Dear Student,

It is indeed a real pleasure to be welcoming you to MCAST for the academic year 2014/2015. This year we have planned great things for you to ensure that this will be one of the best experiences in your life.

Now that your decision has been made, and you have finally made up your mind on which programme to pursue at Foundation, Diploma or Degree level, it is critical to put everything else behind you and focus on what you can achieve. You will soon realize that studying at MCAST is a unique experience, which can be as interesting as you would like it to be. Being a vocational college, MCAST offers students immediate hands-on experiences, which is somewhat different from traditional schooling. In fact, our goal is to make your learning experience enjoyable, interesting and rewarding.

This academic year we have also introduced a number of changes at educational and administrative levels. These changes, together with some other initiatives, will ensure a more complete and holistic learning approach. Furthermore, in addition to the vocational subjects, we have also set up the first vocational entrepreneurship centre, to give students in their final years of study, an opportunity to set up their own enterprise. Our mentors will guide you through the process and with some extra effort you can also be setting up your own enterprise once you finish your studies.

Put your mind to it and enjoy your journey. You can be as good as you want to be.

Dr Silvio De Bono
PRESIDENT – BOARD OF GOVERNORS

Dear Student,

I am delighted to be welcoming you to the 2014/15 Academic Year. For some of you this is your first year at MCAST whilst others have already been with us in previous years. A few of you may be starting the final year of your studies. Whichever the case, we would like to thank you for trusting us with your educational development. We are committed to help you succeed and, more importantly, to make this one of the best years of your life. The MCAST main campus has and is still going through significant transformations to continue improving the quality of all the educational services you will be using during your studies. At the same time, we are also working to revise and update our courses to make sure they continue being launched. We are also working to make learning at MCAST a more enjoyable experience and to ensure that you are provided with any additional support you may require.

Our mission as educators, however, is not only to help you get qualified but also to support you in your personal and social development. We believe that your years at MCAST can be a holistic experience in which you progress on an academic level and also progress as a young individual with positive values, enthusiasm and ambitions.

This booklet will introduce you to the different services and activities available to you as a student. However, the best way to discover them is to reach out and actively participate in these educational and extra-curricular opportunities. We encourage you to make the most of your MCAST experience – rest assured that you won’t regret it!

Stephen Cachia
MCAST PRINCIPAL AND CEO

WELCOME TO MCAST

ABOUT THIS HANDBOOK

This handbook is not to be considered as a Manual but as a Guidebook for all students following any of the various main prospectus programmes offered by MCAST. Full and detailed information can be obtained by contacting the Campus Administration. All students who have opted to take up a programme of study at the College need to be fully aware of the College’s procedures and those of the Gozo Campus.

This document includes important and vital information. Students are therefore encouraged to find the time to patiently read through this handbook and ensure that they follow the procedures in it throughout the academic year. You will surely realise and appreciate that such adherence to procedures and regulations is a must to ensure order and smooth running in an Educational Institution that welcomes thousands of students.

The information found within this handbook is intended as a general summary of the approved MCAST Policies, Procedures and Regulations and other College practices. In the case of a possible conflict in the interpretation of the contents of this handbook, the documents available on the College website will be final and binding.

OUR MISSION STATEMENT

To provide universally accessible vocational and professional education and training with an international dimension, responsive to the needs of the individual and the economy.
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Dear Students,

Welcome and congratulations on your acceptance to the MCAST Institute of ICT. You are now part of the ICT revolution shaping tomorrow’s society.

This handbook is designed to acquaint you with your rights, the policies and the resources available at the Institute. We believe that your experience will be more enjoyable and rewarding if you take the time to read through this booklet.

I look forward to meeting many of you on campus through formal and informal functions. Please feel free to get in touch with the administration and lecturing staff members to discuss any issues of concern to you or just to get acquainted.

I augur you every success in your studies which can only be achieved through proper planning and investing adequate time and effort.

CONRAD VASSALLO
ACTING INSTITUTE DIRECTOR

INSTITUTE’S MISSION STATEMENT

To provide opportunities to students to enhance their skills and employability in the ICT field by working in close collaboration with the local and foreign ICT Industry and by providing open, holistic and vocational education and training aimed at meeting and exceeding industry demands.

OUR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>MQF Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT1-01-14</td>
<td>MCAST Introductory Certificate in Computing</td>
<td>1</td>
</tr>
<tr>
<td>IT2-01-14</td>
<td>MCAST Foundation Certificate in Computing</td>
<td>2</td>
</tr>
<tr>
<td>IT3-01-14</td>
<td>MCAST Diploma in IT</td>
<td>3</td>
</tr>
<tr>
<td>IT4-01-14</td>
<td>MCAST-BTEC Extended Diploma in IT (Networking and Systems Support)</td>
<td>4</td>
</tr>
<tr>
<td>IT4-02-14</td>
<td>MCAST-BTEC Extended Diploma in IT (Software Development)</td>
<td>4</td>
</tr>
<tr>
<td>IT5-01-14</td>
<td>MCAST-BTEC Higher National Diploma in Computing and Systems</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Development (ICT Systems Support)</td>
<td></td>
</tr>
<tr>
<td>IT5-02-14</td>
<td>MCAST-BTEC Higher National Diploma in Computing and Systems</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Development (Software Development)</td>
<td></td>
</tr>
<tr>
<td>IT6-01-14</td>
<td>Bachelor of Science (Honours) in Computer Networks</td>
<td>6</td>
</tr>
<tr>
<td>IT6-02-14</td>
<td>Bachelor of Science (Honours) in Software Development</td>
<td>6</td>
</tr>
</tbody>
</table>
OFFICIAL POLICIES, PROCEDURES AND REGULATIONS

MCAST has a list of official Council of Institute approved policies, procedures and regulations that all students should be familiar with. It is very important that all students obtain a copy of these regulations since they include both rights and obligations of both staff and students, and are sure to become useful during one's stay at the College.

The following is the list of documents that every student should possess:

- General Rules and Regulations
- Policies and Procedures for courses at all levels
- Plagiarism Policy
- Students’ Disciplinary Procedures
- Students’ Grievance Policy with Procedures
- Library Policy
- Vocational Degree Dissertation Regulations.

These documents are available from the Institute’s Administration and are also available online at www.mcast.edu.mt and the Library page at www.mcast.edu.mt/llrc.

LEVEL 1 TO LEVEL 3
CONTINUOUS PROGRESSION

This section applies only to learners following Level 1, Level 2 and/or Level 3 courses.

MCAST Level 1 and Level 2 courses are foundation levels leading students towards Level 3 vocational courses and qualifications. Learners following the foundation level courses have the opportunity of a continuous and smooth progression to Level 3 courses. Upon reaching Level 3 and successfully completing all the related criteria, learners will achieve full Level 3 certification.

In order to progress from Level 1 to Level 3 learners will need to satisfy requirements as shown below:

- **LEVEL 1 TO LEVEL 2 PROGRESSION**
  Learners following Level 1 courses will need to achieve all credits assigned to the Level 1 course or else retake the Initial Assessment Test and demonstrate Level 1 competency, in order to progress to a Level 2 course.

- **LEVEL 2 TO LEVEL 3 PROGRESSION**
  Learners following Level 2 courses will need to obtain a minimum of 30 out of 60 credits in order to progress to Level 3. (Relevant 30 credits to be identified for each Institute. Institutes may require these credits or parts thereof to be specifically identified.)

- **LEVEL 3 TO LEVEL 4 AND HIGHER PROGRESSION**
  Learners following Level 3 courses will need to obtain all the credits allocated to the selected Level 3 course, and meet all the Level 3 criteria in order to progress to Level 4. Learners who successfully complete a Level 3 course will achieve a full Level 3 Certification.

Learners who for some reason fail to achieve all the necessary criteria to progress to the next Level, will be allowed to repeat the failed units by attendance during the following year, thus getting the opportunity to achieve the required credits for progression.

