



MCAST

STUDENT HANDBOOK

2021 / 2022

WELCOME TO MCAST



PROF IAN REFALO
MCAST President of the
Board of Governors



**PROF JOACHIM
JAMES CALLEJA**
MCAST Principal & CEO

Dear Students

MCAST welcomes you onboard and congratulates you on choosing our College to further your studies and training in one of our vocational sectors from Level 1 to Level 8. Your determination to further your studies by choosing one of our 190 courses available in six different Institutes for this academic year motivates us to give you our full support in harmonious collaboration with our dedicated MCAST lecturers and administrative staff. We aim to ensure that you work enthusiastically towards acquiring your desired qualification in your preferred vocational sector to join the employment workforce in due time.

One of MCAST's main goals is to make available a holistic education to all its students. Its professional educators are further supported by a host of services and other activities that include sports, chaplaincy, and personalised student services. These include counselling, career guidance, and Key Skills subjects to consolidate your character formation as a valuable member of our society. Our Student Hub focuses on assisting you to explore better ways of fulfilling your true potential in life. Becoming responsible citizens in our society is a leading value that reflects how MCAST supports the local community through the education of its future leaders in the various employment sectors.

During this year, MCAST is celebrating its twentieth foundation anniversary. Thousands of students have already benefitted from our institution, mainly inspired by its motto: 'Scientia et labore' – 'Through knowledge and work'. The MCAST curricula, apart from preparing you for your future employment achievements and challenges, lead you to mature into an esteemed member of the local workforce gradually. Thus, with great pride and satisfaction, MCAST is instrumental in developing students as persons, citizens, and professionals. You have now committed yourself to form an active member of our community.

Once you enter our premises, you are immediately struck by the developments taking place to shape the immediate and future College resources. The MCAST Board of Governors and Management have a clear strategy for the next five years (2022-2027). As a team, we are bound to take the next most important steps to move ahead in sync with what industry and the world of employment indicate as essential for your future. MCAST is committed to equipping you with the best updated academic, training and life skills that guarantee your success in your future. The MCAST Strategy will make your dreams come true.

We invite you to take advantage of the different opportunities on offer at MCAST during your stay at our College. Work-based learning opportunities, particularly apprenticeships, ERASMUS+ exchanges, College-based student associations, the MCAST Students Council (KSM) and sports are some of the various activities which may be an essential part of your personal development. We would like you to grow and develop your talents while staying with us. Your happiness through self-fulfilment in your choices is an integral part of MCAST's success throughout its history. What you do now will somehow determine the success of your future life.

We wish you a most successful experience at MCAST.

It is essential to read this handbook where you will find all the helpful information you require to support you throughout your studies at MCAST: rules, regulations, policies and procedures of the College and its Institutes/Centres, academic matters, important dates and contacts, as well as the various services and facilities available. In case of a possible conflict in the interpretation of the contents of this handbook, please refer to the documents available on the College website, which are final and binding, <https://www.mcast.edu.mt/>. Adherence to procedures and regulations is a must to ensure order and smooth running in an educational institution that welcomes thousands of students. This will augur a serene campus life and an enriching experience at the college.

COVID-19 Guidelines

MCAST guidelines, updated in line with advice from the appropriate authorities, may be accessed at <https://www.mcast.edu.mt/>

MCAST Quality Policy

OUR MISSION STATEMENT

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

The College fulfils its mission by ensuring that all programmes are designed, validated and periodically reviewed with the involvement of staff, students, industry and other stakeholders to assure that their expectations are met and even exceeded when realised.

The College aims to achieve this by committing to a structured Quality Management System that performs, as a minimum, the requirements of the National Quality Assurance Framework for Further and Higher Education and, where applicable, other international standards to guarantee continuous improvement.

