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1. PURPOSE AND SCOPE

1.1. The aim of this document is to explain, for the various College, Academic and Student Disciplinary boards:

- a) their composition,
- b) the terms of reference and
- c) The board procedures (if applicable).

1.2. This procedure applies to all full-time and part-time Students registered on MCAST (including MG2I) courses and programmes.

2. LIST OF MCAST ACADEMIC AND STUDENT DISCIPLINARY BOARDS

2.1 The Table below provides the list of academic and Student disciplinary boards and the corresponding remits (i.e. academic or disciplinary) covered under the respective terms of reference.

Note: For the purpose of joint award/programme delivery the composition of specific boards may be changed according to the needs of that programme. In such cases the structure dictated by the signed agreement between the institutions is binding.

Section	Name of Board	Remit of Board		
		Academic matters (Boards pertaining to appeals of assessment decisions)	Disciplinary issues (Boards pertaining to issues of Student conduct)	Other
3.1	IAB - Institute Appeals Board	Yes		
4.2	IDB - Institute Disciplinary Board		Yes	
4.4	MCDB - MCAST Corporate Disciplinary Board		Yes	
5	MCAB - MCAST Corporate Appeals Board	Yes	Yes	
7	BOS - Board of Studies			Yes
8	MDC – Masters Degree Committee			Yes
9	DRB – Degree Ratification Board			Yes

Table 1: List of academic and Student disciplinary boards.

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3. ACADEMIC MATTERS (Boards related to assessment decisions)

3.1. Institute Appeals Board (IAB) for cases related to appeals of assessment decisions

3.1.1. Students are entitled to appeal academic decisions.

3.1.2. Academic appeals by Students may be based upon one or more of the following justifications:

- a) Grounds that there was an error in the assessment or grading of the work submitted by the Student;
- b) The assessment/examination procedures have not been conducted fairly or per College regulations. In other words, a claim is made based on administrative error, misdirection or irregularity;
- c) The Assessor has been unaware of or has given insufficient weight to extenuating circumstances supported by appropriate evidence, as verified and accepted by the Institute Management itself, which events have adversely affected the Student performance.
- d) Discrimination is alleged.

3.1.3. Upon being notified of the assessment decision, a Student who wishes to contest the decision is encouraged to seek an appointment with the Lecturer 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.

3.1.4. If following the meeting with the Assessor, the Student is still not satisfied with the outcome, the Student is entitled to lodge a formal appeal against the assessment decision. For such purposes, the Student shall fill in and sign the Assessment Appeals Form (referenced to below) and submit it to the Institute Director within ten (10) college days from the first time of being notified of the assessment decision. Appeals filed outside the specified deadlines will generally be ruled invalid.

3.1.5. The IAB shall be composed of:

- a) Institute Director as Chairperson,
- b) Deputy Director
- c) Director Quality Assurance of his appointed designate
- d) Secretary to the Board appointed by the Chairperson

The Secretary to the Board shall keep the minutes of the proceedings.

3.1.6. The Secretary to the Board shall summon the Student to a hearing with the Institute Appeals Board. Email notification shall be sent to the Student informing him/her of the date

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and location of the hearing and other details that the Student must be aware of prior to attending the IAB hearing.

- 3.1.7. The Chairperson, on behalf of the IAB, has the authority to request Lecturers and/or Assessors and/or IV and/or Coordinators and/or Institute staff to attend the Board hearing and submit information as required by the Board, as it deems fit.
- 3.1.8. The Student (and parents or guardian if the Student is under 16 years of age) may be accompanied by a person of his/her choice, and he/she may also wish to bring any witnesses and/or produce any evidence to support his/her case.
- 3.1.9. The Chair initiates the Board session by informing the Student that (a) s/he has a right to be accompanied and, (b) that s/he can appeal the decision of the IDB by sending an email to the Chair of the MCDB on registrar@mcast.edu.mt explaining the reasons for the appeal of the IDB decision.
- 3.1.10. The Student will then be asked by the Chair to explain and justify the appeal. The Director will then ask the Lecturer/Assessor/IV/IVC for their position.
- 3.1.11. If any witnesses are present, they shall be called to testify by the Chair, one by one, in the presence of the student.
- 3.1.12. The final part of the IAB session will be attended by the Board members and the Student (only), if so requested by the Student.
- 3.1.13. Following the hearing of the case with the Student, the IAB may make the following recommendations:
- To uphold the decision of the Assessor, or
 - Direct the Assessor to review the assessment decision, taking into account particular facts, or
 - To amend or suspend the judgment of the Assessor.
- 3.1.14. The summary decision of the IAB shall be communicated by the Chair within five College days to the Student in writing. The Chair will also inform the Assessor accordingly. A copy of the Board report shall be filed with the Student's records.
- 3.1.15. The Secretary to the Board is required to keep the minutes of the hearing.