Should a learner still fail to meet the necessary requirements at Level 3, s/he will be given an Award which will include the student’s achievements by credit and Level.

N.B. Learners still need a minimum 80% attendance over and above the other requirements in order to be allowed to progress on to the next level.
FACILITIES AND SERVICES

USE OF COMPUTERS AND INTERNET FOR RESEARCH

The Institute of Information and Communication Technology has a number of Computer Labs which are fully equipped with networked PCs (an average of 20 student PCs per lab) as well as a dedicated Lab used for multimedia, hardware and networking practice.

The Labs are complemented by a Study Room where students can avail themselves of additional computers as well as an area designated for personal laptop use. The use of the study room is highly encouraged, particularly in cases where students need to conduct research or work on assigned work in-between lectures.

Unless otherwise stated, the Study Room is open daily between 08:30 and 15:30 except for Wednesday when it closes at 12:30. Study Room supervisors are also available during these hours to help students with their technical and software queries.

The Institute of Information and Communication Technology also has a number of Wi-Fi spots for wireless internet connectivity. These are found in designated areas around the building. Students are to note that Internet connectivity is filtered.

LIBRARY AND LEARNING RESOURCE CENTRES

Your key to the MCAST Libraries and Learning Resource Centres (LLRC) is the LLRC website which can be accessed on: www.mcast.edu.mt/MainMenu/Library.aspx

While visiting this page one may notice that MCAST, being such a large institution, has a number of different libraries situated across its various locations.

MCAST has the following libraries available for registered students and staff:

- Main Library – Paola
- Institute of Agribusiness – Luqa
- Institute of Art and Design – Mosta
- Institute of Building and Construction Engineering – Naxxar
- Maritime Institute – Kalkara
- Gozo Campus – Għajnsielem

The Main Library at the Corradino Hill Campus is a four storey building located a few metres further down from the main pedestrian entrance. Besides serving as the headquarter library for all MCAST libraries, the Main Library houses information and resources on all subjects being taught at the six MCAST Institutes based on the Corradino Campus.

There are also many other subjects of general interest and a good fiction collection in Maltese and English for leisure reading, besides a good number of DVD films that can be viewed inside the Library. Besides books (lending and reference) the Library also stocks CDs, DVDs, and a good number of periodicals (journals and magazines) on many subjects, all of which can be borrowed. A large number of full-text journals can be searched for and read online through the Library page by clicking on Electronic Library Resources. Get the login details from the Library. The whole collection books and periodical titles amounts at present to over 50,000 volumes and is still growing.

Detailed catalogue entries on all titles in the Main Library and all other off Campus libraries can be viewed on-line at www.mcast.edu.mt/MainMenu/Library.aspx. A number of leaflets are available at the Library desk to assist students in using the library and its collection and facilities. Moreover trained professional staff can be approached at the main counter or reference desk in the reading halls — look out for the blue information sign above the library staff desk or ask at the main counter.

The Learning Library and Resource Centre’s opening hours can be regularly viewed from the LLRC website or else at the entrance to the Library. The Main LLRC does not close during break-time. Further information about opening hours can be obtained from the LLRC website.

During the Christmas, Easter and summer holidays, opening times change and these are posted on the Library’s web-page and the Main Library sign outside the building. Any MCAST student, lecturer, or non-academic staff can make use of any MCAST library irrespective of which Institute they come from.

THE LIBRARY AND LEARNING RESOURCE CENTRE RULES

- Students can borrow up to four books (five in the case of HND and Degree students) for three weeks at a time, journals/magazines for 1 week. Please return the library items on time, or there will be a fine of €0.12 per item borrowed for every library open-day. One may renew or reserve items online through the Library web-page by clicking on – My Library Account.
- Only registered users can borrow items. All items that can be borrowed have to be first checked out and registered at the counter. Failure to do so will trigger off the security alarms.
- The Main Library is divided into two main areas: one is for work in groups, the other for individual studying in silence; so when working in groups, be aware of the noise level! Please keep your mobile phones on silent mode and only answer calls in the stairs area or near the entrance.
- No food or drinks (except for small bottles of water) are allowed within the library and bags have to be left at the allocated spaces near the entrance.
- Recent issues of journals and reference books cannot be taken out of the library. Older issues of journals can be borrowed for one week at a time.
- Books removed from shelves should be left on tables or trolleys. They will be re-shelved by library staff.
THE INFORMATION CENTRE

MCAST’s Information Centre is open every day from Monday to Friday, between 8:30 and 16:30. For further information or to make an appointment with any member of the Support Team:

2398 7100/7137
information@mcast.edu.mt

COUNSELLING

MCAST Counsellors would like to welcome you for the coming academic year at the Malta College of Arts, Science and Technology. We wish you all the success you deserve particularly during the time you will be spending with us at MCAST.

Our aspiration is that your experience at MCAST will be problem free. However there may be times when we are faced with situations which could be challenging and / or difficult to face alone. All this may affect both you as a person and your academic performance.

To avoid this, MCAST Counsellors are ready to help and assist you in times of difficulty. The Counselling service operates from the College’s Student House at the Main Campus, Corradino Hill, Paola — entrance through the door opposite the College entrance gate.

2398 7133 / 7129
counsellors@mcast.edu.mt
marthese.vassallo@mcast.edu.mt
michael.conti@mcast.edu.mt
isabel.camilleri@mcast.edu.mt

LEARNING SUPPORT UNIT (LSU)

The Learning Support Unit is another service provided by the Information and Student Support Services. The LSU helps students who require assistance in communication skills (Maltese and English), Mathematics and Basic IT. The Learning Support Centre is located on the second floor of the Library and Learning Resource Centre (LLRC). The LSU runs its programmes in every MCAST Institute. MCAST students who need help in writing assignments and essays, solving mathematical problems and in exam techniques can call at the LSU from 8:30 to 16:00.

2398 7517/8
lsu@mcast.edu.mt

CAREER GUIDANCE

We know that everyone has the ability and potential to develop and grow in their lives and careers, but we understand that sometimes things get in the way and can hold you back. We are here to help you identify and overcome these barriers and reach your potential.

We provide information and guidance to help you make decisions on learning, local training and work opportunities.

As career advisers we are knowledgeable in the field, enthusiastic and impartial. We will empower you to make your own career and learning choices.

Together we can:
- Discuss learning, training and work issues.
- Explore which careers would suit you best.
- Set up an action plan to achieve your dreams.
- Identify tips on how to look for a job.
- Improve your interview skills.

Remember we would love to hear from you. If you have any questions or queries about jobs, careers, learning opportunities or vocational training, just get in touch with us.

2398 7100/7137
information@mcast.edu.mt

• Surfing the net is also allowed but students cannot navigate to objectionable sites, download programmes, music or play games.
INCLUSIVE EDUCATION UNIT

The College aims at creating an inclusive environment where each and every student is provided with the educational support that allows each student to develop his/her full potential. Students with specific learning needs may require a diverse amount of teaching aids and specific provisions so as to lessen the impediments to learning. Requests for the provision of special arrangements may be considered within reasonable limits.

Therefore, students who have any special learning requirements due to specific conditions or learning difficulties will find it helpful to talk to the support staff of the Inclusive Education Unit (IEU) about their requirements. One may call for an appointment with the Support Team Leader of the Inclusive Education Unit on:

2398 7127
joseph.zammit@mcast.edu.mt

YOUTH HUB GAMES ROOM

Another service for MCAST students is the use of a Youth Hub Games Room which is situated within the Student House main hall (just above the canteen). Here students can hang out in their free time whilst enjoying various activities which are organised from time to time such as games, tournaments, talks etc. There are various games such as Table tennis, Table soccer, Air Hockey, a Nintendo Wii and other table top games which are available to students for free. The Youth Hub Games Room is open twice a week. The opening hours can be regularly viewed on the entrance to the Student House main hall.