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TO SHAPE
YOUR
FUTURE

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GENERAL COLLEGE INFORMATION

About MCAST

The six MCAST Institutes and the Gozo Campus provide all the technical and professional expertise required to deliver the programmes they offer. They maintain their position at the forefront of all the fields of study pertinent to their disciplines. To strengthen the focus on the different needs of students in the various disciplines, MCAST has organised its programmes in two diverse study areas: Technology and Applied Sciences; and Arts and Social Sciences, each falling within the remit of a Deputy Principal. Simultaneously, we have an Applied Research & Innovation Centre within the College to support applied research carried out at MCAST and to ensure that it is relevant to industry and the country's needs and that it is also published. This corporate structure enables the College to create focused strategies that address your specific needs while maintaining a proactive dialogue with all interested stakeholders to provide the best programmes for the country's socio-economic needs.

Technology and Applied Sciences

In the field of Technology and Applied Sciences, MCAST offers a broad portfolio of courses that will empower our graduates to engage with a fast-developing social, economic and political scenario that is becoming continually more driven by cutting edge technology. The range of courses is extensive, in a bid by MCAST to respond to our society's fast development and economy. We have programmes related to electrical, electronic, mechanical, auto, aviation, and marine engineering processes in the engineering field. In the transport sector, we offer courses related to logistics and the management of maritime and aviation transport systems. We are currently also developing further the range of programmes related to the building and construction industry, including the conservation of our rich architectural heritage. Our College also offers education and training related to the fast-developing world of ICT in all its forms and colours. Courses range from computer systems and networks to the development of front end and back end

computer software, including mobile apps, gaming and ICT applications and solutions for innovative business development. The COVID-19 situation has brought to the fore the critical role played by nurses and paramedics in general in contributing to the national health service. At MCAST, we offer programmes in the field, including a BSc in Nursing, enabling our graduates to find employment in the sector. We also cultivate the area of environment protection and management, horticulture and animal management. This rich educational offer is also wide-ranging in level and scope. Our Technological and Applied Sciences institutes offer part-time and full-time programmes that go from Foundation level to Master's degrees. Some of these programmes are also provided at the small but vibrant MCAST Gozo Campus. We strive to offer a holistic education, providing our students with the technical and cultural competencies to contribute to a better quality of life in a fast-changing world. We entice you to become part of our learning community so that you can also contribute back to society during and after your studies with us.

Dr Mario Cardona

Deputy Principal - Technology and Applied Sciences

Arts and Social Sciences

As the leading institution in vocational education in Malta, we take pride in preparing our students for the future, vis-a-vis the changing labour market and empowering them to grow into lifelong learners and active citizens with a sense of individual and social responsibility. We strive to deliver study programmes that are holistic and which provide the student with the opportunity to learn from real-life experiences through work-based learning. Thanks to our dedicated staff in the arts and social sciences, we provide an environment that enables your individuality and creativity to flourish, making the MCAST community a true celebration of diversity.

Dr Tatjana Chircop

Deputy Principal - Arts and Social Sciences

Research and Innovation

Tackling the challenges our world faces demands collaboration, a whole systems approach and innovations that generate fundamental and applied research. At MCAST, we help shape the future by investing in our people, students and staff alike, as well as facilities and capabilities. Our academics nurture future innovation by conducting interdisciplinary and impact orientated research that is industry-driven and supported by our various stakeholders. As an undergraduate or post graduate student, you are invited to help tackle national, regional and global challenges by contributing to this researcher network, for whom publication of research papers must be seen as an essential part of the research process and integral to the services offered by the MCAST Applied Research & Innovation Centre. You will also be involved in our innovation drives through our EdTech framework, which looks at introducing highly beneficial technologies into MCAST, such as Artificial Intelligence and Virtual/Augmented Reality.

Dr Alex Rizzo

Deputy Principal - Research and Innovation

Your MCAST - Your Future

MCAST is Malta's central Vocational Education and Training (VET) provider, offering a vast selection of courses, ranging from MQF Intro A to MQF/EQF Level 8, in different subject areas. MCAST strives to provide the best curricula and learning pedagogies for you by addressing your specific needs and preparing you both for the world of work, and furthering your education within the lifelong learning conceptual framework. Information on your grades, attendance and progress will be made available through the College Management Information System so that you accurately track your module enrolments, assessment results and final grades. We encourage you to use our internal communications platform by downloading the

Classter Mobile App. This will allow you to receive the latest communication from your Institute and keep you informed of your assignment deadlines, grades, and feedback publishing.