3.2. MCAST Corporate Appeals Board (MCAB)

- 3.2.1. If the Student still feels aggrieved by the decision of the IAB, the Student is entitled to request that his/her case is heard by the MCAST Corporate Appeals Board (MCAB).

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3.2.2. Refer to Section 5 (below) for the (MCAB).

4. DISCIPLINARY BOARDS (Boards related to matters of Student conduct)

4.1. Verbal Warning (by the Institute Director) for cases related to petty misconduct by student

Note: Also refer to Appendix 1 for a summary of the verbal warning procedure.

- 4.1.1. **Petty misconduct includes** isolated incidents of unruly, petty misbehaviour, isolated minor breaches of academic and disciplinary regulations.
- 4.1.2. Cases of petty misconduct, which are to be considered as minor offences, such as, but not limited to, isolated incidents of unruly behaviour shall be dealt with a verbal warning by the Director of the Institute.
- 4.1.3. The warning shall make it clear that further misbehaviour shall lead to disciplinary action. The Student shall also be advised by the Institute Director what repercussions may ensue.
- 4.1.4. An incident report will be drawn on the case by the Institute Director and filed accordingly.

Reference Document

Doc 133: Record of Verbal Warning for Student Misconduct

4.2. Institute Disciplinary Board (IDB) for cases related to (a) recurring petty misconduct, (b) copying during a TCA and (c) misconduct during WBL, placements and internships (refer also to 'Doc 038 Student Conduct Regulations)

Note: Also refer to Appendix 1 for a summary of the Board composition and Terms of Reference.

- 4.2.1. **Recurring petty misconduct or misconduct** includes
 - a) Repeated incidents of unruly behaviour;
 - b) Repeated minor breaches of academic and disciplinary regulations;
 - c) Cases of students who are alleged to have copied during a TCA (*refer also to 'Doc 038 Student Conduct Regulations*);
 - d) Cases of major/recurring breaches of academic integrity (plagiarism) (*refer to 'Doc 032 Academic Misconduct Policy and Procedures MQF Levels 1 – 4 and/or Doc 099 Plagiarism Policy MQF Levels 5 - 7*).
 - e) misconduct during WBL, placements and internships
- 4.2.2. Where instances of petty misconduct or minor breaches of disciplinary or academic regulations keep recurring, in spite of the issuing of the said recorded verbal warning by the Institute Director, the Student will be requested, through a standard formal letter (refer to

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document below) signed by the Institute Director, to appear in front of the Institute Disciplinary Board (IDB).

4.2.3. The Institute Disciplinary Board (IDB) shall be composed of:

- a) Institute Director or his/her appointed designate as Chairperson,
- b) Two Deputy Directors (or a Deputy Director and an IVC in instances where it is impossible to have two Directors)
- c) Secretary to the Board.

The Secretary to the Board shall keep the minutes of the proceedings.

For cases related to disciplinary issues of students following Work Based Learning programmes, which occur at the employer's premises, the IDB shall be composed of:

- a) Institute Director or his/her appointed designate as Chairperson,
- b) Director WBL,
- c) Deputy Director.

Board member/s directly involved with the Student in the disciplinary case need to exonerate themselves and hence be replaced by Directors/Deputy Directors from other Institutes.

4.2.4. The Secretary shall also ensure that Board members, Institute Director, Student/s involved in the incident/s, parent/s or guardian (if the Student is under sixteen years of age) and witnesses, have been notified in good time.

4.2.5. The IDB may decide to interview anyone it deems fit in connection with a Student's recurring incidents of minor misconduct.

4.2.6. The Chairperson, in the presence of the Student (and parents or guardian if the Student is under 16 years of age), shall start by outlining the case. The Student will then be asked to provide his response. If any witnesses are present, they shall be called to testify one by one in front of the student undergoing board procedures.

4.2.7. Depending on the outcome of the hearing, if the Institute Disciplinary Board (IDB) feels that a written warning is not warranted, the Institute Director may decide to give a further formal verbal warning. A record of the verbal warning and circumstances leading to it shall be appropriately filed for future reference.

