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<b>GENERAL INFORMATION</b>			
<b>1</b>	<b>Document category</b>	Rules and Regulations	
<b>2</b>	<b>Document approver</b>	Council of Institutes	
<b>3</b>	<b>Minimum list of document users to be notified upon release of document update</b>	All Academic Staff and All Students	
<b>4</b>	<b>Document change history</b>		
<b>G</b>	<b>Document Change Tracking Number</b>	<b>Date released</b>	<b>Change originator</b>
	17/20	05.10.2020	Agius Albert / Pierre Dalmas
	<b>Change history (Section/change details)</b>		
	<ol style="list-style-type: none"> <li>Removed Section 9.2 - Student Learning Agreement and replaced it with sections 9.2 Justification of Extenuating Circumstances and 9.3 Monitoring of Attendance</li> <li>Updated Par. 10.1.5 indicative weighting of the cognitive processes at Level 4 table and replaced it with a new statement. Removed all references to Sets A, B and C from section 10.</li> <li>Replaced reference to Unicheck in par 10.1.6 with a more generic term</li> <li>Added the CP grade to the Grades table in 10.6.3</li> <li>Updated par 10.5.7 adding reference to the form</li> <li>Updated the text of Section 11 – Work Based Learning</li> <li>Updated the text of section 12.1.3 and added 12.1.4 including a new clause for the repetition of failed units without attendance in relation to student progression</li> <li>Updated the text in 12.2 Compensatory Pass – adding more details.</li> <li>Updated titles to reference documents cross referred throughout the document and added reference to newly launched docs</li> <li>Updated Par 10.3 collection of courseware briefs to reflect issuing of such briefs electronically via Classter</li> <li>Added new text to par 12.3.2</li> </ol>		
	<b>Document change history</b>		
<b>F</b>	<b>Document Change Tracking Number</b>	<b>Date released</b>	<b>Change originator</b>
	38/ 2019	26/09/2019	Agius Albert
	<b>Change history (Section/change details)</b>		
	<ol style="list-style-type: none"> <li>Removed reference to Foundation, Technical, and University College; replaced with MCAST or MQF Levels 1 – 7, as appropriate.</li> <li>Updated responsibilities: DDPM → Deputy Director; College Head → Deputy Principal</li> <li>Removed DDPM Definition</li> <li>Updated numbering</li> <li>Removed reference to superseded documents and procedures and updated document titles.</li> <li>Updated reference to plagiarism software from TURNITIN to UNICHECK</li> </ol>		

**PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT**

**Instructions for document users with access to College SharePoint System**

*All MCAST employees can access current, controlled and approved documents related to the Quality Management System from the College website and Intranet system.*

*Document users who do have access to SharePoint are therefore encouraged **NOT** to retain printed hard copies of the Quality Management System documents.*

*If however a hard copy of the document is required, the user is to ensure that the printed document is the current revision.*

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### **Continuous Improvement**

*Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today** !*

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**NOTE: Sections that are common to the the Programme Regulations (EQF/MQF Introductory Levels A & B to MQF/EQF Level 3) and the Programme Regulations (EQF/MQF Levels 5 – 7) are identified below in italic text.**

## 1 PURPOSE OF DOCUMENT

- 1.1 *The purpose of this document is to describe the programme regulations pertaining to the teaching, learning and assessment processes of MQF/EQF Level 4 programmes*

## 2 APPLICABILITY OF REGULATION

- 2.1 *These regulations apply only to the programmes (see levels below) commencing as from academic year 2016/17, onwards:*

a) MQF / EQF Level 4 Advanced Diploma Level.

*These regulations are equally applicable to Students, Lecturing and Administrative staff within the College, Institute and Corporate functions.*

- 2.2 *It is in the Student's interest, and finally the Students' responsibility, to ensure that s/he has access to and is familiar with the content of this Regulation.*

- 2.3 *In cases were certification by foreign awarding bodies is still being awarded, the relevant regulations of the awarding body concerned apply.*

## 3 UPDATING AND DISSEMINATION OF REGULATION

- 3.1 *Updates to this document will need to be approved by the Council of Institutes (Col).*

- 3.2 *The QA Document Control Section will ensure that the latest revision of this document is uploaded on the College website and that changes will be communicated in a timely manner to all end users.*

- 3.3 *The only official valid version of this Regulation shall be that published on the College website and on the MCAST e-portal.*

## 4 DEFINITIONS

- 4.1 **Academic Year:** *Refer to paragraph 7.1.*

- 4.2 **Assessment criteria:** *These are descriptions of what the Student is expected to do in order to demonstrate that a learning outcome has been achieved.*

- 4.3 **Assignments / Coursework:** *Tasks or exercises performed by the Student as part of a course of study. The Student's work shall be expected to fulfil the learning outcomes of a study unit. Assignments may require to be done away from the institute (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 which is normally within the semester in which*

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*the unit is being delivered.*