CHAPLAINCY

Just outside the main College Gate, one will find a small room wherein one can move away from the hassle of everyday life, in order to savour some moments of peace and tranquillity in the presence of a real Friend who wishes us so much good and well-being.

Besides this golden opportunity, which one can make use of every day, the College prides itself in having a very youthful, practical and dynamic team of Spiritual Directors led by Fr Antoine Farrugia SDB.

The MCAST Chaplain and his team are available whenever you may need their spiritual guidance and other advice. They are very approachable. When you find yourself unable to express your feelings you must grab the opportunity to have a word with one of the Spiritual Directors. It is only then that you will realise the feelings we are trying to express in this short write up about the MCAST Chaplaincy.

SPORTS DEPARTMENT

If you enjoy sports and would like to become more physically active, then you may want to participate in the sporting activities organized by the Sports Department within MCAST. There is a range of activities on offer such as football, basketball, volleyball, badminton, table-tennis, darts, chess leagues as well as the opportunity to practise break-dance, rugby, martial arts, baseball, tennis, weight-training, athletics and more. A number of outside College activities – swimming, shooting, karting, bowling, canoeing, trekking and beach activities – are also organised. You will find all the information you need regarding sports, physical activity, nutrition etc. at the sports complex in Corradino or else on the notice boards in your particular Institute.

2398 7367/82
adele.muscat@mcast.edu.mt

STUDENT LIAISON OFFICE

The aim of the Student Liaison Office is to create a College ambience that offers students a holistic experience towards educational and personal growth. The Student Liaison Office is your one-stop shop offering you assistance and guidance to all the services offered by the College.

2398 7310
2398 7316
marina.sceberras@mcast.edu.mt

LOST AND FOUND

Students finding items which do not belong to them should turn them in to the Institute’s Administration Office, or the office closest to the location (including the MCAST reception) in which the items were found.

When you find something on Campus return it! Remember that if you lose something you would like to have it back.

Students are to check at the various offices on Campus, including the Institute’s Secretariat, the canteen and the Library, for possible recovery of their lost property.

Do not leave valuables unattended. Every individual is responsible for his/her personal belongings and neither the College nor the Institute can be held responsible for any lost or stolen property.
It is highly important that all students maintain a healthy communication with their Institute. Students should familiarize themselves with their Institute’s Administration communication methods in order to be always informed of the latest developments. Now that you are attending a post-secondary institution you will notice that much of the communication passed on to you will not be verbal but will pass through various media such as the ones listed below.

Students are encouraged to contact the Institute Administration should they have any administrative or clerical difficulties, or their respective Programme Coordinator for academic or individual difficulties. Whilst lecturers always offer their support regarding academic issues, other issues such as attendance, medical certificates, stipend matters and other similar issues are to be addressed to the administrative staff.

MCAST also offers student support and counselling services for other matters which might be more personal.

Any complaints and suggestions should be forwarded to the Institute’s Director or Deputy Director.

In case students have issues or need to report an incident, they are strongly advised to discuss these without delay so that adequate and timely action can be taken accordingly.

**STUDENT EMAILS**

MCAST assigns to its students a dedicated email address. Following the start of the academic year, all students will be given instructions with regards to their email address, as well as how to set up their email account. Students are urged to set up their accounts as soon as possible. It is the student’s responsibility, as a mature individual, to frequently check his/her inbox for any unread messages that would require his/her attention. One must also check the junk/spam folder since certain emails, even if legitimate, may be transferred to this folder by the spam filter system.

Users are expected to read, and shall be presumed to have received and read, all official MCAST e-mail messages sent to their official MCAST E-mail Account.

Students can access email from anywhere, using an internet browser and the URL: www.outlook.com/mcast.edu.mt

MCAST electronic communications shall be effected only through the above mentioned dedicated email account.

**DIGITAL SIGNAGE**

The most immediate form of communication is the one done through the digital signage found at the foyer (main entrance). Any important information, which the Administration
or members of academic staff would wish to pass on to students, will be found on this
monitor. It is the student’s responsibility to check it every day upon arrival at the Institute
as well as during any free time s/he might have throughout the day.

TELE/MOBILE PHONES AND SMS

There will be times during the academic year when very urgent messages need to be passed
on to students immediately. These will usually be times when either the immediate attention
of an individual student is required or when the Institute would want to make sure that a
message is seen by all students and thus cannot wait for the message to be put up on the
notice boards/digital signage or sent by email. In such instances, the Institute Administration
will make use of immediate communication methods such as mobile phones and SMS. Upon
registration you will be providing your personal contact details. It is important that you inform
the Institute’s Administration of any (possible) changes to your contact details as soon as
possible.

INSTITUTE WEBSITE

The Institute website ict.mcast.edu.mt is continuously updated to provide various
information related to the Institute. A page dedicated to job opportunities can be found
under the IT Vacancies tab.

MAIL

Another form of communication is done through snail mail (post). It is important that
the Institute is always in possession of your correct home address. It is the students’
responsibility to update MCAST with any changes in the contact details.

MOODLE

MCAST ICT courses are e-learning enabled by means of the Moodle open elearning
platform. Students are able to log into their Moodle elearning account and view
course material as they require, including PowerPoint slides and any information/
notes as given out in class. Students can log into Moodle using their first name
<space> second name (e.g. Marco Galea) and the password they have been provided
with by the IT support staff at the start of the year to log onto the computers.

In case of difficulties students may contact Mr Gerard Said on the following email address:

✉ gerard.said@mcast.edu.mt

MCAST WEBSITE

The MCAST website www.mcast.edu.mt is continuously updated to provide you with the
latest details related to all aspects of the MCAST campus experience. It includes detailed
information about all full-time and part-time courses, updates about upcoming events,
the latest news from each Institute, as well as a full list of email and telephone contacts of
all MCAST Institutes, departments and offices.

MCASTLINK AND E-NEWSLETTER

MCASTLINK is a magazine which aims to create and enhance a corporate identity
for the College. It also serves as a means whereby MCAST’s ideas, achievements and
developments are linked in one corporate publication. Staff, students and parents are also
kept informed and updated on the events taking place at MCAST’s ten Institutes and the
Gozo Campus. MCASTLINK is issued twice a year and copies are available for free at all
MCAST Institutes, or from the MCAST website www.mcast.edu.mt/

MCAST has also recently launched the E-Newsletter which is meant to keep students
and staff updated with all the events and developments going on at MCAST. The
E-Newsletter is issued monthly and is sent on the MCAST email address given to every
student at the start of the year.

Both MCASTLINK and the E-Newsletter welcome your news, views and contributions.
Students’ contributions are particularly welcome. Write to us with articles, letters, stories
and anecdotes of your achievements, both personal and College related.

✉ caroline.balzan@mcast.edu.mt

MCASTmt FACEBOOK PAGE

The MCAST Facebook page is yet another means through which MCAST interacts with
students, staff and the general public, bringing the MCAST Campus experience to the social
media world. Through the Facebook page, you will be able to stay updated with the latest
developments in your Institute, and in other Institutes and Departments of the College.
The main purpose of this page, however, is to encourage you to share ideas, suggestions and your
own MCAST experiences through photos, videos, competitions and wall posts – updating your
colleagues about the interesting lecture you’ve just had, or the latest project you’re working on
at the MCAST workshops or at the place of work is just a click away. MCAST invites you to Like
and share the MCAST Facebook page and to check it out, and engage, every day.

🔗 www.fb.com/MCASTmt
INSTITUTE'S REGULATIONS

Regulations and procedures are the foundations of any society. They are not only important, but necessary for the promotion of an orderly and inclusive environment in which everyone may feel safe and at ease, but at the same time they define the limits which should not be crossed.

Being a Vocational Education and Training Institution, MCAST directly prepares the student for the world of work. To this effect the establishment and respect of such rules is ever more significant.