4.2.8. If the IDB decides to issue a formal written warning, the Institute Director must ensure that the Student fully understands the implications of the written warning vis-à-vis the sanction being applied by the IDB and any future misconduct. The Director shall also give appropriate advice to the Student. The intervention of the Director Student Support Services may also be sought.

4.2.9. The written warning shall be signed by the Institute Director and shall be passed on to the Student within five college days. The format (Refer to 'Record of Verbal Warning Following

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Student Misconduct' referenced below) shall be standard for all Institutes and shall briefly state the circumstances leading to the warning.

4.2.10. The Secretary to the Board shall inform the Deputy Principal VPET of the outcome of the IDB hearing.

4.2.11. The Secretary to the Board shall be responsible to keep the minutes of the hearing.

Reference Document:

Doc 038 Student Conduct Regulations

Doc 284 Summons for the Institute Disciplinary Board Form

Doc 032 Academic Misconduct Policy and Procedures MQF Levels 1 – 4

Doc 099 Plagiarism Policy MQF Levels 5 - 7

4.3. MCAST Corporate Appeals Board (MCAB) for cases related to an appeal of an IAB or IDB decision

Note: Also refer to Appendix 1 for a summary of the Board composition and Terms of Reference.

4.3.1. Students have the right to appeal the decisions of the IDB.

4.3.2. Refer to Section 5 (Below) for the MCAB procedure.

4.4. MCAST Corporate Disciplinary Board (MCDB) for cases of persistent inappropriate behaviour and/or serious misconduct):

Note : Also refer to Appendix 1 for a summary of the verbal warning procedure.

4.4.1 Cases of persistent inappropriate behaviour such as, but not limited to,

- a) regular reports of disruptive behaviour during lessons,
- b) persistent defiance of MCAST regulations on campus or at employer's premises during WBL, placement and internships regardless of any disciplinary action taken against the Student at Institute level,

shall not be tolerated and the Institute Director shall report the case to the MCDB.

4.4.2 Cases of serious misconduct, such as, but not limited to, theft, vandalism, bullying, intimidation, brandishing a weapon, drug offences, acts of violence, acts that endanger the safety or health of others, or an illegal or criminal activity shall not be tolerated and the Institute Director shall report the case to the MCAST Corporate Disciplinary Board (MCDB).

4.4.3 Should the Director deem that a case of misconduct is grievous s/he may suspend the Student immediately after seeking prior authorisation from one of the Deputy Principals VPET or, in their absence, the Principal and CEO. In such cases, the MCDB Secretary, the Deputy Principal VPET and the Deputy Principal Academic Management of Students & WBL should be immediately (i.e. on the same day) informed in writing by the Institute Director of the suspension so that the MCDB may be convened with urgency

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- 4.4.4 In cases where Students are not suspended as an immediate result of their offence, a report in writing detailing the case shall be drawn up by the Institute Director and submitted to the Deputy Principal Academic Management of Students & WBL in his/her capacity as Chairman of the MCAST Corporate Disciplinary Board (MCDB) within three (3) college days.
- 4.4.5 If the MCDB feels that a particular case of serious misconduct may still be heard and dealt with at Institute level by the Institute Disciplinary Board, it shall inform the Director of Institute accordingly.
- 4.4.6 The MCDB shall be composed of:
- Deputy Principal Academic Management of Students & WBL or his/her appointed designate
 - Deputy Principal VPET,
 - Deputy Principal QA, Education & Training, Student Affairs or his/her appointed designate
 - Secretary to the Board.
- The Secretary to the Board shall keep the minutes of the proceedings.
- 4.4.7 The Secretary to the Board shall ensure that the MCDB hears the case within five college days from the date the report is received. In the case of very serious offences where Students are suspended by the Institute Director, the hearing shall be convened on the first day of the Student's return to the college.
- 4.4.8 Sufficient written notice of the referral to appear before the MCDB shall be given to the Student by the Secretary to the Board as early as possible after the incident.
- 4.4.9 Prior to the date of the hearing, the Secretary of the MCDB shall see that both present and past report/s concerning the Student who is to appear before the MCDB are readily available.
- 4.4.10 The Secretary shall also ensure that Board members, Institute Director, Student/s involved in the incident/s, parent/s or guardian (if the Student is under sixteen years of age) and witnesses, have been notified in good time.
- 4.4.11 The Chairman (Deputy Principal Academic Management of Students & WBL or appointed designate) of the MCDB will start by outlining the case in the presence of the Student (and parent/s or guardian, if the Student is under sixteen years of age) and the Director of the Institute.
- 4.4.12 The Institute Director shall present his/her version of the case.
- 4.4.13 The Student will then be asked to respond. Any witnesses for the Student are then heard individually, in the presence of the Student. Minutes of the proceedings shall be kept by the Secretary to the Board who shall also prepare a report.