- 4.4 **Core Units** are compulsory units which must be passed in order to complete a qualification.
- 4.5 **Col:** The MCAST Council of Institutes.
- 4.6 **Interruption of Studies:** An authorised, temporary break from a programme of study usually due to extenuating circumstances.
- 4.7 **Key skills:** Key skills are a range of essential skills that underpin success in education, employment, lifelong learning and personal development. Thus, Mathematics, Maltese, English, IT, Science, Personal Development, for example, are essential key skills. Other key skills include Entrepreneurship, Individual Social Responsibility and Critical thinking.
- 4.8 **Learning outcomes:** Learning outcomes are the specific intentions of a programme or study unit. They describe what a Student should know, understand, or be able to do at the end of that programme or study unit.
- 4.9 **Pre-requisite/s:** A study-unit or units, exam/s or qualification/s which must be passed before entry to another unit/s or progression to another course is granted. This shall ensure that a suitable grounding has been established before moving to a more demanding level of study. Entry to a new course would normally be denied if the prerequisites are not in place.
- 4.10 **Progression:** Progression means the movement through registration by a Student to a higher level course upon completion of a course of study.
- 4.11 **Qualification:** The academic title (i.e. Award; Certificate; Diploma; Degree etc) conferred upon a Student who has successfully completed an accredited programme of study which has been approved by the Col. Programmes are normally made up of study units which may also be referred to as modules. The number of study units per programme may vary.
- 4.12 **Study Unit or Module:** A study unit or module is a self-contained study component delivered as part of, or in fulfilment of, a qualification. An MCAST programme of study is normally made up of a number of study units, some of which are compulsory while others might be optional.
- 4.13 **Synoptic Assessment:** An opportunity for Students to re-attempt a unit in which they have failed to achieve 50 % of the overall mark for that particular unit. The assessment covers a cross-section from all the Learning Outcomes for the respective unit. The assessment may include time-constrained examinations.
- 4.14 **Time Constrained Assignments (TCAs):** Assignments in the form of an examination, done in class, under supervision. TCAs may be carried out during the delivery period of a unit, or at the end of a semester in which a unit is completed. The dates and venues for TCAs shall be communicated to Students in advance either through the notice boards or other means of communication.
- 4.15 **Withdrawal from Studies:** The discontinuation of a programme of study (resignation) with no intention of continuing the same programme of study at a later stage.

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## **5 STUDENT BEHAVIOUR, ACADEMIC CONDUCT AND REPORTING OF GRIEVANCES**

### **5.1 Student Roles, Obligations and Rights**

5.1.1 *MCAST is an inclusive, community College which seeks to promote and respect the principles of diversity, inclusion and respect for the dignity of all its members.*

5.1.2 *MCAST expects all Students to work in a safe environment in which they feel comfortable and therefore considers the following acts of a very serious nature:*

- a) All kinds of bullying;*
- b) Victimisation;*
- c) Harassment;*
- d) Unfair discrimination based on gender, religion, sexual orientation, age, race and disability;*
- e) Aggression, including physical and psychological.*

*The applicable documents (reference to below) inform the parties concerned of their expected conduct, main roles, obligations and rights.*

#### **Reference Documents;**

*Doc 035 : Learner's Grievances Policy and Procedure*

*Doc 038: Student Conduct Regulations*

*Doc 188: College Academic, and Student Disciplinary Board Procedures*

### **5.2 Student Academic Conduct**

5.2.1 *Students are expected to carry with them their MCAST Student Identity Card at all times. Students may be barred access to various MCAST facilities, functions and activities, and may be asked to leave the campus if they fail to present their Student Identity Card upon demand.*

5.2.2 *The Student is expected to comply with MCAST regulations and behave respectfully towards all members of the College community and visitors. When MCAST rules and regulations are contravened, the College shall be constrained to implement measures to rectify matters, ensure conformity and safeguard the interest of the community.*

5.2.3 *The Student is also required to act with honesty and integrity in fulfilling requirements in relation to learning and assessment.*

5.2.4 *Continuous assessment of work typically warrants continuous effort and application on the part of the Student. If such work is left to accumulate and/or overlap with the delivery of new units and further coursework, the Student will find that he/she is unable to complete the work expected of him/her by the prescribed deadlines. This may have a negative impact on his/her performance.*

5.2.5 *Additional information regarding academic misconduct, disciplinary procedures, conduct during assessment / examinations can be found in the procedures referenced below. The Student is encouraged to read through these procedures at the beginning of the academic year.*



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### **Reference Documents;**

*Doc 038: Student Conduct Regulations*

*Doc 188: College Academic, and Student Disciplinary Board Procedures*

## **5.3 Drugs and Alcohol Policy**

5.3.1 *Drug and alcohol misuse affects performance, conduct and relationships both at College and at society at large. Individuals who develop drug and alcohol related problems cause harm to themselves and to others.*

*MCAST has the duty to ensure the health, safety and welfare of all individuals, including employees, students, visitors and contractors who use the premises.*

*MCAST considers that it has a responsibility to promote good health, by raising the awareness of Students and employees as to the risks of drug and alcohol misuse and by offering counselling for those who have a drug or alcohol problem.*

*MCAST policy on the misuse of drugs is to comply with the laws of Malta.*

*The College's procedure related to illegal substances is available in the document referenced to below.*

### **Reference Documents;**

*Doc 212 : Illegal Substance Procedure*

## **5.4 Reporting of Grievances**

5.4.1 *Some grievances may result from misunderstandings, while some others are genuine cases of unfair treatment or misconduct.*

*Before a Student resorts to a formal grievance, he/she is encouraged to first seek to resolve the matter informally. In many cases, a fair dialogue between parties involved may lead to an amicable solution, without the need to go any further in settling issues.*

*MCAST acknowledges the fact that a Student may wish to resolve his/her grievance informally, thus achieving a fair solution without the need of going for the formal procedure. In case a Student feels dissatisfied with the outcome of the informal handling of the grievance procedure, then he/she is free to make use of the formal procedure as regulated below.*

### **Reference Document:**

*Doc 035 : Students' Grievances Policy and Procedure*

## **6 PROGRAMME OF STUDY**

### **6.1 General Programme Information**

6.1.1 *A full list of programmes is given in the MCAST prospectus which is published annually.*



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6.1.2 *The College Prospectus provides the following programme related information:*

- a) *Programme qualification title;*
- b) *Programme Rationale;*
- c) *Name of Awarding Body;*
- d) *Programme Duration;*
- e) *Programme work load (ECVETs / ECTS);*
- f) *Programme EQF / MQF level*
- g) *Fees (where applicable);*
- h) *Entry Requirements, Academic and Otherwise (including entry conditions for mature Students);*
- i) *Overall Learning Outcomes;*
- j) *Employment paths.*

