what situations might a student benefit from speaking with the Counselor?



WHO DOES WHAT FOR YOU AT AUM

OFFICE OF STUDENT AFFAIRS (OSA)

Responsible for the leadership, vision, strategy planning, and management and Implementation of all student life and activities programs. Kindly contact the (OSA) via email on: studentaffairs@aum.edu.mt

THE SENIOR DIGITAL DESIGNER

Responsible for taking students photos in compliance with GDPR Laws and AUM policies after they are fully registered at AUM. Kindly contact Jesmar Zammit via email on: jesmar.zammit@aum.edu.mt

RECRUITMENT & ADMISSIONS OFFICE (RAO)

For all recruitment and admissions queries kindly contact the RAO via email on: admissions@aum.edu.mt

FINANCE OFFICE

For all tuition and housing fee payments, kindly contact the Finance Office via email on: finance@aum.edu.mt

IT & HELPDESK OFFICE

For IT support, printing of AUM ID Student Cards, kindly contact the IT office via email on: ITSupport@aum.edu.mt

REGISTRAR OFFICE

Responsible for ensuring all students are fully registered for their courses at AUM. Kindly contact the Registrar Office via email on: registrar@aum.edu.mt

ACADEMIC ADVISOR

Responsible for helping students to navigate their academic journey with confidence and success by ensuring students choose the correct pathway to earn their qualification.

PROVOST

The provost at AUM is the chief academic officer, responsible for overseeing the academic programs, faculty, and research initiatives. They manage curriculum development, faculty appointments, and academic policies to ensure the institution's educational goals are met. Kindly contact the Provost on: provost@aum.edu.mt

LIBRARIAN

Orientate students on how to use and access the resources of AUM Library. Kindly contact the librarian via email on: library@aum.edu.mt

STUDENT COUNSELOR

Responsible for enhancing and supporting the mental and emotional well-being of the University's community. Kindly contact the counselor via email on: counselor@aum.edu.mt

THE WRITING CENTER

The Writing Center has as its mission the honing of students' composition skills. It aids at all stages of the writing process, from the construction of an argument to the fine-tuning of its expression. Kindly contact the Writing Center via email on: provost@aum.edu.mt

ROLE OF STUDENT AFFAIRS (OSA)

- Facilitating a supportive and enriching student experience
- Support services that address, academic, emotional, and social needs to ensure an inclusive fun campus environment that promotes students' well-being and opportunities for personal growth
- Enhancing student satisfaction, engagement and Student Conduct
- Supporting students throughout their Learning Journey during and after life at AUM.



Please read the Student Handbook carefully!