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- 4.4.14 Following the hearing, the MCDB Board Secretary shall notify, in writing, the Principal & CEO, the Deputy Principal VPET and the Institute Director of the outcome of the hearing. This notification shall also include the Board's decisions.
- 4.4.15 Within five college days from the hearing, and provided no further suspension, expulsion, or other disciplinary actions are envisaged, the Secretary of the MCDB will advise the Student by means of a standard notification which shall be used for all cases (Refer to 'Record of Decision Following Institute Disciplinary Board Hearing Form' referenced below) about the outcome of the hearing, including any disciplinary action, if applicable.
- 4.4.16 The MCDB has the authority to impose suspensions, expulsions or other disciplinary actions on Students as it deems necessary.
- 4.4.17 Copies of all communications are to be kept in the Student's file.
- 4.4.18 In the case of a Student who is placed under suspension or exclusion, the letter of suspension or expulsion shall be issued indicating the dates when the Student is not allowed to attend the Institute. It shall also clearly show the date when the Student is to return to the Institute and report at the Director's office. A copy is to be sent to the Director of Institute and parent/parents or guardian if the Student is under 16 years of age. All communications in this regard are to be prepared by the secretary to the Board and signed by all the Board members.
- 4.4.19 The student is entitled to receive, without penalty, any assignments issued during the Student's absence, on condition that a request in writing is submitted by the Student to the Director of Institute within three (3) days after his/her return to the institute.
- 4.4.20 In no way shall this entitlement provide any guarantee that the Student shall be allowed any special concessions in connection with (i) the teaching and guided learning delivered during the Student's absence, (ii) the quality and volume of work which the Student is expected to submit for assessment purposes, (iii) previously established deadlines.
- 4.4.21 A Student shall not normally be suspended when assignments are due or when there is an examination. In all instances, Directors shall ensure that harm to the Student's academic performance is as limited as possible.

5. MCAST CORPORATE APPEALS BOARD (MCAB) for cases related to an appeal of an IAB or IDB decision

Note : Also refer to Appendix 1 for a summary of the verbal warning procedure.

5.1. The MCAST Corporate Appeals Board (MCAB) is the top level MCAST board which Students may appeal to should they disagree with any decisions taken at Institute level by the IAB or IDB.

5.2. The MCAB shall be composed of;

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- a) Deputy Principal Academic Management of Students & WBL or his/her appointed designate,
- b) Deputy Principal VPET
- c) Deputy Principal QA, Education & Training, Student Affairs or his/her appointed designate
- d) Secretary to the Board.

The Secretary to the Board shall keep the minutes of the proceedings.

- 5.3. If a Student wishes to appeal the decision taken against him/her by the IDB or IAB (but not MCDB), he/she is to send an email to registrar@mcast.edu.mt (as the Deputy Principal Academic Management of Students & WBL is the Chairman of the MCAB) by not later than five college days from receiving the outcome/verdict of the specific Board, explaining the reasons and grounds for the appeal.
- 5.4. Copies of any documentation related to previous disciplinary board hearings (evidence, decisions etc.) shall be made available by the IDB/IAB to the MCAB prior to the hearing of the case.
- 5.5. The Secretary of the MCAB shall also ensure that the Board members, Institute Director, Student/s involved in the incident/s, parent/s or guardian (if the Student is under sixteen years of age) and witnesses, have been notified in good time and provided details that they must be aware of.
- 5.6. The Chairman (Deputy Principal Academic Management of Students & WBL or appointed designate) of the MCAB will start by outlining the case in the presence of the Student and the Director of the Institute.
- 5.7. The Institute Director shall then present his/her version of the case.
- 5.8. The Student will then be asked to respond. Any witnesses for the Student are then heard individually, in the presence of the Student. Minutes of the proceedings shall be kept by the Secretary to the Board who shall also prepare a report.
- 5.9. The MCAB will analyse the case in the light of the information and documentation provided by the IAB/IDB and the evidence provided by the Student and his/her witnesses during the MCAB hearing.
- 5.10. The Board shall decide within five college days. The MCAB may choose to either uphold the conclusion of the IDB, or change it either in favour of the Student. The decision shall be final and shall be communicated to the Student in writing by the Secretary of the Board.
- 5.11. If the Student's Appeal is upheld by the MCAB, the Secretary to the Board shall ensure that the Institute is informed accordingly.
- 5.12. The decision of the MCAB shall be final.