6.1.3 *In this regulation, a programme of study refers to the vocational and training education provided by MCAST in preparing its Students for employment in different industrial sectors and/or for progression to further/higher education*

6.1.4 *The terms 'Student' and 'trainee' may be used interchangeably and refer to an individual following a programme of study.*

6.1.5 *The Institute is responsible for the provision of the correct pedagogical approach for facilitating the learning, teaching and assessment processes and is required to ensure that the unit curriculum is up to date and reflects the needs of the Students.*

6.1.6 *MCAST's vocational programmes (MQF Level 4) are delivered by the following Institutes / Centres:*

- *Institute of Applied Sciences;*
- *Institute of Business Management and Commerce;*
- *Institute of Community Services;*
- *Institute for the Creative Arts;*
- *Institute of Engineering and Transport;*
- *Institute of Information and Communication Technology;*
- *Gozo Campus.*

6.1.7 *Programmes of study offered at MCAST are Student-centred adopting a learning outcome-based approach to vocational training and assessment.*

6.1.8 *A Level 4 programme of study is built on a framework of a combination of study units and work based learning normally taken over two or three years full-time or an elongated period if part-time. The Student is awarded a qualification after successful completion of all the units within the programme of study.*

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6.1.9 *Details of the programme of Study are included in the programme Specification. The programme Specification includes as a minimum the following information:*

- a) *Programme Title;*
- b) *Programme rationale;*
- c) *Overall Learning Outcomes;*
- d) *List of Study Units.*
- e) *Number of ECTS/ ECVET Points (Credits);*

*A Study Unit is a self-contained, credit-rated and assessed unit of study. A study unit is built upon a framework of defined learning outcomes which specify the knowledge, skills and competences that the Student will obtain after the completion of each study unit.*

*The programme Specification Study Unit includes as a minimum the following information:*

- a) *Unit Title;*
- b) *Number of ECTS/ ECVET Points (Credits);*
- c) *MQF/EQF Level;*
- d) *Unit Learning Outcomes;*
- e) *Content;*
- f) *Grading Criteria;*
- g) *Assessment Methodology.*

6.1.10 Each Unit carries a credit rating which can range between a minimum of 2 and a maximum of 12 credits.

## **6.2 Learning Framework for MQF / EQF Level 4**

6.2.1 The Table below provides the programme structure for MQF / EQF Levels 4.

<b>Level</b>	<b>Level 4 (Advanced Diploma)</b>
Duration	2- 3 years
Total Credits (ECVET)	120
Total Learning Hours (hrs)	3,000
Typical total number of Study Units	20
Typical number of Key Skills / Transversal Skills	4 (24 ECVETS)
Typical number of Vocational Units	16 (96 ECVETS)

## **7 ACADEMIC YEAR**

7.1 *The academic year and lecturing commence as approved by the Council of Institutes and as communicated on the MCAST website.*

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7.2 *Part-time (evening) courses may not follow the standard academic year format.*

## **8 PROGRAMME DELIVERY**

### **8.1 Language of Delivery and Assessment.**

- 8.1.1 *Lectures shall be delivered in English or in Maltese, as appropriate by the Institute for the Students concerned.*
- 8.1.2 *The language of assessment shall be English, except that for areas of study involving use of the Maltese language.*
- 8.1.3 *The Institute may allow particular Students for a just and sufficient reason to present assessment work written in the Maltese Language.*

## **9 ATTENDANCE REGULATIONS**

### **9.1 Attendance**

- 9.1.1 *Attendance is obligatory but is not however a direct component of any method of assessment.*
- However, the following exceptions apply:*
- a) Attendance as part of assessment for placements;*
  - b) Attendance as part of assessment for practical laboratory or workshop tasks;*
  - c) Attendance for a pre-determined group work exercise.*
- 9.1.2 *Every Student must attend all teaching sessions (i.e. lectures, seminars, tutorials, workshops, etc.) and undertake assessments as specified in the programme specification to be eligible for formal assessment and/or continuation on their programme of study.*
- 9.1.3 *Full-time Students shall make themselves available between 0800hrs and 2000hrs (Monday to Friday) to attend all formal and non-formal teaching and all forms of assessment of the programme of study at the times given. Failure to do so may result in a fail grade in that study unit. Part-time (evening) Students will normally be asked to attend afternoon/evening sessions (1700hrs to 2100hrs) as well as weekend tutorials as and when necessary.*
- 9.1.4 *Attendance registers are extremely important documents. Irrespective of any contestations which may or may not arise, proof of attendance for lessons and / or absence is always an MCAST requirement.*

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9.1.5 *It is the sole responsibility of the Student to monitor his/her attendance.*

9.1.6 *Institutes are required to retain attendance records for Students. Students will have their stipend deducted according to their attendance record.*

## **9.2 Justification of Absence and Extenuating Circumstances**

9.2.1 *Every absence from any lecture session, or Institute event, must be justified either by a (blue) Medical Certificate or by providing an official document (such as the court hearing notification, driving test date schedule, examination timetables, medical appointments), which is to be handed in to the respective Institute's Administration.*

9.2.2 *When a student is sick/taken ill, s/he will be expected to hand in the Medical Certificate to the Institute's Administration as per the table below:*

<b>Number of Sick Days</b>	<b>Medical Certificate to be handed in</b>
<i>Part of a day</i>	<i>The following college day</i>
<i>1 day</i>	<i>The following college day</i>
<i>2 - 5 days</i>	<i>By not later than the 2<sup>nd</sup> college day upon your return to college</i>
<i>Prolonged sickness</i>	<i>Every six days from the first medical visit, either by post or by a trusted representative</i>

9.2.3 *The student is to make sure that all the required information in the Medical Certificate (such as, the NI number, date, your signature, etc.) is filled in. Medical Certificates with missing information will NOT be accepted. In cases of prolonged or regular illness, the student is strongly encouraged to discuss his/her situation with the Institute Director or Deputy Director, so that the particular circumstances are evaluated and a plan for the way forward is agreed upon.*