DRESS CODE

MCAST is first and foremost an educational institution and thus it is very important that students ensure that they come wearing the appropriate attire. With increasing emphasis on corporate image, many employers regard workplace attire as serious business. MCAST students are preparing themselves for the world of work, a world where first impressions are very important, and these are mainly transmitted through one's attire amongst other things. For this reason, the following items are not allowed:

- **Male Students:** Wearing sleeveless vests, T-shirts with bold, extravagant, offensive pictures or words, torn or frayed jeans.
- **Female Students:** Wearing low-cut tops or short ones that expose midriff, transparent, see-through or skimpy clothing, T-shirts with offensive pictures or words, torn or frayed jeans, caps or other headgear as well as oversized earrings and piercings (see above), very short skirts, very tight skirts and trousers.
- Unless justified (e.g. medical or religious reasons) caps or other headgear should not be worn in class.
- Students are expected to maintain personal hygiene after doing physical exercise or sports activities.

Flip-flops or similar footwear constitute a safety hazard besides being considered as inappropriate for an educational institution preparing students to work in particular environments.

Lecturers have the right not to accept inappropriately dressed students in class.

MOBILE PHONES AND ELECTRONIC DEVICES

Unauthorized use of personal electronic devices is prohibited at all times.

Mobile phones should be kept switched off and in bags when in lecture rooms. No mobile phone or any other similar device (with the exception of laptops) may be charged using any of the Institute's power supply outlets.

Failure to abide by these regulations will result in the possible confiscation of the device, which will only be returned when the necessary disciplinary action would have taken place.

Students are reminded that the misuse of electronic devices might result in harmful situations both physical (e.g. misuse of electronic tools or similar devices) and emotional (e.g. using mobile phones for bullying or harassment purposes) and in many instances such use might have legal implications.

VEHICLE PERMITS

It is the responsibility of all drivers on Campus to abide by the rules of safe-driving and parking. Students shall not park in reserved areas.

As indicated in different areas of the Campus, parking and driving on MCAST grounds is done at one's own risk.

No loud use of audio equipment in vehicles is allowed.

RESTRICTED AREAS

Students are not allowed to enter the following rooms and areas:

- Access to roof top
- Staff toilets
- Caretaker rooms
- Computer labs and staff rooms (if unattended).

HEALTH AND SAFETY (WORKSHOP/LAB/CLASS REGULATIONS)

MCAST takes Health and Safety issues very seriously and is committed to comply with all applicable requirements for the safety of students and staff.

Therefore Health and Safety regulations should be adhered to by both students and staff at all times while at the Institute. Failure to observe these regulations may result in serious consequences. If one has any doubts regarding any of the regulations please ask! It is everybody's responsibility to ensure that s/he abides by the health and safety regulations and to report any shortcomings one may be aware of.

PLEASE NOTE:

- Anyone caught tampering with health and safety equipment will face disciplinary action, as this will be regarded as a severe breach of conduct.
- Students who suffer from any ailments (e.g. asthma, colour blindness, vertigo, hearing/sight impairment etc) should notify the Institute Administration where possible prior to the beginning of the academic year.
WORKSHOPS/FIELDWORK/LABS

Students are only allowed to enter workshops/fieldwork/Science labs if they are wearing the proper safety gear, that is, overall, proper safety boots and other necessities as stipulated by the Institute. Appropriate safety gear such as eye-protection goggles, gloves etc must be worn when required.

Students failing to bring their safety gear will not be allowed in the workshops/fieldwork/Science labs and will be marked as absent.

Keep the place clean! Please keep in mind that dirt and carelessness can cause accidents. Do not litter or leave any tools or material lying around or blocking pathways.

Students must report all accidents (or near misses, even minor ones) to the lecturer in charge of the workshop/fieldwork/Science lab. More information about this will be given during the induction week.

Students should not enter any workshop if they are feeling unwell. One may cause injury to themselves or others.

During Computer Lab sessions listen carefully to instructions and follow directions.

Following each lecture, as a courtesy to the next class, students are kindly requested to leave the lab/classroom as they found it. Therefore students must ensure that all programmes have been closed and that they have logged out of the system. Additionally chairs should be neatly rearranged under benches once the lecture is over.

USE OF EQUIPMENT

Tampering with mechanical and/or electrical appliances is strictly prohibited. Nobody is allowed to remove safety guards or in any way alter the original factory design of machines, machine parts or any other equipment.

Students are not allowed to use any machines unless permission has been sought beforehand from the lecturer on duty and unless they are under the lecturer's strict supervision.

Any hand tool, machine or any other form of equipment which develops a fault is to be immediately disconnected, reported, identified and locked away until repairs are effected by competent personnel and the item is declared safe. Avoid using electrical extensions. If electrical extensions must be used, they must not be allowed to run across the workshop floor. Do not use long extensions since these can be dangerous.

In addition to the above, the following are not allowed at the Institute of ICT:
- Banging on keyboards.
- Touching or tampering with equipment including cords and plug-ins.
- Personalising computers by installing screen savers, changing the desktop background, changing the video and audio settings, adding, changing or moving icons around on the desktop.
- Playing games on PCs, whether in lab/classroom or in the study room.

In case of breach of the above students will be asked to leave the lab/classroom and disciplinary action will be taken accordingly.

Please note that anyone caught tampering with health and safety equipment will face disciplinary actions, as this will be regarded as a severe breach of conduct.

In this respect, students are reminded to perform a quick check of the computer they have logged on for every lesson. Any faults or visible damage to hardware should be immediately reported to the lecturer in charge, who will log details accordingly.

VIRUSES, HACKING AND MALICIOUS SOFTWARE

Any student caught intentionally or unintentionally inserting a virus into any computer within the Institute will be issued a warning on his/her first time.

A student will be issued with a disciplinary form the second time they are logged having a virus.

A student will be suspended from the Institute on the third time if found to have inserted a virus on any computer in the Institute.

The Institute offers a free virus-scanning service and will virus-scan any floppy disk or CD if a student suspects it contains a virus. This can be done in Room LD42 (downstairs).

Violations of the above rules will be dealt with according to the standard College disciplinary policy.

Unauthorized tampering, deleting, manipulating or damaging of programs or files is strictly prohibited and disciplinary action shall be taken accordingly.

FIRE ALARM

Should the fire alarm sound, students are to follow instructions given by the lecturers and Institute staff. They must leave the building in an orderly and swift manner and walk to the assembly point where their names will be called out. They must not leave the assembly point or re-enter the building without permission by an Institute Officer.

Everyone is to assist people with impaired mobility to leave the building safely. If it is not possible for a disabled person to leave a building, they should go to a safer area and arrange for someone to inform the person in charge of the evacuation (either from MCAST or from the Fire Brigade) of their location to ensure that, should
it be necessary, they are evacuated. A friend/colleague can stay with a disabled
person in the safer area.

Any abuse of the fire alarm system is against the law and will be severely punished.

**FOOD AND DRINKS**

No food or drinks are to be consumed in the classrooms, science labs and/or workshops.
Chewing Gum is strictly prohibited.

All food and drinks must be kept in your bags during lesson hours.

No personal electrical appliances such as heaters etc may be brought to or used
at the Institute.

**PLEASE NOTE:**
The above list of safeguards is not exhaustive. It should however provide a good
indication of the kind of behaviour expected from students who have chosen to work
in environments which demand responsibility for one's own safety and that of others.

**SMOKING REGULATIONS**

Due to the health risks related to passive smoking, smoking is not allowed in any MCAST
building. Students, employees and visitors are also prohibited from smoking near exterior
entrances, open windows and any outdoor air-intakes.

Smoking is only allowed in designated areas outside the main doors and in the
parking areas.
Discipline and good manners are expected of all students at all times, anywhere on the College Campus.

Positive behaviour is constantly promoted by the Institute, as this is a contributory factor to a pleasant environment to study in. It is also a laudable matter which the Institute encourages and promotes in view of every student’s character formation.