MCAST puts Work-Based Learning (WBL) as an essential pillar in the learning process. Throughout your stay at College, you will have the opportunity to gain work experience through Apprenticeships, Placements and Internships depending on the level of your course and WBL mode employed. This will help you gain competences that are better gained through real-life work experience rather than simulated environments while also putting you in contact with your prospective future employers. Our curricula also embed the social responsibility one must have towards others. We encourage you to be active participants in voluntary organisations and our several student societies. We wish you the best of success in your studies and trust that your experience at MCAST will help you grow as professional workers with a strong work ethic and active citizens within the community.

Mr Ronald Curmi

Deputy Principal – Academic Management of Students and Work-Based Learning



Learning Support Unit (LSU)

The LSU collaborates closely with the Institutes to ensure that learners receive the necessary academic support to acquire basic skills in English, Maltese, Mathematics and other key skills. Through different teaching and learning strategies, the LSU helps learners become more autonomous and independent as they progress to higher levels.

Additional Support: The LSU provides learners at all levels with individual or small group support in specific subjects or areas of development. Support in the form of weekly sessions is available upon demand, wherein learners receive the assistance required in specific literacy skills, speaking, reading and writing practice, coaching in the planning of assignments and other coursework, and guidance on how to manage studies. Requests for any other additional support will be considered.

Language Courses: The LSU also offers Subject Proficiency Assessment (SPA) language courses in Italian, French, German, Spanish and Chinese, and Maltese as a Foreign Language.

T: 2398 7514/7518

E: lsu@mcast.edu.mt

Mr Duncan Vella

Deputy Director
Learning Support Unit and Key Skills Unit



Inclusive Education Unit (IEU)

MCAST aims at creating an inclusive environment where learners are provided with the educational support required to develop their full potential. Students with particular needs or disabilities (including dyslexia, autism, visual/hearing impairment etc.) are registered with the IEU through an online application followed by a meeting to discuss their needs further. IEU services spread over all levels and institutes, reaching out to all IEU students.

Services include:

- **Access Arrangements** (e.g. extra time, reader) *
- **Individual LSE Support Sessions** in Maltese, Maths, English and General Support *
- **In-Class LSE Support Sessions** (Intro A to Level 3 depending on the group abilities) *
- **MAP Sessions** to identify students' challenges and support required *
- **Orientation Tours** for students to familiarise themselves with the campus (particularly for anxiety, autism and orientation-related needs)
- **Peer Preparation Sessions** to foster classmates respect and encourage support *
- **Multi-Disciplinary Support** through liaison with other support services.
- **Transport** for mobility-impaired students
- **Personal Assistants** for students with considerable motor skills difficulties
- **Student Needs Notification** to the respective management and lecturing staff
- **Reasonable Accommodation** on a case-by-case basis

*Available both on-campus and online

Documents required for IEU registration (applicable ones only):

- **Psychological Report**
- **Occupational Therapy Report**
- **Medical Evidence**
- **MATSEC / ADSC Confirmation Letter regarding access arrangements**
- **Individual Education Plan (IEP)**

To start your IEU registration process, please complete the form below, and we will contact you back:

<https://forms.office.com/r/PwvEmpxf2G>

A: Inclusive Education Unit, MCAST Main Campus, Paola, PLA 9032

T: 2398 7237 / 7324 / 7127

E: inclusiveducation@mcast.edu.mt

Mr Joseph Zammit

Deputy Director

IEU-Inclusion & Support



MCAST Entrepreneurship Services

MCAST provides learners, alumni and researchers with the opportunity to transform their creative and innovative ideas into sustainable and profitable business ventures. MCAST aims to equip candidates with the necessary knowledge, skills and competences to succeed in their business venture. The MEC engages in entrepreneurship-related activities, which serve to enrich learners' entrepreneurial experience. Students who approach MEC with a business idea are assigned a mentor to guide them towards reaching their full potential by establishing a rhythm of interesting and stimulating discussions. In addition to mentoring, the MEC contributes further to the educational needs of the candidates by organizing specialised, focused and individual training aptly delivered by established entrepreneurs. It also participates in several activities aimed at engaging learners in the entrepreneurial world and raising entrepreneurship awareness.

