



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 1 of 23
Document Number	006	Document Revision	A	Date Issued
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**GENERAL INFORMATION**

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Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 2 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

## CONTENTS LIST

### 1. PURPOSE OF DOCUMENT

- 1.1 Pre-Warrant Qualification Course (PWQC) Regulations

### 2. APPLICABILITY OF REGULATION

- 2.1 PWQC Scope
- 2.2. Students' interest and responsibility

### 3. UPDATING AND DISSEMINATION OF REGULATION

- 3.1 Updates' approval
- 3.2. QA Document Control

### 4. DEFINITIONS

- 4.1 Col
- 4.2. Academic Year
- 4.3 Prerequisite/s Study
- 4.4 Recognition of Prior Learning
- 4.5 Qualification
- 4.6 Unit/Module
- 4.7 Nature of Units/Modules
- 4.8 Learning Outcomes
- 4.9 Assessment Criteria
- 4.10 Assignments/Coursework
- 4.11 Time Constrained Assignments (TCAs)
- 4.12 Synoptic Assessments
- 4.13 Interruption of Studies
- 4.14 Withdrawal from Studies

### 5. STUDENT BEHAVIOUR, ACADEMIC INTEGRITY AND REPORTING OF GRIEVANCES

- 5.1 Student Roles, Obligations and Rights
- 5.2 Student Academic Integrity
- 5.3 Drugs and Alcohol Policy
- 5.4 Reporting of Grievances

### 6. PROGRAMME OF STUDY

- 6.1 General Programme Information
- 6.2 Learning Framework for MQF/EQF Level 6 PWQC

### 7. ACADEMIC YEAR

- 7.1 The Academic Year Commencement
- 7.2 The Academic Calendar

### 8. PROGRAMME DELIVERY

- 8.1 Language of Delivery and Assessment
- 8.2 Programme Delivery and Assessment.

### 9. ATTENDANCE REGULATIONS

- 9.1 Attendance
- 9.2 Justification of Absence and Extenuating Circumstances
- 9.3 Monitoring of Attendance
- 9.4 Interruption and Withdrawal from Studies



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 3 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

## 10. CONTINUOUS ASSESSMENT

- 10.1 Continuous Assessment, Learning Outcomes, Grading Criteria and Assessment Tasks
- 10.2 Assessment Documentation
- 10.3 Issuing of Coursework Brief
- 10.4 Authenticity of Work (Plagiarism)
- 10.5 Submission of Individual Coursework(excluding the Engineering Project)
- 10.6 Successful completion of Coursework
- 10.7 Unsuccessful Completion of Coursework (Synoptic Assessment)
- 10.8 Assessment of Group Work
- 10.9 Request for Consideration of Extenuating Circumstances for Extension of the Submission  
Deadline of Home Based Assignment
- 10.10 Absence From Time Constrained Assessment (TCA)
- 10.11 Assessment Feedback
- 10.12 Academic Appeals
- 10.13 Record of Work
- 10.14 Students' Work
- 10.15 Internal Verification

## 11. WORK-BASED LEARNING

- 11.1 Engineering Project
- 11.2 Project Structure

## 12. PROGRESSION, COMPENSATORY PASS, CERTIFICATION, CLASSIFICATION AND DURATION OF PROGRAMME

- 12.1 Certification
- 12.2 Classification of Award
- 12.3 Duration of Programme

## 13. STUDENT SUPPORT SERVICES

- 13.1 Students with Disabilities, Medical Conditions and/or Learning Difficulties
- 13.2 Learning Resources

**APPENDIX 1:** Quality Assurance Framework

**APPENDIX 2:** Missed TCA Flowchart



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 4 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

**NOTE: Sections that are common to the other MCAST Programme Regulations are included below in italics.**

## 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 for the Pre-Warrant Qualification Course (PWQC) at MQF Levels 6.

## 2 APPLICABILITY OF REGULATION

- 2.1 These regulations apply only to the MCAST PWQ commencing as from academic year 2021/22, onwards for a period of 5 years from 2021-2022:

The PWQ is intended for Students who have successfully completed the MCAST undergraduate 4-year B.Eng. (Hons.) degree and wish to extend their qualification to render themselves eligible for the Engineering Warrant.