9.2.4 *It is highly recommended that students retain a copy of all original certificates submitted to the Institute's Administration.*

## **9.3 Monitoring of Attendances**

9.3.1 *Institutes are required to have systems in place that monitor and follow up students who have high absentee rates in order to increase retention rates throughout MCAST.*

## **9.4 Mobility Within Studies**

9.4.1 *Should a Student wish to seek authorisation for studies abroad that may complement or integrate with a chosen programme, he/she should liaise with the respective Deputy Director for direction and guidance. The Deputy Director shall communicate with the Office of the Registrar and the Director of Institute, and where necessary the International Office, before giving the Student direction on how to proceed.*

## **9.5 Interruption and Withdrawal from Studies**

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- 9.5.1 *Help and guidance is available to Students who are considering withdrawing from or interrupting their study. Students considering withdrawing or interrupting their study should seek information from their Deputy Director to gain full understanding of the process, the implication of their withdrawal or interruption. Students are advised to communicate with their Deputy Director before taking a final decision.*
- 9.5.2 *Written authorisation should be requested prior to interruption or withdrawal from studies when a personal emergency or other circumstances arise which necessitate a break from studies.*
- 9.5.3 *A Student who wishes to interrupt a programme of study before completion shall give notice in writing to the Deputy Principal Registrar before suspending attendance. The Registrar shall in turn consult with the Board of Studies before a decision is made. Students who interrupt their studies shall be aware that, if they are re-admitted, their current academic programme cannot be guaranteed to resume or to resume intact as if no interruption had occurred.*
- 9.5.4 *A Student who wishes to withdraw from MCAST before the completion of the programme of study shall give notice in writing to the Registrar by filling in the form referenced to below (Resignation Letter Form). Students may request any certification for which they are eligible. In such cases, there shall be no refund of programme fees (where applicable).*
- 9.5.5 *When a Student interrupts or withdraws from a programme, the stipend is stopped with immediate effect. Student may be requested to refund any money to which they were not entitled to as a consequence of their interruption or withdrawal.*
- 9.5.6 *Students wishing to return to MCAST after withdrawal or transfer shall seek written confirmation from the Registrar. They must also satisfy any other formal requirements, e.g. payment of any new fees, which may be applicable. Students are obliged to satisfy such expectations prior to admission.*

**Reference Document:**

*Doc 278: Resignation Letter Form*

## **10 CONTINUOUS ASSESSMENT**

### **10.1 Continuous Assessment, Learning Outcomes, Grading Criteria and Assessment Tasks**

- 10.1.1 *All Units of study are assessed throughout the academic year through continuous assessment using a variety of assessment tools.*
- 10.1.2 *Coursework tasks are exclusively based on the Learning Outcomes and Grading Criteria as prescribed in the course specification. No alterations, deductions or additions to the approved unit Learning Outcomes shall be allowed. The Learning Outcomes and Grading Criteria are communicated to the Student via the coursework documentation.*
- 10.1.3 *The method of assessment shall reflect the Level, credit points (ECVET) and the schedule of time-tabled/non-timetabled hours of learning of each study unit.*

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- 10.1.4 *A variety of assessment instruments, not solely TCA, are used to gather and interpret evidence of Student competence toward pre-established grading criteria that are aligned to the learning outcomes of each unit of the programme of study,. The distribution of marks and assessment mode depends on the nature and objectives of the unit in question.*

*Additional to the foregoing, the Institute Assessment Board may require a candidate to sit for a viva voce session in addition to taking those assessments prescribed in the programme specifications. Reasons for such action shall be communicated to the Student/s. Viva voce examinations shall be conducted by more than one examiner and a record of the examination and examination outcomes kept. It shall be made clear to the Student whether the viva voce is being carried out solely to ascertain the originality and ownership of the Students' work, or if it carries marks as part of the assessment.*

- 10.1.5 *Units are to be designed with a holistic overview of the whole programme of studies to ensure that a balance between the different domains is achieved according to the guidelines provided in the NCFHE Referencing Report and as approved by the Curriculum Department.*

*In each unit, all domains of Bloom's Taxonomy (knowledge, understanding, application, analysis, synthesis and evaluation, and creation) shall be addressed in the specified grading criteria. The weighting for each domain (and the marks allocated per criteria), shall be determined by the nature of the unit and addressed at grading criteria design stage e.g. a practical unit will most likely include a higher number of application and creation criteria compared to theoretical units.*

*Units should ideally have between 10 and 14 grading criteria.*

- 10.1.6 *Grading criteria are assessed through a number of tasks, each task being assigned a number of marks. The number of grading criteria is described in the marking scheme that is included in the respective Programme Specification. Rubrics and/or model answers should be utilized to facilitate an understanding of the grading for a particular assignment.*

- 10.1.7 *Coursework shall normally be completed during the semester in which the Unit is delivered.*

- 10.1.8 *Time-constrained assignments may be held between 8am and 8pm during the delivery period of a Unit, or at the end of the semester in which the Unit is completed. The dates are notified and published on the Institute notice boards or through other means of communication. Students are to be responsible enough to be available for allocated TCA time schedules.*

## **10.2 Assessment Documentation**

- 10.2.1 *The coursework documentation required for the assessment process includes as a minimum:*
- The Assessment Front Sheet and Feedback Information,*
  - The Coursework Brief / Task Sheet / Assignment Brief.*

- 10.2.2 *The Assessment Front Sheet shall typically include the following information:*

- Grading Criteria and the task/s;*
- Date of internal verification release;*
- Date of the publication of the coursework;*
- Deadline for submission of coursework;*
- Student's signature of authenticity;*



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- f) Assessor's marks and feedback;
- g) Signature of Assessor issuing results and feedback to student
- h) Signature of IV Approving Assignment Brief and assessment Decisions