T: 2180 6658

E: mec@mcast.edu.mt



Apprenticeship and Work-Based Learning Department

At MCAST, we are determined to create an environment that assists you in your journey to accomplish what you love and are good at. As a Vocational Education and Training (VET) Institution, MCAST firmly believes this can be achieved through Work-Based Learning (WBL). WBL is an integral and core activity of high-value vocational education and training. As Malta's leading VET institution, MCAST is responsible for designing, developing, and implementing WBL within several areas of economic activity, spanning various disciplines across all levels of the Qualifications Framework. WBL provides you with an excellent opportunity to develop employability skills.

The MCAST Apprenticeship & Work-Based Learning Department is there to support and assist you in finding vacancies for on-the-job training that fuels your interest, motivation, skills and competences in your area of study. The apprenticeship scheme allows you to work and learn with one of MCAST's partners throughout your learning journey.

We support you by providing:

- Active engagement with registered industry partners;
- Effective processes and constant oriented internal operations;
- Identification and advertising of on-the-job opportunities for apprentices;
- Coordination and management ensuring the rights and responsibilities of apprentices and industry partners, as regulated by the MCAST Apprenticeship Agreement;
- Recording of apprentices' on-the-job training attendance; On-Site supervision and
- Guidance to apprentices in compiling their on-the-job training logbook. Specific induction sessions are conducted before starting your experience in the world of work.

Apprentices may call personally at the Apprenticeship & Work-Based Learning Department at MCAST Main Campus in Paola.

T: 2398 7143 / 7153 / 7158

E: apprenticeships@mcast.edu.mt

Dr Romina Borg

Director – Apprenticeship and Work-Based Learning

MCAST Erasmus+ Projects and Mobility Office

Being a vocational college, MCAST stresses the importance of providing you with the best possible exposure to the world of work. Therefore, I firmly believe that international mobility offered by the Erasmus+ programme is ideal. Apart from providing a learning/training experience, Erasmus+ helps you grow, mature and learn about different European cultures. The Erasmus+ Projects and Mobility Office caters for all MCAST students and provides opportunities for international exchanges under the Erasmus+ programme, striving to provide unique global working and/or learning prospects and supporting you before, during and after your mobility.

A semester of study abroad improves future job prospects by developing soft skills and ensuring you are prepared to compete in the international job market. We have various partners across Europe, ranging from Latvia to Portugal, Spain, the Netherlands, France, Norway, Ireland, Finland, Germany, Poland, etc. Through collaboration with various colleges, universities and companies abroad, we provide work placements and study mobilities for many students, which is growing every year. There are multiple opportunities for students following different education paths at MCAST:

- Students in their final year of Level 4 courses can benefit from a 2 or 3-week work placement abroad with a company;
- Higher Diploma and Degree students can benefit from

a 2-3 months' work placement abroad in summer, or even follow a full semester of study abroad that will be merged with the course they are following at MCAST; and

- Degree students may also benefit from a similar opportunity within one year of graduating, for a minimum of 2 months.

We also provide other international opportunities through partnership projects with various institutions based on different themes. Many students are involved in these projects. This is a truly international experience through which European identity is discovered.

T: 2398 7408/7219/7422/7308

E: louis.aquilina@mcast.edu.mt

E: jodie.bonnici@mcast.edu.mt

E: christian.debono@mcast.edu.mt

Ing. Louis Aquilina

Director – Erasmus+ Projects and Mobility Office

The Office of the Registrar

The Office of the Registrar provides leadership and recommendation to the Principal and President regarding academic policies. It is your point of reference in all matters related to registration, progression and certification. It is accountable for the efficient management and maintenance of all pertinent student records such as entry requirements, personal student information, attendance, performance, and other relevant data and the effective and efficient delivery of service where student records are concerned.