Disciplinary action is taken against those students who in one way or another breach the College and/or the Institute’s Regulations.

Behaviour leading to Disciplinary Action includes:

i. Disturbing the class, disrupting lectures or disobeying the specific instructions of the lecturer;
ii. Showing offensive and disrespectful behaviour towards Administration, Lecturers and peers;
iii. Bullying and any form of abuse;
iv. Truancy and absenting oneself from lectures;
v. Not submitting assigned work on time;
vi. Persistent late-coming for lectures and tutorials;
vii. False filing of medical certificates and justification notes;
viii. Committing any acts of vandalism or damaging Institute and/or College property anywhere on College main and/or Satellite campuses;
ix. Eating and drinking in the Institute’s Lecture Rooms, Computer Labs, Language Labs, and Staircase;
x. Smoking in any part of the Lecture blocks including Foyers and the entrance to each of the blocks and underground parking;
xi. Intimate kissing, hugging, and other inappropriate behaviour etc. on any part of the College premises/grounds;

Behaviour leading to Disciplinary Action includes:

The above mentioned regulations are to be respected throughout the student’s entire stay at MCAST. They are to be observed not only while the student is in the Institute lecture blocks but on any other part of the Campus and this includes the canteen, the gym, the library, parking areas etc.

Reports of misbehaviour or inappropriate/unacceptable behaviour referred by any member of staff to the Institute’s Administration, will be recorded in the particular student’s profile. Persistent absenteeism records are also recorded and regularly noted.

These regulations apply to all MCAST students attending study programmes at all MCAST Institutes and any extensions thereof, e.g. on the premises of the Private Training Providers.

A full copy of the disciplinary regulations and procedures can be accessed on the MCAST website at www.mcast.edu.mt

HARASSMENT / BULLYING

Students should not (in any way and/or form) exert physical, verbal or psychological pressure (or any other form of harassment, including through the use of mobile phones, social networks, and technological devices) on fellow students, lecturers, administrative and support staff. Students should inform the administration, MCAST counsellors, a lecturer they trust, or their parents, if they or someone else is being harassed or bullied. In ‘Good Behaviour and Discipline Policy for Schools’ – Ministry for Education 2002, it is specifically claimed that:

“All forms of verbal and physical behaviour that is meant to hurt, intimidate or jeopardise the integrity and the dignity of a person, such as name-calling, ridiculing, taunting, threatening and the use of physical violence, are all forms of bullying.”

Bullying of any kind will not be tolerated under any form or mode.
ASSESSMENT

Note: The information found in this section applies only to students following Level 1 to Level 5 courses. Students following Level 6 Degree courses are advised to refer to the applicable Degree Regulations available from the College website www.mcast.edu.mt

NATIONAL VOCATIONAL COURSES

MCAST is moving away from Foreign Awarded courses such as those offered by BTEC, and City and Guilds, and is working on developing its own Vocational Courses. All Level 3 courses and part of Level 4 and Level 5 courses have been replaced with new courses which have been launched during this academic year. The rest of the Level 4 and Level 5 courses are currently being designed and will be launched next academic year. Learners are to note that the assessment regulations of the National Vocational Courses differ from the regulations of BTEC courses. These differences are indicated below:

STUDY UNITS

The majority of the courses offered at MCAST follow a modular structure. This means that courses are made up of a number of study units which students must follow and complete successfully in order to achieve the full certificate or course diploma.

Each Study Unit has a number of Learning Outcomes assigned to it which show what the student will be able to do upon completion of the particular study unit. By following the course and successfully performing the necessary tasks assigned to them, students will achieve these Learning Outcomes and related grading criteria.

ASSIGMENTS

Each Study Unit will have a number of assignments which will be used to determine whether a student Passes or Fails the particular Study Unit. Assignments can take various forms, two of the most common being:

- **Home assignments** – which are done at “home” within a particular timeframe (which can be anything from a few days to a number of weeks) and are to be handed in by a pre-established deadline. It is imperative that work is handed in on time.

- **Time Constrained Assignments (TCAs)** – which are done in class under supervision.

If a student is absent for a particular TCA, on the basis of medical reasons, on two consecutive occasions, s/he will be given a third opportunity which is to be considered as the final attempt of the first sit. Such a student will then have an opportunity for one attempt at a second sit. Genuine extenuating circumstances are always to be taken into consideration and may allow exceptions to this rule.

All Major Assignments at MCAST shall include the following forms:

- **A Front Sheet** – containing all the details related to the assignment, the student and the history of the assessment process;
- **An Assignment Brief** – containing the work which the students have to do in order to obtain the specific criteria; and
- **A Feedback Sheet** – wherein the assessor gives the necessary feedback to the student regarding the assignment.

GRADING CRITERIA – BTEC COURSES

Each assignment will be made up of a number of Grading Criteria which indicate what a student needs to do in order to achieve a specific grade.

- Assignments for the Level 1 and 2 courses will be graded as Pass (P) or Fail (F). 2
- Assignments for the Level 3, 4 and 5 courses will generally be graded as Pass (P), Merit (M), Distinction (D) or Fail (F).

Whilst the Pass Criteria indicate the minimum amount of work which needs to be done by every student in order to successfully Pass the assignment, Merit and Distinction criteria encourage students to work more in order to obtain a better grade.

*Each Criteria will have a set of statements to help students differentiate the level of performance. They also help for better transparency of the marking process.

For the Level 3, Level 4 and Level 5 courses, students are expected to obtain a pass mark, at the threshold level of achievement (i.e. the Pass level), by satisfying all the Pass criteria for each unit. Students shall obtain a Merit in a Unit if they satisfy all the Pass and all the Merit criteria in that Unit. They shall obtain a Distinction in a Unit if they satisfy all the Pass, all the Merit and all the Distinction criteria in that Unit. Students are advised that they stand to benefit if they attempt to satisfy the Merit and the Distinction grading criteria.*

ASSESSMENT CRITERIA AND OVERALL GRADE – NATIONAL VOCATIONAL COURSES (NON BTEC)

Each Unit will be made up of a number of Grading Criteria which indicate what a student needs to do in order to achieve a specific grade.

The assessment criteria for every unit will add up to 100%.

In order to successfully pass the unit, learners will have to satisfy a number of criteria and obtain the pre-established pass mark for the specific unit.
Grading Criteria will be divided into 3 sets as follows:

**Level 1 - 3**
- Set 1 - Knowledge
- Set 2 - Understanding
- Set 3 - Application

**Level 4 - 5**
- Set 1 - Knowledge and Understanding
- Set 2 - Application and Analysis
- Set 3 - Synthesis and Evaluation

Each set will have a different weighting depending on the level of the course. These will be distributed amongst a number of assignments throughout the duration of the unit.

For every unit, the overall mark obtained will be used to determine the grade achieved for that unit.

**INTERNAL VERIFICATION**

The Internal Verification system is a procedure through which Assignments are reviewed by an appointed Internal Verifier in order to ensure that all established programme requirements and documentation are being satisfied. There are 2 types of Internal Verification:

- **Verification of Assignment Brief**: Through which the Internal Verifiers verify that the assignment has been designed well and in line with the programme requirements.
- **Verification of Assessment**: Through which a sample of the corrected assignments of every class is re-corrected by the internal verifier to confirm that they were fairly and correctly assessed by the assessor and that the feedback given is adequate, thus ensuring that the quality of the assessment is very high. Grades will only be communicated to students when the Internal Verification process is complete.

**REFERRALS / SECOND ATTEMPTS – MCAST-BTEC COURSES COMMENCING OCTOBER 2014**

Referrals/Second Attempts for MCAST-BTEC courses (commencing October 2014) are only possible if a number of conditions are met. If the conditions are not met, the referral/resubmission will not be allowed.