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6. Notes to the Board Procedures

- 6.1.1. Cases of misconduct (recurring; persistent; and/or serious) which occur on MCAST premises, which do not form part of a specific institute (i.e. MCAST Central library, Student House, Canteen, Sports Grounds, Gym etc.), are to be reported in writing to the Deputy Principal Administration, or as directed by same. The Director shall deal with such cases according to their severity, as outlined in sections 4.1, 4.2 and 4.4 above.
- 6.1.2. Notifications to appear before any board (IAB; IDB; MCDB; MCAB) will be sent to the Student's parents or legal guardians in the case of Students under sixteen years of age. Parent/s and/or legal guardian/s of Student/s under sixteen years of age are to be notified that they may accompany the Student to any IAB; IDB; MCDB; MCAB hearing.
- 6.1.3. Before appearing before any board (IAB; IDB; MCDB; MCAB), the Student should be notified that s/he has a right to bring evidence and/or witnesses to support his/her case.
- 6.1.4. The Student is required to inform the board about the presence and number of witnesses or other persons accompanying them, at least 24 hours before the start of the session.
- 6.1.5. The Board Secretary shall notify the Student through the summons form about the presence and number of witnesses and the board members at least 24 hours before the start of the session.
- 6.1.6. During any hearing, the use of electronic recording devices by any party is prohibited.
- 6.1.7. Notification of the outcome of any board (IAB, IDB, MCDB, MCAB) will be sent to the Student's parents or legal guardians in the case of Students under sixteen years of age.
- 6.1.8. If an underage Student fails to appear with one of the parents or guardian, the Student shall be asked to make a written statement to explain the absence. A copy of this statement will be forwarded to the parents/guardian concerned.
- 6.1.9. Student misconduct records that involve 3rd parties; e.g. cases of substance abuse referred to external parties / medical records etc. are to be filed in the Student's Sensitive Data file. All other records of Student misconduct are to be filed in the Student personal file.
- 6.1.10. In exceptional cases, time-lapses stated in the above procedures may be changed, e.g. if they are not appropriate to the case, or if a holiday period disrupts proceedings.
- 6.1.11. Substance abuse cases are regulated by the 'Illegal Substance Procedure' referenced to below.

7. BOARD OF STUDIES (BOS)

7.1 Terms of Reference

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The terms of reference of the Board of Studies are as follow:

- (a) to conduct the educational and training work of the Institute;
- (b) to establish the studies, the instruction to be imparted, the training and the research at the Institute, centre or programme for which it may be responsible, and to provide for the administration, publication and dissemination of the academic, training and development operations of the Institute and to allot the work to be done in such activities;
- (c) to draft and propose bye-laws relating to the Institute in terms of the provisions of this Act;
- (d) to nominate Maltese or foreign examiners in terms of previously established and approved procedures by the Board of Governors;
- (e) to prepare plans for the development of the Institute and to present them for the approval of the Council and of the Board of Governors.

Bye-laws which are made by the Board of Studies shall be sent to the Council for its approval and shall not be presented to the Board of Governors to be issued unless they are so approved by the Council.

7.2 Board Composition

The composition of the Board of Studies is as follow:

For Institutes:

- a) Director of Institute (Chair) *ex officio*;
- b) Deputy Principal VPET (*vice-chair*) *ex officio*;
- c) Deputy Principal - Academic Management of Students & WBL (or his/her deputy) *ex officio*;
- d) Deputy Directors of Institute (where applicable) *ex officio*;
- e) Institute Coordinators in lieu of the Heads of the Departments of the Institute *ex officio*;
- f) Member elected by and from among all the teaching staff of the Institute;
- g) Member elected by and from among the students of the Institute;
- h) Two members appointed by the Minister from among persons recognized for their competence and experience in the educational and training area of such particular Institute;
- i) Representatives of foreign institutes with which the College may have partnership agreements;
- j) Representative who is selected by the Minister from an economic sector having close ties with the area of studies and training of such particular Institute;
- k) Representative of a professional body which is recognised by the Minister in the area of studies and training of such particular Institute;
- l) Representative of QA (as and when necessary)
- m) Representative of Curriculum (as and when necessary)
- n) Representative of Apprenticeships office (as and when necessary)

Note: When Institutes plan to propose programme changes, which include the Key skills, the Director of Curriculum is to be invited to the Board of Studies meeting since Key Skills fall under his/her responsibility. It would then be up to the Director of Curriculum to take up the discussion with the subject coordinators and working groups of the respective Key Skills units in order to implement any changes necessary. In any such event no decision is taken at the Board of Studies before it is sanctioned by the Learning Support Unit Board of Studies.