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

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

## 3 UPDATING AND DISSEMINATION OF REGULATION

- 3.1 Updates to this document will need to be approved by the Director IET followed 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 promptly to all end users.*

*The only official valid version of this Regulation shall be that published on the College website and is integral to the MCAST Quality Assurance Framework (Appendix 1).*

## 4 DEFINITIONS

- 4.1 **Col:** *The MCAST Council of Institutes.*

- 4.2 **Academic Year:** The PWQC shall be delivered over two (2) semesters commencing at the discretion of the Council of Institutes. *Also refer to paragraph 7.1.*

- 4.3 **Pre-requisite/s:** MCAST undergraduate 4-year B.Eng. (Hons.) degree

- 4.4 **Recognition of Prior Learning:** In the case of the PWQC, recognition of prior learning (RPL) is confined to formal academic or postgraduate CPD settings. Applicants who can demonstrate



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 5 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

that they have already covered the syllabus of a PWQC unit through another formal education course will be exempt from that unit. This excludes the project unit.

- 4.5 **Qualification:** *The academic title, in this case the PWQC Award, 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.*
- 4.6 **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.*
- 4.7 **Nature of Units:** *All units are compulsory units that must be passed in order to complete a qualification.*
- 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 **Assessment criteria:** *These are descriptions of what the Student is expected to do in order to demonstrate that a learning outcome has been achieved.*
- 4.10 **Assignments/Coursework:** *Tasks or exercises performed by the Student as part of a course of study. Students' work shall be expected to fulfil the learning outcomes of a study unit. Assignments may require to be compiled/completed outside 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 the unit is being delivered.*
- 4.11 **Time-Constrained Assignments (TCAs):** *Assignments in the form of an examination, held in a classroom environment, under supervision. TCAs shall 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.*
- 4.12 **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 shall include time-constrained examinations.*
- 4.13 **Interruption of Studies:** *An authorised, temporary break from a programme of study usually due to extenuating circumstances.*
- 4.14



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 6 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

**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.

## 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 (referred to below) inform the parties concerned of their expected conduct, main roles, obligations and rights.

5.1.3 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.

5.1.4 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.

#### **Reference Documents;**

Doc 035: Learner's Grievances Policy and Procedure

Doc 038: Student Conduct Regulations

Doc 188: College Academic and Student Disciplinary Board

### 5.2 Student Academic Conduct

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

5.2.2 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.



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 7 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

5.2.3 *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.*

**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 must 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 to counsel 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 within the document referenced 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 first to 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 the case where 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 Documents:**

Doc 035: Students' Grievances Policy and Procedure

## 6 **PROGRAMME OF STUDY**

### 6.1 **General Programme Information**





Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 8 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

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

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 academic education provided by MCAST in preparing its Students for employment in different industrial sectors and/or for progression to further higher education levels.*

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 curriculum is up to date and reflects the needs of the students.*

6.1.6 This qualification is delivered by the Institute of Engineering and Transport.

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

6.1.8 The PWQC is taken over two semesters on a part-time basis.

The Student is awarded an award after successful completion of all the units within the programme of study.

6.1.9 *Details of the programme of study are included in the Programme Specifications. The Programme Specifications include, as a minimum, the following information:*

- a) *Programme Title;*
- b) *MQF/EQF Level;*
- c) *Programme Rationale;*
- d) *Overall Learning Outcomes;*
- e) *List of Study Units; and,*
- f) *Total number of ECVETs/ECTSs.*

*A Study Unit is a self-contained, credit-rated and assessed unit of study built upon a framework of defined learning outcomes that specify the knowledge, skills and competences that the*



<b>Document Title</b>	<b>ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS</b>			<b>Page 9 of 23</b>
<b>Document Number</b>	<b>006</b>	<b>Document Revision</b>	<b>A</b>	<b>Date Issued</b>
				<b>17.12.2021</b>

*Student will obtain after the completion of each study unit.*

*The Programme Study Unit Specifications include, as a minimum, the following information:*

- a) Unit Title;*
- b) Number of ECVETs/ECTSs;*
- c) MQF/EQF Level;*
- d) Unit Description;*
- e) Unit Learning Outcomes;*
- f) Content;*
- g) Grading Criteria; and,*
- h) Assessment Methodology.*

- 6.1.10 *Each Unit carries a credit rating which can range between a minimum of 5 and a maximum of 10 credits for the engineering project uni.*

## **6.2 Learning Framework for PWQC MQF / EQF Level 6**

- 6.2.1 The Table below provides the programme structure for the PWQC MQF / EQF Level 6.