In addition to the maintenance and evaluation of student records, the Office of the Registrar is responsible for a wide array of academic support duties, and responsibilities, such as preparation and implementation of the academic calendar, requirements and procedures in enrolment and

application, stipends, and the interpretation of educational policies including the evaluation of credits/ loads earned and academic requirements for your graduation.

Ms Maria Pace

Registrar

Communication

It is highly important that you maintain constant communication with the College and Institute. You should familiarize yourself with the College's and Institute's Administration communication system for the latest developments in this respect. Communications such as the ones listed in the sections below are forwarded to you via various media platforms.

Lecturers offer their support regarding academic issues, whilst matters concerning attendance, stipend and other similar queries are to be addressed to the respective Institute's administrative staff. MCAST also offers support and counselling services on matters of a personal nature.

Student Emails

At the start of the academic year, MCAST assigns its students a dedicated email address. You will then be provided with

instructions for activating your MCAST email account. It is your responsibility to frequently check your inbox for any messages requiring your attention. You are also reminded to check the junk/spam folder, since certain emails, even if legitimate, may be transferred to this folder by the spam filter system.

Students are expected to read all email messages sent to their MCAST email account. Kindly note that emails can be accessed from anywhere, using an internet browser and the URL: **<http://www.outlook.com/mcast.edu.mt>**.

Institute Notice Boards and Digital Signage Monitors

The most immediate forms of communication are the Notice Boards and Digital Signage Monitors found in common areas within the Institutes. Any important information, which the College and/or Institute would wish to pass on to you, will be found on these notice boards/monitors. It is your responsibility to check the notice boards regularly throughout the day.

Tele/Mobile Phones and SMS

During the academic year urgent messages are passed on by the College's and/or the respective Institute's Administration via tele/mobile phones and SMS.

It is important to inform the College's and the respective Institute's Administration of any changes to your contact details as soon as possible.

Mail

It is important that the College and the Institute are always kept informed of your current and correct home address since there may be communication via post.

MCAST Website

The MCAST website **www.mcast.edu.mt** is continuously updated to provide you with the latest details related to all aspects of the MCAST campus experience. It includes detailed information about all full-time and part-time courses, upcoming events, latest news from each Institute,



officially approved policies and procedures and related forms, as well as a full list of email and telephone contacts of all MCAST departments.

MCASTmt Facebook Page

The MCASTmt Facebook page is another means through which the College interacts with students, staff and the public, showcasing the MCAST campus experience on social media.

The aim of this Fb page is to encourage students to share ideas, suggestions and MCAST experiences through photos, videos, competitions and wall posts. Like and share the MCAST Fb page (URL: <https://www.facebook.com/MCASTmt>).

MCAST Student Card

MCAST provides all students with a personalised Student Card issued by the Office of the Registrar. This is a vital document which students are expected to wear at all times on Campus and during any College/Institute events. The MCAST Student Card should be presented on request and is required to gain access to the various services offered by MCAST, including the Library and Learning Resource Centre and the Office of the Registrar. It is also necessary when sitting for Time Constrained Assignments (TCAs) and Class Based Assignments (CBAs), when submitting payments, etc. If you do not present the card when requested, you cannot avail yourself of the services and may be asked to leave the campus for security reasons. The Student Card also enables you to log on to the College IT systems in order to monitor your attendance and performance reports.

The MCAST Student Card can also be presented to third parties as proof that you are attending courses at MCAST. You are to abide by any conditions that may be set by the College in relation to the MCAST Student Card, as well as any deadlines set and communicated. Cards issued by MCAST remain the property of the College and are to be returned if, and when, requested. Lost Student Cards are to

be reported immediately to your Institute's Administration.