GETTING CONNECTED TO AUM SYSTEMS

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

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



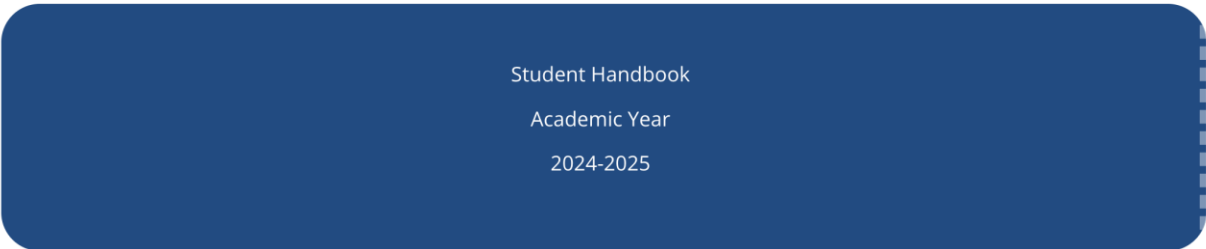
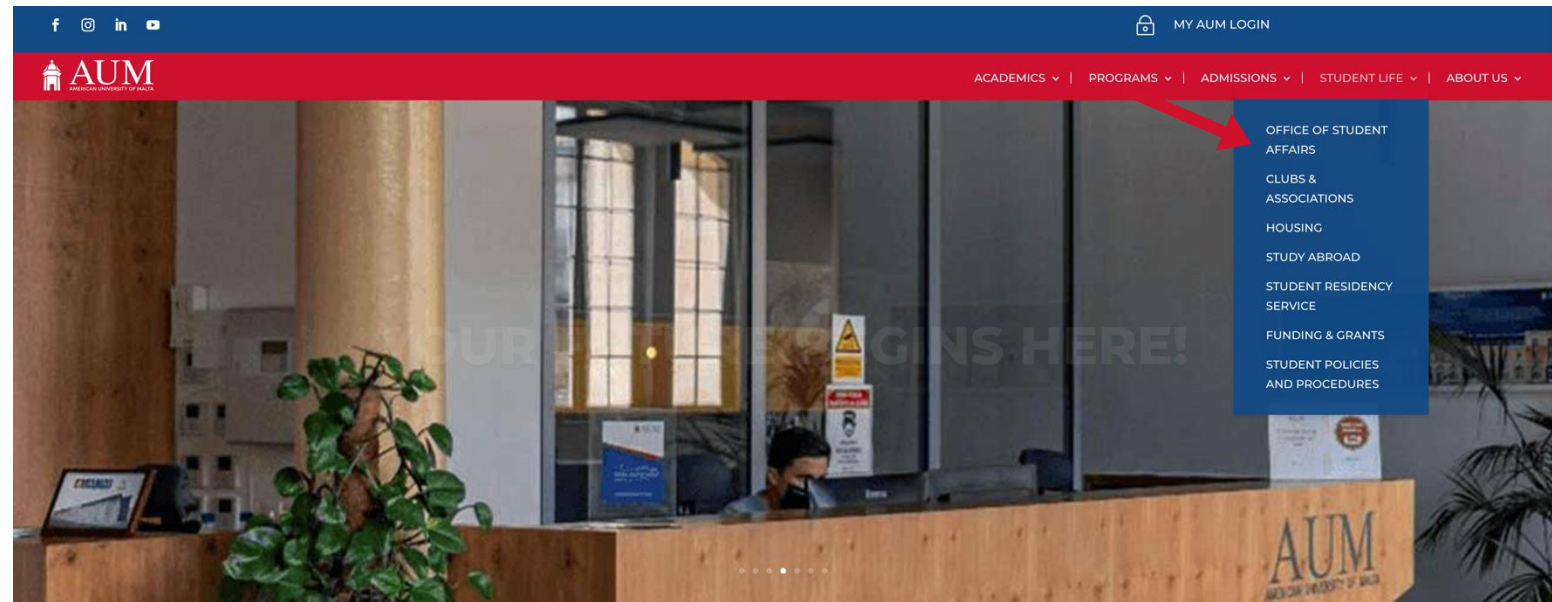
KINDLY FOLLOW THE COMMUNICATIONS GUIDELINES PROVIDED BY THE OSA LIBRARIAN, IT & THE REGISTRAR TO ACCESS YOUR COMMUNICATION, LEARNING AND LIBRARY SYSTEMS.

WHERE CAN I FIND THE STUDENT HANDBOOK?

Online in the Student Life Section of the AUM Website!

Includes information on:

- Student Affairs
- Residential Life
- Career Services
- Study Abroad
- Student Support Services
- Policies and Procedures

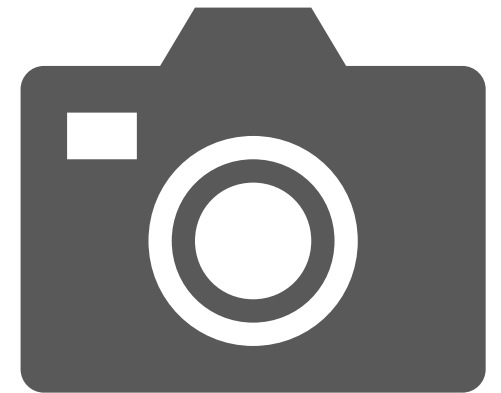


AUM STUDENT ID'S & PHOTOS PROCESS

Where: Room 207

How: Book your slot using your AUM email account only by sending an email to jesmar.zammit@aum.edu.mt

Who: Jesmar Zammit (Senior Digital Designer/AUM Photographer) is the person responsible for taking your photo for the AUM Student Card



TEMPORARY RESIDENCE PERMIT (TRP)?

A TRP is an ID Card that is underwritten by AUM so that a Non-EU National Student can legally reside in Malta while studying at AUM.