<b>PWQC Level 6</b>	
<b>Duration</b>	2 semesters part-time
<b>Total Credits (ECTS)</b>	35
<b>Study Units</b>	6 (including final project)

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



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 10 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

## **8.2 Programme Delivery and Assessment.**

8.2.1 *Programme delivery may be carried out online or in blended learning format.*

8.2.2 *Summative assessment in TCA format shall take place within MCAST facilities, unless priorly discussed and agreed with the EPB.*

*Each unit (except the Engineering Project unit) will have an Oral and/or written time constrained assignment which constitutes at least 50 % of the total mark. The assessment papers will be prepared and the assessment itself will be conducted by the lecturer who is lecturing the unit.*

*Home based assignments will also be assigned to the students. These will consist of practical and research work which will make up the rest of the total mark i.e. up to 50%*

8.2.3 *Typical tasks for the home assignment would be one of the following:*

- *Literature review paper.*
- *Scientific/engineering research which can also be of a practical nature.*
- *Work on the solution of problems of an engineering/mathematical nature.*

*This section will be overriding on all units except where the units specify that oral and/or written time constrained assignments shall constitute more than 50 % of the total mark.*

## **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 practical laboratory or workshop tasks;*
- b) *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.*

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.*

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

9.2.1

<b>Document Title</b>	<b>ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS</b>			<b>Page 11 of 23</b>
<b>Document Number</b>	<b>006</b>	<b>Document Revision</b>	<b>A</b>	<b>Date Issued</b>
				<b>17.12.2021</b>

*Every absence from any lecture session, or Institute event, must be justified by either the National Insurance Social Services Medical Certificate (blue) or by providing an official document (such as the court hearing notification, driving test date schedule, examination timetables, medical appointments, etc.), 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 student's 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, signatures, 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 Attendance**

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 within MCAST.*

### **9.4 Interruption and Withdrawal from Studies**

9.4.1 *Help and guidance are 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 a 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.*

9.4.2 *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.*

9.4.3 *A Student who wishes to interrupt a programme of study before completion shall give notice in writing to the 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. Furthermore, such resumption is only available within the 5-year time window starting from the academic year 2020-2021.*



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 12 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

9.4.4 *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).*

9.4.5 *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, credits (ECTS/ECVET) and the schedule of time-tabled/non-timetabled hours of learning of each study unit.*

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 preceding, 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. Similarly, assessment for units/ programmes at higher levels should move more towards Synthesis and Evaluation rather than Knowledge and Understanding.*



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 13 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

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

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

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

10.1.9 *Time-constrained assignments may be held between 8 am and 8 pm 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:*

- a) The Assessment Front Sheet and Feedback Information,*
- b) The Coursework Brief / Task Sheet / Assignment Brief.*

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

- a) Grading Criteria and the task/s;*
- b) Date of internal verification release;*
- c) Date of the publication of the coursework;*
- d) Deadline for submission of coursework;*
- e) Student's signature of authenticity;*
- f) Assessor's marks and feedback;*
- g) Signature of Assessor: Issuing results and feedback;*
- h) Signature of Internal Verifier: 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, 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 the Lecturer.*





Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 14 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

- 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 own previous 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 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 detection 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 099: Plagiarism Policy MQF/EQF Levels 5 -7

## **10.5 Submission of Individual Home-Based 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.*
- 10.5.3 *As a general rule, all home-based assessment material shall be electronically (where applicable via Unicheck) and physically handed in by the due date/time 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 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) and the relevant The Director/Deputy Director is to inform the lecturer/s concerned accordingly.*



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 15 of 23
Document Number	006	Document Revision	A	Date Issued
				17.12.2021

10.5.7 *Late work, for which the student did not submit a request through the foregoing 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 with 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>

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 the 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:*

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





Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 16 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

*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 following the synoptic assessment may be considered by the Board of Studies as eligible to repeat the outstanding units, with attendance, with the following cohort, space on the course permitting and subject to the 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.*

## **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 work submitted for assessment.*



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 17 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

- 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.*
- 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 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.*



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 18 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

- 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 can 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 nature 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 an 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 (zero)*

**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 Assignment (TCA)**

- 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.*
- 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.*

*Refer to Appendix 2*

#### **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 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.*



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 19 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

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

*The students are advised to keep a copy of all documents submitted to the Institute administration.*

**Reference Document:**

*Doc 106: Request for Consideration of Exenuating 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 below and submit it to the Institute Director within 10 college days from first being notified of the result of the assessment.*
- 10.12.3 *The appeals procedure is explained in full in the document referenced below.*

**Reference Document:**

*Doc 188: College Academic and Student Disciplinary Board Procedures*  
*Doc 292: Assessment / Examination Appeals Form.*



Document Title	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			Page 20 of 23	
Document Number	006	Document Revision	A	Date Issued	17.12.2021

### 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 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 necessary verifications.*

### 10.14 Students' Work

- 10.14.1 *MCAST holds the right to physically keep and/or exhibit work produced by 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 work 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 ENGINEERING PROJECT STRUCTURE

- 11.1 The Engineering Project will be related to the Student's work experience/work place to allow the application of specific technical competences through real life cases.
- 11.2 The basic principles underpinning the project will be the following:
- The project will focus on the solution of an engineering problem or engineering design work and will be carried out:
    - either through a project conducted in conjunction with Industry
    - or a scientific project to be conducted at MCAST's facilities.
  - The project will be conducted over a period of at least 6-7 months and at most 1 year.
  - The project will be assigned 10 ECTS
  - MCAST will prepare a list (pool) of project names from which each student will be allocated a title.