For Learning Support Unit

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- a) Director Curriculum (Chair) *ex officio*;
- b) Deputy Principal Curriculum and Student Affairs (*vice-Chair*) *ex officio*
- c) Deputy Principal - Academic Management of Students & WBL (or his/her deputy) *ex officio*;
- d) Deputy Director of Curriculum *ex officio*;
- e) Key Skills Coordinators in lieu of the Heads of the Departments *ex officio*;
- f) Member elected by and from among all the teaching staff of the Learning Support Unit;
- g) Member elected by and from among the students
- h) Two members appointed by the Minister from among persons recognised for their competence and experience in the educational and training area of such particular Institute;
- i) Representatives of foreign institutes with which the College may have partnership agreements;
- j) Representative who is selected by the Minister from an economic sector having close ties with the area of studies and training of such particular Institute;
- k) Representative of a professional body which is recognised by the Minister in the area of studies and training of such particular Institute;
- l) Representative of QA (as and when necessary)

7.3 Frequency and Quorum of Meetings

The Board should meet at least once every six weeks and the quorum of the meeting shall be five (5) members.

Proposed Schedule

- Week 1 – Institute for the Creative Arts
- Week 2 – Institute of Applied Sciences
- Week 3 – Institute of Business Management & Commerce
- Week 3 – Learning Support Unit (preferably not at the same time as IBMC BoS)
- Week 4 – Institute of Community Services
- Week 5 – Institute of Engineering and Transport
- Week 6 – Institute of Information & Communications Technology
- Week 6 – Gozo (not on a Wednesday Afternoon)

This schedule would allow for at least two meetings per semester per institute and six meetings per academic year overall.

		Semester 1															
Week No.		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
Institute		ICA	IAS	IBMC	ICS	IET	ICT	ICA	IAS	IBMC	ICS	IET	ICT	ICA	IAS	IBMC	ICS
Meeting No.		1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3
				LSU			Gozo			LSU			Gozo			LSU	
				1			1			1			2			1	
		Semester 2															
Week No.		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
Institute		IET	ICT	ICA	IAS	IBMC	ICS	IET	ICT	ICA	IAS	IBMC	ICS	IET	ICT	ICA	IAS
Meeting No.		3	3	4	4	4	4	4	4	5	5	5	5	5	5	6	6
			Gozo			LSU			Gozo			LSU			Gozo		
			3			1			4			1			5		
Week No.		Week 17	Week 18	Week 19	Week 20												
Institute		IBMC	ICS	IET	ICT												
Meeting No.		6	6	6	6												
		LSU			Gozo												
		1			5												

Figure 1 - Proposed Meeting Schedule

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7.4 Agenda for Board of Studies

The items on the basic agenda include:

- Apologies
- Reading of minutes
- Matters arising from minutes
- Matters for report
- Agenda Items
 - New programme proposals (refer below para 7.5)
 - Cyclical programme reviews (refer below para 7.6)
 - Key performance indicators (refer below para 7.7)
 - Programme performance Full-Time
 - Student performance
 - Programme performance Part-time
- Items pending from the previous agenda
- Items not in agenda raised by members
- Any other matters

7.5 New Programme Proposals

The documentation required for discussion are described under Phase 1 in the 'Design, Development and Approval of Programme Qualifications Procedure' (Doc 013) referred to below :

The documentation will then be forwarded to the Executive Management Team for endorsement and submission to the Curriculum Department under Phase 1 requirements for programme development.

Reference Document

Doc 013: Design, Development and Approval of Programme Qualifications Procedure.

7.6 Cyclical Programme Review

The documentation required for discussion are described in the 'Programme Cyclical Review Procedure' (Doc 028) referred to below:

The above documentation will then be forwarded to the Curriculum Department as Feedback for the programme review cycle.