10.2.3 *The coursework brief shall include the tasks assigned and the corresponding marks, together with any other relevant and essential material pertaining to the evidence required from the Students for his/her assessment.*

10.2.4 *In the Assessment Feedback section the assessor records his/her decisions regarding the Student's assessment marks together with written feedback. The written feedback describes the Student's level of achievement and possible areas for improvement.*

### **10.3 Issuing of Coursework Brief/s**

10.3.1 *Coursework briefs will be issued to students electronically via Classter.*

### **10.4 Authenticity of Work (Plagiarism)**

10.4.1 *Student's submitted work shall be authentic, genuine, and not false or copied, wholly or in part. An authenticity declaration shall be completed and signed by the Student on the coursework Front Sheet or on Form as instructed by Lecturer.*

10.4.2 *Plagiarism is defined in the Assessment Regulations (refer to Document below) as the deliberate and substantial unacknowledged incorporation in Students' work of material derived from the work (published or unpublished) of others or previous own work. It is considered by MCAST to be a very serious offence and can result in sanctions. In this regard Students are advised to be familiar with the relevant plagiarism document referred to below.*

10.4.3 *Other work which the candidate himself/herself has produced for past study units shall not be included in their submission of a new coursework unless adequately referenced.*

10.4.4 *A candidate shall indicate by means of explicit references when citing work whether own or others. Work produced by the same candidate for a different study unit shall be distinct from any previous work submitted for assessment in another unit.*

10.4.5 *Plagiarism may preclude Students from assessment and also carry further sanctions as envisaged in the College's policy regarding the subject.*

10.4.6 *All assignments are to be submitted online via the prescribed plagiarism software except in cases where the Lecturer explicitly informs otherwise due to the graphical or physical content of the assignment. The submission is to be considered as the official assignment submission.*

#### **Reference Document:**

*Doc 052 : Plagiarism Policy Technical Programmes (MQF Lvl 4)*

### **10.5 Submission of Individual Coursework**

10.5.1 *Once set, coursework deadlines can only be changed in exceptional circumstances and then only by the authority of the Institute Director.*

10.5.2 *Students are advised to fully understand the implications when deadlines for the presentation of work are not respected.*



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- 10.5.3 As a general rule, all home-based assessment material shall be electronically (where applicable via Unicheck) and physically handed in by 2pm on the due date unless otherwise stipulated by the Institute. Students are advised to inform themselves on the official drop-off points at the Institutes for the physical copy of the coursework.
- 10.5.4 The physical copy of the Coursework is to be handed in together with the 'Coursework Front Sheet / Feedback Form'. Coursework which is handed in without this form shall not normally be accepted and/or assessed.
- 10.5.5 Students who are unable to present the physical copy of the home-based coursework on the submission date due to a valid reason will be expected to:
- 1) Inform the Institute administration by phone on the morning of the submission date and;
  - 2) Submit the assignment together with the relevant evidence (such as Medical Certificates if any) immediately upon their return to the institute.
- 10.5.6 In cases of prolonged illness or similar extenuating circumstance, or in cases where Students are aware in advance that they will miss the deadline for a valid reason, they are to inform the Institute Director or the relevant Deputy Director prior to the submission date and request an extension (refer to section 10.9 'Request for Consideration of Extenuating Circumstances for Extension of the Submission Deadline of Home Based Assignment'). The Director, or the relevant Deputy Director are to inform the lecturer/s concerned accordingly.
- 10.5.7 Late work for which the student did not submit a request through the extenuating circumstances process shall not be accepted and shall not be assessed. In such cases, Students would have forfeited the respective marks and the assessor's feedback.

## **10.6 Successful Completion of Coursework**

- 10.6.1 For each coursework assigned to the Student, the assessor shall provide feedback on the Student's performance as well as the total marks achieved in the coursework.
- 10.6.2 The total mark for each unit is calculated by summing up all the marks obtained in (all) the respective assessments set for each unit.
- 10.6.3 At the end of each Unit of study, Students will be awarded a grade which reflects the total mark obtained in accordance to the table provided below:

<b>% Mark</b>	<b>Award Grades</b>
90 - 100	A*
80 - 89	A
70 - 79	B
60 - 69	C
50 - 59	D
< 50	<b>Unclassified (U)</b>
40 - 49	Compensatory Pass (Refer to section 12.2 for applicable terms and conditions)

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10.6.4 *If a Student fails to submit one of the assessments set, s/he may attempt the remaining assessments (for the respective Unit). However, the maximum mark that may be achieved for the respective Unit is 59 % (Grade D).*

## **10.7 Unsuccessful Completion of Coursework (Synoptic Assessment)**

### **10.7.1 Synoptic Assessment**

10.7.1.1 *Following the submission of all the unit coursework and its subsequent assessment, Students are assigned marks for each task. In cases when the overall minimum of 50 % is not achieved, the Student is considered to have failed the Unit but shall however be eligible to sit / attempt a synoptic assessment of that failed unit on one occasion only.*

10.7.1.2 *The Student will be notified that she/he is eligible to sit for the synoptic assessment of that particular unit. Students who opt to formally appeal the result of an assessment will not have the result of that assessment changed until successful hearing of the appeal. For this reason the Student concerned is to continue with all ongoing activities (such as synoptic sits) under the assumption that his/her assessment result may not change. If in the event of a successful appeal the initial assessment result has been amended, the Student may seek to declare the subsequent synoptic results null and void and retain the earlier result. This may happen if an appeal takes place at a later date than the synoptic assessment.*

10.7.1.3 *The following sub regulations exist for the synoptic assessment: The synoptic assessment:*

- a) is normally held during the same academic period, but not later than the September following that period;*
- b) covers a cross-section of the unit from all the Learning Outcomes for the respective unit in question;*
- c) may also include practical tasks;*
- d) can be held as a time constrained assessment or through other assessment tools.*