The full text of the procedure is available online and can be downloaded from: www.mcast.edu.mt/MainMenu/FullTimeCourses/Rules.PoliciesandRegulations.aspx

**RE-SIT/ FURTHER ATTEMPT – NATIONAL VOCATIONAL COURSES (NON BTEC COURSES)**

Students who fail to obtain the necessary overall grade to pass a specific unit, will be given a single re-sit opportunity at the end of that unit.

The re-sit will take the form of an Assessment including elements from all the assessment criteria within the unit. This means that students failing to pass the unit will be allowed to attempt an Assessment for the failed unit at the end of the year.

It is important to note that students sitting for a re-sit can only achieve a maximum Pass Mark/Grade.

**EXTENSIONS**

There can be specific cases in which students will not be able to hand in the assignment on time. These are generally extenuating circumstances which go beyond the student’s control. In such cases students may apply for approval of an extension at least three days before the assignment deadline.

To apply students should use the official “Request for Extension Form” available from the Institute’s Secretariat.

Extensions will only be granted if the student is able to prove that his/her situation is genuine by providing credible evidence which is considered valid by the Institute Director. Pressure of work, bad time-management, misreading of assessment timetables, scheduling of holidays or time abroad and/or other similar issues (e.g. part-time jobs) will NOT be considered as extenuating circumstances.

**FORMAL ASSESSMENT APPEALS**

Upon correction of an assignment or Time Constrained Assignment, and once the results have been officially published, students will have the right to appeal against any decision they feel is unjust.

The following is the official MCAST procedure for lodging an official appeal:

- Appeals shall be lodged in the first instance with the Institute Appeals Board (IAB). This shall be made up of the Director, one Deputy Director and a third board member nominated by the Deputy Principal (QA).
- Appeals may be based upon one or more of the following:
  a. Grounds to suspect that there was an error in the assessment or grading of the work submitted by the student.
  b. The assessment/examination procedures have not been conducted fairly or in accordance with MCAST approved regulations. In other words, proof exists that there has been some administrative error, misdirection or irregularity.
c. The assessor/assessment board has been unaware of, or has given insufficient weight to extenuating circumstances supported by appropriate evidence, as verified and accepted by the College itself, which circumstances have adversely affected the student/candidate’s performance.

• Discrimination is alleged.
  • Appeals on the appropriate form (obtainable from the Institute) must be signed by the student making the appeal and will be accepted directly from the student. Appeals made on behalf of a student by a third party will not normally be accepted.
  • The appeals form must be submitted within ten College days from the day when the contested result became known or was first published.
  • Revisions of paper and/or reassessment of student work shall normally be processed within ten College days.
  • Within five College days, following the revision of the examination paper and/or the reassessment of the student’s work by an independent examiner/assessor or team of assessors, the Director shall inform the student of the final outcome of the appeal.
  • Appeals submitted outside the specified deadlines, will normally be ruled invalid.
  • Students lodging the appeal may wish to produce any witnesses they choose.
  • Lecturers shall ensure that any relevant documentation the IAB may require in connection with the case, shall be in place at all times during the processing of the case.
  • The IAB has the power to request attendance and further information from lecturers and/or assessors and other Institute staff. The Board may make the following recommendations to the Registrar:
    • To uphold the decision of the Assessor/Assessment Board.
    • To amend or suspend the decision of the Assessment Board or Assessor.
    • Direct the Assessor/Assessment Board to review the assessment decision, taking into account certain facts.
    • To amend or suspend the decision of the Assessment Board or Assessor.
    • The decision of the IAB shall also be communicated in writing by the Registrar, via a short formal report, to the student/candidate and the relative lecturer/lecturers within five College days. A copy of the report shall be sent to the Institute Director.
    • If the student still feels aggrieved by the decision, they may still wish their case to be heard by the MCAST Corporate Appeals Board (CAB). This shall be made up of the Deputy Principal (QA), the Registrar and a Director of Institute who is different from the one where the student attends and who is appointed by the Principal.
    • Students who opt to appeal to the MCAST Corporate Appeals Board shall write a letter to the Deputy Principal (QA) within ten College days from the date of the communication to the student by the Registrar.
    • Directors shall ensure that all documentation relevant to the case is forwarded to the CAB before the appeal is heard.
    • The decision of the CAB shall be final.

THE ASSIGNMENT TRACKING SYSTEM (ATS)

The Institute of ICT makes use of an electronic system to manage and track assignments known as the ATS (Assignment Tracking System). Assignment results will be posted on the ATS electronically.

Each student will have access to this system allowing them to view results. It is the students’ responsibility to inform themselves of the results in time.

Students will be given login details at the start of the year.

In case a student has no access to a computer he can use the ones in the Institute’s Study Room or contact the Institute Administration.

INSTITUTE REVIEW BOARD (IRB)

All students attending a Level 3, Level 4 or Level 5 course who attempt ALL PASS Criteria but do not manage to obtain a limited number of these pass criteria by the end of the course, may be eligible for a meeting with the IRB. Through this meeting the IRB will determine the student’s knowledge and competence in the subjects in which s/he failed the criterion/a through a viva voce session or any other material as deemed fit by the Review Board for a failed criteria. The IRB will then decide whether the student has achieved that particular pass criterion/a.

Students will be eligible for this meeting only if:
• Level 3: students fail not more than TWO Pass criteria
• Level 4: students fail not more than THREE Pass criteria overall but not more than TWO criteria in any one unit (in the same unit)
• Level 5: students fail not more than THREE learning outcomes overall but not more than TWO learning outcomes in any one unit (in the same unit).

Students do not need to request to appear before the Institute Review Board since it will be the Institute which will communicate with the students entitled to such review. This will be done at the end of the course (at the end of year 1 for Level 3 and at the end of year 2 for Levels 4 and 5).

Students will be advised at least five days before the hearing of the IRB. Students failing to attend their first meeting will not be given a second one unless a justifiable reason can be presented.

The decision of the IRB cannot be subject to an appeal unless discrimination or unfair treatment is alleged.

More information on the Institute Review Board can be obtained from: DOC_018_REV_B_Assignments, Assessments and Appeals, Policies and Procedures for Levels 1, 2, 3, 4, 5 available at www.mcast.edu.mt.
Students who are eligible for the Students’ Maintenance Grant as per respective Legal Notice and Subsidiary Legislation for Scholastic Year 2014/2015 are to apply for the maintenance grant online.

The maintenance grant, commonly known as stipend, will be paid periodically in four-weekly payments.

Students will also be receiving a one-time allocation of funds which is to be utilized for the purchase of textbooks and other educational materials. This allowance will be credited directly in the students’ bank account.

SUPPLEMENTARY MAINTENANCE GRANTS

Students coming from low income families may apply for a Supplementary Maintenance Grant. This can be done up till end November 2014. Their application and documentary evidence submitted will be forwarded to the Students’ Maintenance Grants Board for consideration and decision.

THE FIRST STIPEND

Students applying for the maintenance grant before end of October 2014 shall receive their first stipend at the beginning of December 2014. The stipend will be paid backdated to the beginning of the academic year.

MCAST STIPENDS OFFICE

MCAST has a Maintenance Grants Office which is responsible for the running of the Maintenance Grants scheme across the College. Anything which is related to the issue of Maintenance or Supplementary Maintenance Grants is to be addressed to the above mentioned office which has a specific time schedule for students as follows:

MCAST Administration Building
Stipends Office – Room 114
Monday, Wednesday and Friday: 8:30 – 12:30
Tuesday and Thursday: 13:30 – 16:00
Tel: 2398 7123

All queries and other operational matters are to be referred to the Stipends Office. The office is located at the MCAST Central Administration Block.

MAINTENANCE GRANTS PAYSLIPS

At the end of the period, Maintenance Grants payslips will be distributed via the MCAST email, allocated to each student at the start of the year. It is each student’s exclusive
responsibility to check his/her inbox and make sure that s/he receives the payslip. Should any student not receive the payslip on time s/he is kindly requested to contact the MCAST Stipends Office as soon as possible.