Reference Document

Doc 028: Programme Cyclical Review Procedure

7.7 Key Performance Indicators

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The following key performance indicators are reported and monitored during the Board of Studies Meeting.

7.7.1 Programme performance Full-Time

- Resourcing
 - Lecturing staff
 - Physical resources
 - Materials and equipment impacting delivery
 - Administrative support issues
- Assessment
 - Assessment schedules
 - Workload distribution
 - Timeline analysis
 - Verification cycle analysis
 - Sampling and publication of results
- Delivery schedules
 - Actual vs projected hrs
 - Timetable issues
 - Delays of factors that are impacting delivery
 - Individual unit progress
- Results publication and analysis (semester-based)
 - Mean and Median for each unit within the programme
 - Comparison between classes (where applicable)
 - Comparison with previous cohorts (where applicable)
- Work-based Learning
 - Issues with placement
 - Monitoring
 - Industry feedback (to also inform programme review)
- Classification of Degrees (annual cycle – full-time/part-time)
 - Overall results analysis
 - Individual unit analysis
 - Classification proposal for DRB to ratify
 - Dissertation evaluation and proposed action in case of marginal/failures
 - Individual marginal programme failure analysis and proposed action for the DRB to sanction

7.7.2 Student performance

- At risk students based on attendance
- At risk students based on results
- At risk students based on lecturer feedback (may also include social aspects)
- Disciplinary issues (micro and macro)
- Report on appeals and disciplinary boards held.

7.7.3 Programme performance Part-time

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- Resourcing
 - Lecturing staff
 - Physical resources
 - Materials and equipment impacting delivery
 - Administrative support issues
- Assessment
 - Assessment schedules
 - Workload distribution
 - Timeline analysis
 - Verification cycle analysis
 - Sampling and publication of results
- Delivery schedules
 - Actual vs projected hrs
 - Timetable issues
 - Delays of factors that are impacting delivery
 - Individual unit progress
- Results publication and analysis (semester-based)
 - Mean and Median for each unit within the programme
 - Comparison between classes (where applicable)
 - Comparison with previous cohorts (where applicable)
- Industry feedback (to also inform programme review)
- Funding opportunities and approvals

8. Masters Degree Committee (MDC)

7.1. Purpose and Scope of Board

- 7.1.1. The MCAST Masters programmes bring with them a set of requisites and challenges that are quite unique:
- a) They function under a blended learning methodology that combines physical interventions with eLearning and with significant VLE involvement;
 - b) They have a stronger research component, with dissertations making up at least 25% of the total content;
 - c) They depend much more on external expertise, visiting lecturers and collaborating professors;
 - d) They are largely populated by mature industry-driven candidates, with strong expectations;
 - e) They often delve into the expertise that is not necessarily strong in the collaborating MCAST Institute;
 - f) They are paid programmes, making them an objective of commercialization;
 - g) They do not always run annually, meaning that they can drop off the radar and reappear as necessary, making standard QA mechanisms more challenging.

All of these factors lead to the necessity of an overarching monitoring and regulatory setup that can operate with a degree of inter-dependability with the Institute's Board-of-Studies and with other mechanisms such as the MCAST Degree Ratification Boards and the MCAST Admissions Board.

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7.2. Board Composition

7.2.1. The MDC is composed of a minimum of 4 members, supported by a non-executive secretary as follows:

- a) MCAST Principal & CEO (Chair)
- b) Member 1
- c) Member 2
- d) Member 3
- e) Non-executive secretary

7.2.2. All members of the MDC need to be in possession of a doctoral degree and have a high level of knowledge and insight into MCAST's operations.

7.2.3. All members of the MDC shall hold a 2 - 3 year term of office, extendable or replaceable forthwith by the Principal.

7.2.4. Members are to be identified by the EMT and appointed by the Principal.

7.3. Regulatory Remit, Operation and Reporting

7.3.1. The main regulatory remit of the MDC shall be to oversee and regulate the implementation of two specific regulations at Masters level (EQF/MQF Level 7):

- i. Regulation 013 and 028 – focusing on the design, development, approval and cyclical review of all full-time, part-time, blended accredited and non-accredited courses that are new, require significant curriculum changes or require changes to resources or mode of delivery.
- ii. Regulation 005 – focusing on the operational implementation of programmes at Levels 5, 6 and 7. The MDC shall convene at a minimum every 8 weeks, and more often according to necessity.