*The maximum mark that may be obtained in any synoptic assessment is 59% (Grade D).*

*If a Student does not achieve at least 50% in the synoptic assessment of the failed unit(s), the Student is considered to have failed the programme of study.*

10.7.1.4 *Students who fail a unit or a number of units after the synoptic assessment may be considered by the Board of Studies to repeat the outstanding units, with attendance, with the following cohort, assuming space on the course permitting and subject to same unit being delivered in the following cohort. In this case, the Student is still eligible for a synoptic assessment under the same conditions as above (with the new cohort).*

10.7.1.5 *The Board of Studies cannot guarantee that any of the units delivered during any one cohort period will feature again in the following cohort's programme or any subsequent programmes.*

10.7.1.6 *If a Student fails one or a limited number of units and the programme of study is no longer in existence, the Registrar in liaison with the Curriculum Department and the Institute, may consider mapping the Students' successful units onto a similar programme of study, and allowing the Student to follow the unmapped units of this new programme in order to complete his/her studies. The Student, if successful would then graduate under the new programme of study.*

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## **10.8 Assessment of Group Work**

- 10.8.1 *One or more of the learning outcomes of a Unit may be assessed through group work through assessment criteria. This shall be clearly stated in the Unit coursework front page.*
- 10.8.2 *Group coursework can help Students develop competencies in:*
- a) Collaboration / teamwork*
  - b) Communication / listening*
  - c) Conflict management*
  - d) Leadership / project management*
  - e) Articulating and defending a position*
  - f) Negotiating ability*
  - g) Problem-solving*
- 10.8.3 *Students need to be aware that group coursework presents a number of challenges, namely:*
- a) Logistical challenges*
  - b) Time coordination*
  - c) Lack of time to form strong group bonds*
  - d) Personality conflicts among group members*
  - e) Students who are happy to leave the work to others*
  - f) Students who want to take over the project themselves.*
- 10.8.4 *The way group coursework is structured shall make it possible for Lecturers to identify each individual's contribution in the work submitted for assessment.*
- 10.8.5 *A clear declaration stating the Students own claims to their contributions shall accompany the final work submitted. This shall be countersigned by all the co-authors to indicate that they are all in agreement with each candidate's claim. The assessor/s may still wish to verify claims through a viva voce and/or any supporting evidence.*
- 10.8.6 *If any form of credit will additionally be allocated for process (such as how well the team collaborated) this shall be stated in the coursework front page.*
- 10.8.7 *The instructions to the Students shall clearly explain:*
- a) How groups will be formed, e.g., self-selecting or pre-assigned;*
  - b) The strategies that will be applied if Students drop out of groups (i.e. withdraw from the Unit);*
  - c) The minimum / maximum size of the group if groups are to be self-selecting;*
  - d) What groups should do if a member is not contributing;*
  - e) How groups will be managed, namely whether this will be Student led or if a group will be assigned a tutor in which case the tutor must be clearly identified.*
- 10.8.8 *Irrespective of the nature of the work expected, individual contributions will be assessed separately and can be awarded different grades. Students will be held individually accountable for their contribution to the project.*
- 10.8.9 *Feedback (formative and summative) shall be made available to all group members.*

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10.8.10 For the purposes of transparency in assessment, when a Student/s in the group fail to obtain a pass mark for their own contribution, they shall be given a resit opportunity in line with existing regulations regarding resits. This shall be discussed openly in the presence of all team members and the additional work expected unequivocally agreed upon.

### **10.9 Request for Consideration of Extenuating Circumstances for Extension of the Submission Deadline of Home Based Assignment**

10.9.1 Coursework submitted after the closing date shall not be assessed (no marks shall be allocated).

10.9.2 Students may request an extension in advance of the original coursework submission date only if the circumstances are deemed to be genuine and extenuating. In such a case, Students are required to fill in the Form referred to below requesting consideration of such circumstances.

10.9.3 The filled-in Form (refer to Document 104) is to be submitted for consideration to the Senior Administrative Officer at least three (3) College days prior to the submission date deadline.

10.9.4 It is the responsibility of the Student to provide the necessary evidence to support such claims.

10.9.5 An extension shall only be granted if a Student can provide credible evidence of an extenuating circumstance which is considered as valid by the Institute Director. An extenuating circumstance shall consist of the recording of one or more college-recognized, personal difficulties, which is/are supported by acceptable evidence

10.9.6 The original Form is to be attached to the coursework when it is submitted. A copy of the coursework Extension Application Form will be kept by the Senior Administrative Officer in the Students personal file.

10.9.7 If a request for consideration of extenuating circumstance is made after the submission date, the request shall only be considered if the Student is able to prove that he/she was unable or, for valid reasons, unwilling, to disclose such information before.

10.9.8 If an extension is agreed, the Student shall be allowed an extension of the deadline for submission by not more than three (3) weeks. If this is not sufficient because of the circumstances, the Student shall be allowed to submit the coursework at the first practicable opportunity but not later than the end of the current academic year.

10.9.9 The coursework will be assessed and marked without any sanctions / penalties.

10.9.10 When the reason brought forward is not considered sufficient to justify the request for extension of the submission date (and the assessment is not subsequently submitted by the submission date), the Student shall be deemed to have failed the assessment and shall receive a mark of 0.

#### **Reference Document:**

Doc 104: Request for Consideration of Extenuating Circumstances for the Extension of the Submission Deadline for Home Based Assignments Form.