STUDENTS ON APPRENTICESHIPS

Students following an apprenticeship course must join TAS/ESTS and actively seek to find and retain a Sponsor as otherwise they will not be entitled to a maintenance grant.

MAINTENANCE GRANTS ONLINE APPLICATIONS

Students must log in with their personal eID in order to fill in the application form for the Students’ Maintenance Grant. All personal details will be pre-filled. The applicant will be required to choose details about his/her course of studies, and his/her Bank details including the IBAN Number. It is of utmost importance that the electronic form is completed correctly so that there will be no delays in the processing of the form.

New students should scan or photocopy the School Leaving Certificate (Form 5) which has to be attached with the application form.

By submitting the form, the applicants shall be:

a. Confirming that all information submitted is correct and that they bind themselves to repay the Government of Malta the amount of money indicated by the Authorities, should they for some reason:
   i. have misled the Authorities through the information submitted;
   ii. absent themselves from the course;
   iii. fail to register satisfactory progress, or
   iv. discontinue their studies.

b. Authorize the respective Authorities to verify the information submitted as may be necessary. Any information can be passed to any other Departments / Institutes involved in the processing of this application.

c. Authorize the respective Authorities to take action as may be necessary to recover any overpayments or amounts due by applicants.

Following the submission of the eForm, applicants will receive an email and an SMS text confirming the submission.

Applications submitted after end November 2014 will only be eligible for payment as from the date of submission.

IMPORTANT NOTICE

The Maintenance Grants Legal Notice clearly specifies that any student missing out on lectures and/or showing lack of academic progress, will find a deduction in his/her Maintenance Grant. The Maintenance Grants Legal Notice will be strictly adhered to by the College and the Institute's Administration.

ATTENDANCE PROCEDURE

Regular attendance and positively committed participation during lectures is a fundamental duty of all students. Further to this, students are informed that the College adopts and enforces a clear attendance policy. Students are expected to attend all lectures and other activities.

Students whose attendance falls below 80% in any single year will be deemed to have failed that year. Attendance will be kept on an hourly basis.

Attendance will be taken per lesson. Missing a single lesson will not mean you have missed the entire day, but every lesson counts towards the minimum percentage of attendance required. Students will not be admitted in class later than 10 minutes after the lecture has started and will be marked as absent unless an excused note signed by the Director or Deputy Director is presented to the lecturer in charge of the lesson.

Attendance will be taken for each individual lesson and all other activities organised by the Institute and/or the College. All attendance will be recorded and a clear record of every student's attendance will be kept by all Institutes.

Students are reminded that missing lectures will result in the inevitable deduction of their stipend.

STRIKE-OFF PROCEDURE

Students who throughout the year are found to be missing a number of lectures shall be issued with a series of warnings both verbal and in writing. If these warnings are ignored this will lead to the student’s name being struck off the College and the Institute's registers.

Students will receive a warning in writing, signed by the Director, as soon as unaccounted absenteeism reaches 10% of the prescribed attendance. Upon reaching the 20% cumulative absenteeism the student shall be issued with a notification that he is being struck off.

Students have the right to appeal in writing to the Institute Appeals Board within ten working days if they feel that the letter of termination is unjustified. Students are to enclose any documentation necessary, such as medical certificates, court notifications etc, to support their claim.

The Institute's Appeals Board will be made up of the Director, the Deputy Director and a Senior Lecturer.

The Appeals Board will investigate the case and inform the student about the decision. If the student does not accept the decision of the Institute Appeals Board, s/he can appeal to the Corporate Appeals Board.

The Corporate Appeals Board will consult the Institute Appeals Board and other persons it deems fit in order to issue a decision on the case.

The student must continue attending lectures until further communication from the Board is received.

The decision of the Corporate Appeals Board is final and will be communicated by the Registrar. Students below 18 years of age are informed that a copy of the communication will also be sent to their parents or guardians.
JUSTIFICATION OF ABSENCE AND EXTENUATING CIRCUMSTANCES

Every absence from any lecture session or Institute event must be justified by a (blue) Medical Certificate or by providing an official document (such as court hearing notification, driving test date schedule, examination time-tables, airline tickets, medical appointments, etc) which is to be handed in at the Institute’s Administration.

When a student is sick/taken ill s/he will be expected to hand in the Medical Certificate to his/her Institute Secretariat as per the table below:

<table>
<thead>
<tr>
<th>Number of Sick Days</th>
<th>Medical Certificate to be handed in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of a day</td>
<td>The following school day</td>
</tr>
<tr>
<td>1 day</td>
<td>The following school day</td>
</tr>
<tr>
<td>2 – 5 days</td>
<td>By not later than the 2nd school day upon return to school</td>
</tr>
<tr>
<td>Prolonged sickness</td>
<td>Every six days from the first medical visit, by post or a trusted representative.</td>
</tr>
</tbody>
</table>

Students are to make sure that all the required information is filled in the Medical Certificate (such information includes the NI Number, date, signature of student etc). Medical Certificates with missing information will NOT be accepted.

Students are to note that the Attendance Percentage will decrease even if the absence is covered by a medical certificate or an excused note and will still count towards the 20% (maximum absence allowed by College Regulations). In case of prolonged or regular illness, students are strongly encouraged to discuss their situation with their Institute Director so that the particular circumstances are evaluated and a plan for the way forward is agreed on.

RESIGNING FROM A COURSE

If a student wishes to resign from the course, s/he must immediately fill in a Resignation Form which is obtainable from the Institute's Administration.

All the sections in the form must be duly filled and students are to give a reason why they wish to resign.

Students should check for any repayments on the SMGB card and/or stipend which may be due, when resigning from a course. Such information may be obtained from the MCAST Stipends Office.

PLAGIARISM

MCAST takes plagiarism and any form of copying very seriously and disciplinary measures will be taken against students caught plagiarising.

WHAT IS PLAGIARISM?

Plagiarism is the abusive use of another person’s property for one’s own end. Plagiarism is when a person uses another person’s written work, ideas or inventions without acknowledging the source. Such behaviour is unacceptable and may render the person who commits plagiarism subject to a penalty. Plagiarism is also unethical and in cases where the student is not sure, s/he may opt to omit using that material or else consult with a tutor on the best way to approach the problem.

The following may be cited as instances of plagiarism:
- Copying whole paragraphs without making reference to the books used
- Copying material from lecturers’ notes, handouts or lesson slides
- Inventing statistical data and figures to support statements made in your work
- Not citing the URL or web address from where the information was obtained
- Working with your friend on a piece of work and then handing in the same assignment
- Asking someone to do the assignment for you
- Using your friends’ assignments from previous weeks or years instead of doing your own

In all these cases and others the common thing is that the candidate has failed to give recognition to the person who is the true owner of the work. This is unethical and should be discouraged.

In those cases where the student is not sure, s/he may either opt to omit using that material or else consult with her/his tutor on the best way to approach the problem.

N.B. Asking someone to do the assignment for you is always unacceptable and no form of acknowledgement through citations will justify it.