7.3.2. The MDC shall contribute to the approval stages (as identified in Doc 013 'Programme Design, Development and Approval procedure) relating to the feasibility of masters programmes, level of preparedness, viable duration periods, necessary collaborations & support, and correct implementation.

7.3.3. The MDC shall collaborate extensively with Institute management, IRC's, key academics, MG2i, and all other relevant MCAST internal functions.

9. Degree Ratification Board (DRB) -

7.4. Purpose and Scope of Board

7.4.1. The main function of the Degree Ratification Board is to:

- a) review and ratify the process for issuing of student results
- b) confirm the results and proposed classifications (MQF Level 6 and 7 qualifications) prior to the conferment of the Degrees.

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7.4.2. DRB meetings are held at the end of the programme cycle. A DRB meeting is held for every programme (or group of related programmes).

7.5. Degree Ratification Board Composition

The Board shall be composed of:

- Chair: DP Academic Management of Students & WBL
- Member: DP VPET (for respective Institute under review)
- Member: Institute Director (for respective Institute under review)
- Member: Institute Deputy Director (for respective Institute under review)
- Member: Director of Quality Assurance
- Member: External Peer Reviewer (as needed)
- Non-executive Secretary

The Secretary to the Board shall keep the minutes of the proceedings.

The Chair to the DRB may request the presence of the Institute Vocational Coordinators (IVC) and/ or the Degree Coordinators to attend the meeting

7.6. Viva Board Procedure (Pre-DRB)

7.6.1. The Viva Board sessions are organised by the Institute management in order to confirm (or otherwise) the result assigned by the Dissertation Supervisor. The members of the Viva Board are assigned by the Institute Management.

7.6.2. Once the result of the dissertation is confirmed by the Viva Board, the Institute Management shall classify the overall results of the individual students taking cognizance of:

- a. Entitlement for compensatory passes;
- b. Borderline cases;
- c. Documented evidence of claims for extenuating circumstances by the individual students (or as identified by the Institute Management) as confirmed by the Student Support Services Department or other professional/s;

7.6.3. The Institute management is required to forward, at least 10 days prior to the date of the DRB, the following documents to the Chair of the DRB:

- a. broad sheet (results) for the individual cohorts;
- b. proposed classification of the student results;
- c. a list of names of students that have justified claims for extenuating circumstances as confirmed by the Student Support Services department or other professional/s;

7.7 External Peer Reviewer process (pre-DRB)

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7.7.1 The External Peer Reviewer is provided access by the Institute Management to the student results, graded dissertation, student logbook, grading rubric and any other teaching, learning and assessment material as deemed necessary (by the Peer Reviewer). The roles and responsibilities of the external Peer Reviewer are described in the 'Procedure for External Examiners' referenced below.

7.8 Degree Ratification Board process

7.8.1 At the start of the DRB meeting, the Chair explains the procedure to be followed and then provides a copy of the broad (result) sheet for the degree programme under review to the Board members.

7.8.2 The Chair invites the External Peer Reviewer to provide overall comments and also feedback on the individual student work sampled. The feedback includes but is not restricted to:

- i. the degree programme/s;
- ii. the assessment process;
- iii. the individual dissertations sampled during the peer review, including comments on borderline cases;
- iv. the individual and overall classifications.

7.8.3 The decisions by the DRB are also guided by the Degree Programme Regulations (Doc 005, section 12)

7.8.4 All Board Members sign the result sheet and any comments or decision agreed by the Board.

7.8.5 A copy of the result sheet is forwarded by the Board to:

- a) The Institute Management for communication of results to the students;
- b) The Office of the Registrar for transcript and certification purposes.

1. REFERENCE DOCUMENTS

- Doc 013 : Design, Development and Approval of Programmed Qualifications Procedure
- Doc 028 : Programme Cyclical Review procedure.
- Doc 038 : Student Conduct Regulations
- Doc 083 : Procedure for External Examiners
- Doc 133 : Record of Verbal Warning for Student Misconduct (Form)
- Doc 212 : Illegal Substance Procedure
- Doc 284 : Summons for the Institute Disciplinary Board (IDB) Hearing (Form)
- Doc 286 : Record of Decision Following Institute Disciplinary Board (IDB) Hearing (Form)

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APPENDIX 1 : STUDENT DISCIPLINARY BOARD PROCEDURE

Board Composition and Terms of Reference

(Note : Substance abuse cases are regulated by Doc 212 'Illegal Substance Procedure')