Students' Maintenance Grants

Students' Maintenance Grants are funds awarded to students studying in post-secondary and tertiary educational institutions after they are found eligible following a vetting process. Students who wish to apply for Students' Maintenance Grants apply online at the beginning of the academic year. Legal Notice 308/2016 and regulations issued by the Students' Maintenance Grants' Board determine the criteria for eligibility. Students' Maintenance Grants are classified into seven distinct tiers:

Initial Grant: to be utilised for the purchase of textbooks and other educational material. It is credited to your bank account as soon as possible after you confirm your online application.

One-Time Grant: complements the Initial Grant and serves as further financial aid to students studying at degree-level (MQF/EQF Levels 5 and 6) at MCAST.

Stipend: paid periodically in backdated four-weekly payments. Students applying for the Students' Maintenance Grant before the end of November of each academic year shall receive their first stipend in December backdated to the start of the academic year, subject to confirmation of application by the student. Students' Maintenance Grants paid to students studying at MCAST are subject to deductions according to the students' attendance records collected by the respective institute/department.

Supplementary Allowances: When applying for the Students' Maintenance Grants, students facing hardship, including financial difficulties, have the option to apply for the Supplementary Allowances online. This award consists of an extra stipend rate (at MQF/EQF levels A-6) and an extra yearly grant for degree-level (MQF/EQF Levels 5 and 6) students. Applications for Supplementary Allowance are vetted by the Students Maintenance Grants Board (SMGB).

All additional documents requested by the Board need to be uploaded on the student's online application for a maintenance grant.

- Applications for Supplementary Allowances will NOT be accepted after the end of November of the respective academic year unless the reason causing the hardship originated after the closing date.
- There will be no further processing of applications after the end of June of the respective academic year.

Single Parents' Benefit: Single parents who are studying on a full-time basis and who are in receipt of Students' Maintenance Grants may apply for this extra benefit by sending an email to administration.mfed@gov.mt. Students must indicate on the online application for Students' Maintenance Grants that they are single parents in receipt of social assistance next to the relevant question. The amount of Single Parents' Grants credited to students depends on the MQF level of the course followed.

Top-up Stipend: MCAST Apprentices may be eligible for a top-up stipend rate. This top-up stipend is additionally credited to students working with a sponsor. Apprentices receive a percentage of the National Minimum Wage Rate. These rates are credited after attendance logs with the sponsor are submitted to the Apprenticeships Office at MCAST within the stipulated timeframes.

Summer Special Stipend: MCAST Apprentices who are currently working with a sponsor, and who provide their attendance logs within the specified deadlines, may be eligible for a Summer Special Stipend rate. Three stipend rates are credited in September, October and November. No payments of the Summer Special Stipend will be made after the end of November of the respective academic year.

Queries regarding Supplementary Allowances are to be addressed:

A: Students' Maintenance Grants Board, Room 207,

Ministry for Education and Employment,
Great Siege Road, Floriana.

T: 153

E: maintenancegrants.mfed@gov.mt

Absenteeism

Stipend rates and Supplementary Stipend rates are subject to deductions according to the attendance data forwarded by the Institute. Students who: (a) resign, (b) abandon, or, (c) fail to continue their course of studies will have to refund the initial grant/one-time grant or part thereof and/or any stipend received after the last day of attendance. To retain their eligibility for Students' Maintenance Grants, students are not to work more than 20 hours weekly throughout the academic year.

Students applying for the Students' Maintenance Grants before the end of November of each academic year are considered eligible for Students' Maintenance Grants as from the beginning of the academic year. However, students who submit their online application after the 30th of November of the respective academic year can only be considered eligible as from the date when they submitted the online application.

The Students' Maintenance Grants' Legal Notice 308/2016 clearly specifies that any student missing lectures and/or showing a lack of academic progress will have the Maintenance Grant deducted accordingly. MCAST records attendance by the hour and deductions are made accordingly every period of four weeks. The Students' Maintenance Grants' Legal Notice and the decision of the Students' Maintenance Grants' Board will be strictly adhered to by the College and the Institutes' Administration.