A full copy of the Plagiarism regulations and procedures can be accessed on the MCAST website at: www.mcast.edu.mt/MainMenu/Full-TimeCourses/Rules,PoliciesandRegulations.aspx

HOW TO AVOID PLAGIARISM

- If one is using the author’s specific words it is important to put these words within quotation marks and give credit to the source and the author. Remember to mention the author and source in the bibliography and to reference it in the appropriate manner including footnotes as required.
- Paraphrasing and summarizing a text is a good way of avoiding plagiarism. However remember that changing a few words or the order of the sentence does not make the text yours. To be fully clear of plagiarism you should use your own words and always remember to write down any source from which the text was taken as a source of idea.
- When writing a paragraph always make sure to distinguish whether the information you are giving is general knowledge or not. If the information you are using is in fact general knowledge then you do not need to cite the source. On the other hand you must write the source of any other information which is not general knowledge.
- Avoid Procrastination (i.e. leaving your work to the last minute). Panic may lead you to plagiarism so as to manage to finish on time.
• To determine whether a piece of information is general knowledge or not you must:
  − Ask yourself if the information you are giving would be known by the majority of
    your audience. Common knowledge will most likely be known by everyone.
  − Make sure that the information you are giving is agreed upon by everyone and that
    it is a "known fact". If there are disputes over the information you are giving and
    different points of view then it is not general knowledge and you must make sure to
    quote the various perspectives.
  − If the information appears un-referenced in a number of credible sources, then it is
    most likely going to be general knowledge.
  − Factual information such as the birth and death of well-known people and dates of
    historical events do not need to be referenced as they are of public domain.
  − This being said it is not always simple to determine whether something is general
    knowledge or not. When in doubt simply reference your source and then clarify with
    your lecturer. It is always easier to remove a citation than it is to try and find it later on.

PLEASE NOTE
Referring is a very important tool that every student should make responsible
use of. When used correctly, it will not only protect you from plagiarism, but it will
also prove your argument by giving it a solid background.

TURNITIN

Turnitin is an online system used for the detection and prevention of plagiarism which has
been identified by MCAST to help students and lecturers deal with plagiarism issues. The
purpose of Turnitin is to:
1. help students identify and reduce the level of plagiarism in their work prior to their
   final submission
2. help lecturers identify the level of plagiarism in work submitted by students and make
decisions accordingly.

All students following Level 4, Level 5 and Level 6 courses will be required to submit their
assignments via Turnitin (in addition to a hard copy submission) by a pre-established
deadline. Students will be given the opportunity of multiple assignment submissions in
Turnitin, prior to the deadline, so that they can improve their work through the reports
generated by the Turnitin system.

Students will not be allowed to submit any work past the deadline. Assignments which
have not been submitted via Turnitin will not be accepted. Should students encounter
any difficulties when uploading their work, they should inform the Administration in
writing, via email as soon as the problem occurs.

More information regarding Turnitin and its usage will be given in due course.

It is in the students’ interest to retain a copy of all the assignments submitted for
assessment throughout their stay at the College.

STUDENTS’ SUGGESTIONS AND COMMENTS

At MCAST we aim at providing the best possible service to our students. To this effect we
would like to hear your opinion on the services we provide and the various courses we
offer as well as the environment.

You may have suggestions or comments to make regarding any service, facility or aspect
of MCAST life. Suggestion boxes and cards are located in every MCAST Institute. You will
be informed of any outcome to your suggestion.

Students are to note that should they feel they are being treated unfairly they have the
right to lodge a complaint as per the MCAST Students’ Grievance Policy, a copy of which
can be obtained from www.mcast.edu.mt

STUDENT ONLINE SURVEY

For the MCAST Quality Assurance Office, it is very important to hear the students’ opinion
and for this purpose a student online survey was launched with the aim of obtaining
feedback from the students. This survey is an important tool which enables MCAST to keep
in touch with students and also ensure that we are offering the best learning experience
possible. This survey is confidential and will only be used for the purpose of continuous
improvement. A link to the Student Online Survey will be duly communicated to the
students via the MCAST email address towards the end of the year.

DATA PROTECTION POLICY

The Data Protection Act, 2001 regulates the processing of personal data whether held
electronically or in manual form. MCAST is set to fully comply with the Data Protection
principles as set out in the Act.

MCAST collects and processes information to carry out its functions under the Education
Act. All data is collected and processed in accordance with the Data Protection Act, 2001,
the Education Act and other subsidiary legislation.

The information you give us may be disclosed to the Education Department and other
Government Authorities/Agencies which are authorised by respective laws to do so. Any
data collected will be processed strictly in accordance with the Data Protection Act, Cap.
440. Your rights are strictly protected according to the provisions of this Act. For further
information the MCAST Data Controller may be contacted at:

☎ 2398 7127
✉ mario.pace@mcast.edu.mt
📍 MCAST Administration Block, Corradino Hill, Paola
STUDENTS’ ATTITUDE TOWARDS ASSESSMENTS

Students will be regularly faced with assessments that will, in similar fashion to annual examinations, monitor their progress and determine whether or not they are performing adequately. Students are to take these assessments very seriously indeed. Particular attention should be given to basic PASS criteria, which students must achieve to be able to complete their programme.

Students should also do their utmost to achieve higher level criteria, often marked as ‘MERIT’ or ‘DISTINCTION’ within an assessment. A big mistake commonly made by students is to avoid doing work on higher-level criteria, only to find out after completing their programme that they do not have good enough grades to progress to a higher qualification. In other words... always strive to achieve your highest level possible.

A job worth doing is a job worth doing well!

APPENDIX A:

MCAST ACADEMIC YEAR CALENDAR 2014/15

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 – 26 Sep</td>
<td>Induction Week for all Students and MCAST Freshers’ Week</td>
</tr>
<tr>
<td>29 Sep</td>
<td>Start of Lectures for New, Progressing and Continuing Students</td>
</tr>
<tr>
<td></td>
<td>– Start of Semester 1</td>
</tr>
<tr>
<td>24 Oct</td>
<td>Foundation Day</td>
</tr>
<tr>
<td>Dec</td>
<td>Graduation Ceremonies for Levels 5 and 6</td>
</tr>
<tr>
<td>23 Dec – 2 Jan 2015</td>
<td>Christmas Recess</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Jan</td>
<td>Semester 1 – Continuation</td>
</tr>
<tr>
<td>Jan</td>
<td>Graduation Ceremonies for Pathway and Levels 1 to 4</td>
</tr>
<tr>
<td>30 Jan</td>
<td>End of Semester 1</td>
</tr>
<tr>
<td>2 – 6 Feb</td>
<td>Semester 1 – Examinations/Progress Week</td>
</tr>
<tr>
<td>9 Feb</td>
<td>Semester 2 – Start</td>
</tr>
<tr>
<td>28 – 30 Apr</td>
<td>Spring Days</td>
</tr>
<tr>
<td>1 – 10 Apr</td>
<td>Easter Recess</td>
</tr>
<tr>
<td>13 Apr</td>
<td>Semester 2 – Continuation</td>
</tr>
<tr>
<td>15 – 26 Jun</td>
<td>Semester 2 – Examinations</td>
</tr>
<tr>
<td>10 Jul</td>
<td>End of Semester 2</td>
</tr>
<tr>
<td>13 Jul – 31 Aug</td>
<td>Summer Recess and End of Academic Year</td>
</tr>
</tbody>
</table>
APPENDIX B:

MCAST ADMINISTRATION AND SUPPORT SERVICES CONTACT DETAILS

DR. SILVIO DE BONO
PRESIDENT OF THE BOARD OF GOVERNORS
Ms Deborah Vella
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APPENDIX C:

INSTITUTES’ ADMINISTRATION STAFF DETAILS

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INSTITUTE OF ART AND DESIGN

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DEPUTY DIRECTOR
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DEPUTY DIRECTOR
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VOCATIONAL GUIDANCE
2398 7135 / 7136  career.guidance@mcast.edu.mt

PERSONAL COUNSELLING
2398 7129 / 7133  counsellors@mcast.edu.mt

THE CHILD CARE SERVICES
2398 7161 / 7370  jane.schembri@mcast.edu.mt

THE LEARNING SUPPORT UNIT
2398 7157 / 7158  lss@mcast.edu.mt

THE EXTERNAL AFFAIRS OFFICE
2398 7220 / 7219  international@mcast.edu.mt

THE INCLUSIVE EDUCATION UNIT
2398 7127  inclusiveeducation@mcast.edu.mt

THE LIBRARY AND LEARNING REsource CENTRE
2398 7500  llrc@mcast.edu.mt

THE STUDENT LIASION OFFICE
2398 7310  marina.sceberras@mcast.edu.mt