### **10.10 Absence From Time Constrained Assessment (TCA)**

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- 10.10.1 *In the case of absence from a TCA, where the student does not have any valid extenuating circumstances for missing the TCA, the student shall not be given any further opportunity to sit for the TCA. If the student fails to obtain a pass grade (50% or over) for the unit in question, the student shall have the opportunity to sit for the synoptic of that unit, with the final grade capped at a pass.*
- 10.10.2 *In the case of absence from a TCA, where the student provides evidence of valid extenuating circumstances for missing the TCA, the student shall be allowed to sit for just the part of the synoptic that relates to the Learning Outcome/s or Grading Criteria of that missed TCA. This may be carried out irrespective of whether the student would have achieved a pass grade or not in the remaining assessments for the unit concerned. The marks for the remaining assessments of that unit will be carried forward and added to this partial synoptic mark to provide a final grade that shall not be capped, provided that Student attempts the synoptic exam. If the student fails to obtain a final pass grade in the unit concerned and this is the only failed unit over the student's entire programme, and with a grade exceeding 40%, MCAST shall provide the student with a compensatory pass for that particular unit.*
- 10.10.3 *In highly exceptional cases where the student would have missed a number of TCA's due to valid extenuating circumstances, and failed in more than one unit following partial synoptic sits, the student's case shall be referred to the Institute Board of Studies (BOS) for moderation. The BOS shall review these exceptional situations on a case-by-case basis, evaluating the student's general performance, attendance records and critical nature of the units, and shall provide a final direction to the student that may include further synoptics or additional compensatory passes for these marginally failed units.*

*Refer to Appendix 1*



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#### 10.10.4 **Note re use of Doc 106 ‘Request for Consideration of Extenuating Circumstances’**

Students who due to extenuating circumstances (including illness) absent themselves from a Time Constrained Assignment (TCA) are required to fill-in the Form referred to below.

In the case of absence due to illness, the student is to request his/her Medical Practitioner to elaborate in the Form referenced to below the reason why s/he is not fit to attend the TCA. The filled-in Form is also to include the name, stamp and medical registration number of the Medical Practitioner.

The filled-in and stamped form (Doc 106) is to be submitted together with the NI Certificate (blue Form) to the Institute Administration on the first day as soon as student returns to the College.

Students are advised to keep a copy of all documents submitted to the Institute administration.

**Reference Document:**

Doc 106: Request for Consideration of Extenuating Circumstances for Time Constrained Assignments (Form).

### 10.11 **Assessment Feedback**

10.11.1 Individual feedback by the Lecturer is given to Students on the institute’s official “Coursework Front Sheet / Feedback Form”.

10.11.2 The Lecturer’s feedback shall state what has been achieved or not achieved and possible areas for development and/or improvement.

10.11.3 Assessed work shall normally be returned to the Students following the completion of the study unit/s. Irrespective of when assessed work is returned to the Students to keep, feedback shall be given during an individual or group/class session immediately after the internal verification of assessment decisions is carried out (refer to section 10.15 below)

**Reference Document:**

- DOC 76 Assignment Cover Sheet – Individual Criteria
- DOC 79 Assignment Cover Sheet – Grouped Criteria

### 10.12 **Academic Appeals**

10.12.1 Upon being notified of the result of an assessment, a Student who wishes to contest the decision is encouraged to seek an appointment with the Lecturer in charge, in an endeavour to resolve the matter satisfactorily and amicably. The Student shall be entitled to see and discuss the marked exam script or assessed work with the Lecturer concerned.

10.12.2 If, following the meeting with the assessor, the Student is still not satisfied with the outcome; he/she may wish to lodge a formal appeal against the assessment decision. For such purposes, the Student shall fill in the Assessment Appeals Form referenced to below and submit it to the Institute Director within 10 college days from the first time of being notified of the result of the assessment.

10.12.3 The appeals procedure is explained in full in the document referenced to below.

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**Reference Document:**

*Doc 188 : College Academic and Student Disciplinary Board Procedures*

*Doc 292: Assessment / Examination Appeals Form.*

**10.13 Record of Work**

10.13.1 *For all written coursework, it is the Student's responsibility to make and retain a copy of their work before submission. No claims shall be accepted or considered if the Student's copy of the written work is not made available in the event of a request arising for any reason whatsoever or for necessary verifications.*

10.13.2 *In those instances, where practical work is to be submitted for assessment, Students shall keep an appropriate photographic record of the work they submit for assessment. No claims shall be accepted or considered if the Student's photographic records are not made available in the event of a request arising for any reason whatsoever or for necessary verifications.*

**10.14 Students Work**

10.14.1 *MCAST holds the right to physically keep and/or exhibit work produced by the Students for formal assessment such as any written work, drawings, graphic design products, engineering models, sculpture, maquettes, etc.) up to one year after the end of the course during which such material was produced.*

10.14.2 *The College shall have discretionary powers to determine when one or more such materials may be physically returned to the Student*

**10.15 Internal Verification**

10.15.1 *All coursework tasks and a sample of Student works shall be verified by the Internal Verifier (IV). The latter shall ensure that all established programme requirements and documentation are in place and in line with approved practice. Internal Verifiers shall also ensure that assessors shall be able to make sound professional judgements.*

10.15.2 *The Internal Verifier shall also ensure that the assessor's decisions are accurate, fair and consistent and the written feedback is supportive and encouraging further achievement and improvement.*

**Reference Document**

*Doc 086 Internal Verification Procedure*

**11 WORK BASED LEARNING**

11.1 *An apprenticeship is a combination of both college-based learning and industry-based training in preparation for the Student's career choice, giving the Student the opportunity to develop specific technical competences through real work experience.*

11.2 *An apprenticeship consists of both on-the-job and off-the-job training for a specific period of time. The programmes begin at the Institute, where the apprentice acquires the underpinning knowledge needed in the chosen occupation. This will be followed by the actual work training at an employer's establishment for the acquisition of hands-on practice.*



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11.3 *The normal prerequisite for taking up a placement at work locally or abroad, say, in connection with a mobility action, is the completion of all modules related to that placement taken in the previous stages.*