<b>Document Title</b>	<b>ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS</b>			<b>Page 21 of 23</b>
<b>Document Number</b>	<b>006</b>	<b>Document Revision</b>	<b>A</b>	<b>Date Issued</b>
				<b>17.12.2021</b>

- The project titles will be designed by a team of experts which will include MCAST lecturers and experts from industry, if possible.
  - The experts will also receive title suggestions from the students, which will only be accepted if they are in line with the guidelines outlined in these regulations.
- Each of the project titles needs to be linked to at least four learning outcomes pertaining to at least two of the technical PWQC units.
- No exemptions may be given to students with respect to the Engineering Project Unit.
- A supervisor will be assigned to every student following the PWQC. The supervisor will meet the student every week to discuss the project.
- At the end of the project, the students will be expected to submit their project write up and any artefacts.
- Students are to undertake a viva of minimum 30-minute duration, in which they should deliver a circa 20-minute presentation, outlining their research endeavour, and then be allocated circa 10 minutes of questioning time by the viva panel.
- Two viva panels will be appointed one for the mechanical engineering stream and one for the electrical engineering stream.
- The viva board panel members will be recruited by MCAST as per existing public recruitment regulations which MCAST adheres to.
- The viva board panel will be made up of three persons as follows:
  1. The Chair will be selected and appointed by MCAST and must hold a first degree and master's degree in the field (electrical or mechanical) being examined, as well as a PhD. The Chair must also hold a warrant to practise the profession of engineer in Malta.
  2. A member also selected and appointed by MCAST who may either be a member of staff or else recruited externally. This board member must also have a first and master's degree in the field being examined. Ideally, the member must also possess a warrant to practise the profession of engineer and a PhD. This would, however, be subject to the applications received from interested prospective lecturers.
  3. A person selected by the council of the Chamber of Engineers from a list of eight suitably qualified and approved persons selected and nominated by MCAST.

## **12 CLASSIFICATION OF DEGREE, CERTIFICATION AND DURATION OF PROGRAMME**

### **12.1 Classification of Award**

- 12.1.1 For the purpose of final classification as Pass or Fail, the outcome is calculated by summing up all the marks obtained in all Study Units (with the proviso that the candidate has passed all the units), including the Engineering Project. A pass grade in the pre warrant qualification course is sufficient for the purposes of being able to apply for the warrant. A claim for a compensatory pass for a unit of study is not accepted.

### **12.2 Certification**

- 12.2.1 *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 modules of the programme of study.*

*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 module within the programme of study.*

<b>Document Title</b>	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			<b>Page 22 of 23</b>
<b>Document Number</b>	006	<b>Document Revision</b>	A	<b>Date Issued</b> 17.12.2021

*Students who successfully complete the full requirements of a programme of study will be awarded the MCAST PWQ.*

- 12.2.2 Candidates who have obtained a post-graduate degree in an area of study forming part of the PWQC programme of studies may be subject to an RPL exercise following which they may be exempted from following Units which they have covered through formal learning, where students have covered unit/s specifically at Level 6 or Level 7, such as in a taught master's degree, and will be considered to have passed the Unit/s.
- 12.2.3 *Candidates who fail to complete the full requirements of a programme of study shall be issued a transcript of their academic record.*

### **12.3 Programme Duration**

- 12.3.1 The period for a student to complete a programme of study shall not exceed the time window referred to above, i.e., 5 years from 2021-2022.
- If a student has suspended his studies and requests to resume, 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 RPL 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 as per procedure referred below.*
- 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.*

**Reference Document:**

*Doc 253: IEU Registration Procedure  
Doc 265: Application for IEU Registration  
Doc 092: Recognition of Prior Learning*

### **13.2 Learning Resources**

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



<b>Document Title</b>	ENGINEERING PRE -WARRANT QUALIFICATION COURSE PROGRAMME REGULATIONS			<b>Page 23 of 23</b>
<b>Document Number</b>	006	<b>Document Revision</b>	A	<b>Date Issued</b> 17.12.2021

## Appendix 2: Missed Time Constrained Assignment Process Flow Chart