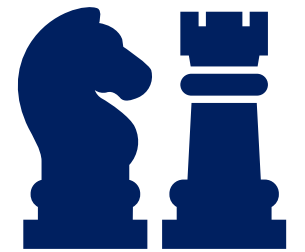
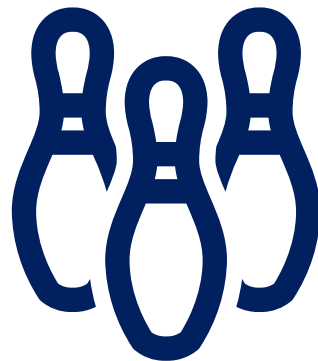
How can I apply for a TRP?

- Visit Student Affairs Office to collect document requirement checklist.
- Scan all required documentation.
- Apply online.
- Schedule appointment for biometrics and photo.
- Collect your ID.



identità

Student Life
at AUM:



STUDENT AFFAIRS: OPEN DOOR POLICY

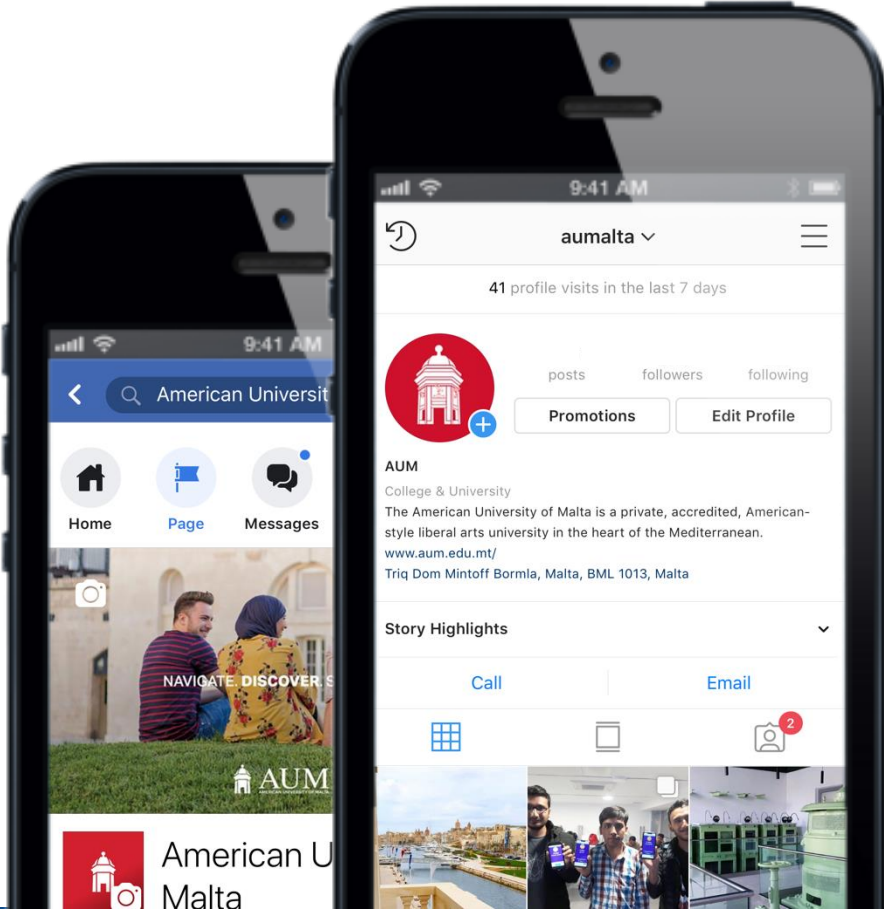
NEED SOME HELP?

Drop by Room 206
(Level 2)
MONDAY to FRIDAY
from
9:00am to 16:45pm

If you have something important
to discuss, then please schedule a
meeting via email on:
studentaffairs@aum.edu.mt



LIKE, FOLLOW, SHARE!!



/aumalta



Address

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



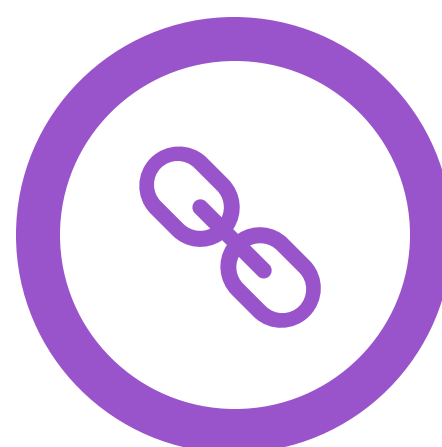
Phone

+356 2169 6970



Email

studentaffairs@aum.edu.mt



Website

aum.edu.mt