## **12 PROGRESSION, CONTINUATION, COMPENSATORY PASS, CERTIFICATION AND DURATION OF PROGRAMME**

### **12.1 Progression and Continuation**

12.1.1 To progress from Level 3 to Level 4 students need to obtain the full 60 credits.

12.1.2 Level 4 students gain credits by passing set study units or modules in order to achieve the qualification.

12.1.3 Progression from Level 4 year 1 to Level 4 year 2 shall be automatic for Students who have not failed in more than 3 units in the first year.  
Students will have the opportunity to:

- a) either repeat the failed unit/s with attendance at the end of the second year of the programme or repeat the (failed) academic year (with attendance) or,
- b) repeat without attendance (only) one of the failed units during the (next ) academic year

12.1.4 Para 12.1.3 (b) is subject to the conditions that:

- a)The student has achieved a minimum of 80% attendance in the unit chosen (by the student) to be repeated without attendance (applicable from academic year 2020/21);
- b)The Unit does not have more than 12 ECTS workload and is not a 'Vocational Competence' (accredited work based learning) unit, where applicable.
- c)The student is required to formally inform the Institute Director and Registrar of the decision via the 'Request For Attempting Repeat Unit Without Attendance Form' (Doc 266). Approval of this request is subject to discretion by the Institute Director on the basis of nature of the unit, the nature of the unit assessment and the autonomy of the student;
- d)The Director may set specific conditions to the student depending on the nature of the unit delivery and assessment mode;
- e)The Student is obliged to attempt all assessments of the unit and may be requested to attend any specific lectures or practical as instructed by the lecturer.
- f) The Student re-enrols (for the unit that is to be repeated without attendance).

The above conditions would be agreed upon by the student with the Director of Institute (or Deputy Director of Institute) and recorded in the appropriate Form (Doc 266).

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12.1.5 Students progressing from Level 4 to Level 5 or Level 6 need to achieve all credits assigned to the Level 4 programme (120 credits).

Refer also to section below 'Compensatory Pass'.

**Reference Document**

*Doc 266 : Request For Attempting Repeat Unit Without Attendance*

**12.2 Compensatory Pass**

12.2.1 *Students who are at the final year of their course and have obtained between 40 and 49 % in only one of the 6-credit units will be offered a compensatory pass.*

*Only one compensatory pass is allowed per qualification.*

*\*Note: Vocational Competences Units (i.e. accredited work based learning - apprenticeship) are not eligible for a compensatory pass. However, students following programmes that include an Accredited Work Based Learning (AWBL) component are required to pass the AWBL unit in order to be eligible for consideration of a compensatory pass.*

12.2.2 *When considering a unit for compensatory pass The best mark obtained (i.e. sum of marks from ongoing assessment OR synoptic mark from current or previous years in the case of repeating students) is to be taken into consideration when determining student's eligibility for a compensatory pass.*

12.2.3 *Students who do not qualify for a CP are to discuss their options with their respective Institute Director.*

12.2.4 *All claims by students for consideration of a compensatory pass are to be submitted by the student on the document indicated below and signed by both the student and the Institute Director.*

**Reference Document**

*Doc 106 : Request for Consideration of Compensatory pass*

**12.3 Certification**

12.3.1 *The total mark for the programme is calculated by summing up all the marks obtained in (all) the respective Units.*

*The final percentage mark achieved by the Student for the programme of study is worked out by calculating the overall average mark achieved in all the units of the programme of study (except for unit that is entitled to a compensatory pass – refer to paragraph 12.2.1 and 10.10.3)*

*For a Student to successfully complete the programme of study and hence be eligible for qualification, s/he must achieve a minimum overall mark of 50% for each unit within the programme of study except for the unit that is awarded as a Compensatory Pass – refer to paragraph 12.2)*

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*Candidates who successfully complete the full requirements of a programme of study will be awarded the level appropriate full MCAST certification.*

12.3.2 Assessment grades/marks obtained from external accredited institutions by students who participate in exchange programmes (such as ERASMUS; etc) shall be included in the Student's transcript showing that the grades/marks were obtained in transfer.

12.3.3 *Candidates who fail to complete the full requirements of a programme of study shall be issued a transcript of their academic record.*

## **12.4 Programme Duration**

12.4.1 The duration of a programme of study shall not exceed four years from date of commencement to date of conclusion. In the event that a student has suspended his studies and requests to resume with a timing that exceeds the above, the student shall require a confirmation from the Office of the Registrar that there is an adequate correlation between units already achieved by the student and the remaining units that make up the programme. If this mapping exercise does not show an adequate correlation, the Registrar may opt to guide the student through an APL process that will allow him/her to use the programme components obtained so far to enter, at a suitable level, into a new, comparable programme.

## **13 STUDENT SUPPORT SERVICES**

### **13.1 Students with Disabilities, Medical Conditions and/or Learning Difficulties**

13.1.1 *Access arrangements are coordinated by the Inclusive Education Unit (IEU) and Students are thus required to formally apply for such an entitlement. The application must be accompanied by all the required supporting evidence.*

13.1.2 *Failure to report known medical/psychological conditions or any related changes to the IEU is considered to be an act of negligence which may work against the Student himself/herself and may result in access arrangements and entitlements not being granted.*

13.1.3 *The Student, parent/s or guardian (if the Student is under 16 years of age) are additionally responsible for keeping the College informed of all medical/psychological conditions or any related changes and for providing the proper medical/psychological documentation updates, specifically stating the ability and/or inability of the Student to continue with his/her vocational training.*

#### **Reference Document:**

Doc 253: IEU Registration Procedure

Doc 265: Application for IEU Registration

### **13.2 Learning Resources**

13.2.1 *The College encourages Students to make use of the Library and Learning Resource Centre (LLRC)*

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13.2.2 *The rules and regulations pertaining to the LLRC are prescribed in the document referenced below.*

**Reference Document:**

*Doc 041 : Library and Learning Resources Centre Regulations.*

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**Appendix 1: Missed Time Constrained Assignment Process Flow Chart**