Students' Maintenance Grants Payslips

After each stipend payment date, you will receive your pay slip via the email address entered in your Students' Maintenance Grants online application. It is your responsibility to check your inbox and make sure that you

receive your payslip. These pay slips are to be retained by you for future reference.

It is important to note that pay slips for maintenance grants payments are issued by the OPM and the attendance periods shown on the pay slip pertain to government employees ONLY. Access to Maintenance Grants pay-dates including attendance period dates for the current academic year can be found on <https://www.mcast.edu.mt/maintenance-grants-paydates/>

MCAST Stipends Office

MCAST has a Stipends Office on campus responsible for the running of the Students' Maintenance Grants' scheme across the College and for tackling queries related to the issue of Students' Maintenance Grants. Queries are to be addressed to this office from Monday to Friday between 08:30 - 12:30.

A: MCAST Stipends Office, Rm 306B, Students' House, Main Campus, Paola, PLA 9032

T: 2398 7245

W: <https://www.mcast.edu.mt/registrar-stipends-office/>

Students on Apprenticeships

Students following an apprenticeship course must join the Apprenticeship Scheme and actively seek to find and retain a sponsor. Students following an Apprenticeship must, at the end of every month (or as directed), submit their attendance record to the Apprenticeship Office. Failure to submit the attendance record on time may result in either delayed or no payment for the period concerned.

Students' Maintenance Grants Online Application

Access to the online application can be found at <https://education.gov.mt/en/studentsgrants/Pages/default.aspx>. Students must log on with their personal e-ID and password in order to fill in the application form for the Students' Maintenance Grants. Applicants will be required to choose details regarding their course of studies and fill in

their bank details, including the 31-character IBAN. It is of the utmost importance that the electronic form is completed correctly so that there will be no delays in processing the application. Students must apply for the stipend online before the end of November of the respective academic year.

- If you change your IBAN number, it is important that the old account is kept open until the first stipend is credited to the new bank account to avoid unnecessary delays in payment/s.
- New students should upload a scanned copy of their full Secondary School Leaving Certificate and Profile (all pages of the SSC&P issued at the end of Form 5) on the online application for Students' Maintenance Grants.
- All students are required to upload a scanned copy of a recently updated JobsPlus Employment History to the online application for a stipend.

Application Submission

By submitting the online application form, you shall be:

A. confirming that all the information submitted is correct and that you bind yourself to repay the Government of Malta the amount of money indicated by the Authorities should you, for some reason, have:

1. misled the Authorities through the information submitted;
2. absented yourself from the course;
3. failed to register satisfactory progress;
4. discontinued your studies; and,
5. worked more than 20 hours weekly.

B. binding yourself to inform MCAST Stipends Office if there are any changes in your status/details following confirmation of your online application for Students' Maintenance Grants and upload updated documents, as deemed necessary.

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

D. authorising the respective Authorities to take any necessary action, as may be necessary, to recover any overpayments or amounts due by applicants.

Following the submission of the online application, you will receive an email and an SMS text confirming the submission. Once the application is processed, you will receive updates on the status of your application via SMS and through the online system indicating any updates or confirmation required. The online application is only completed after all the steps have been followed. Any incomplete applications will remain pending until you take further action, as required. Kindly note that no further processing of the application will take place after 30th June of the respective academic year.

Eligibility and Payment

Online applications are vetted according to course enrolment data held at MCAST, subject to students' attendance data and according to the criteria set by Legal Notice 308/2016 regulating the award of Students' Maintenance Grants. Once an application has been approved by the MCAST Stipends Office, you will receive instructions via email to confirm your application. You are to login again using the e-ID and active password and click on the Confirm button. All Students' Maintenance Grants are credited directly to students' bank accounts. No alerts are sent to students when funds are credited, so you are to check the fund balance directly in your account.

Justification of Absence and Extenuating Circumstances

Every absence from any lecture session, or Institute event, must be justified either by a (blue) Medical Certificate or by providing an official document (such as the court hearing

notification, driving test date schedule, examination timetables, medical appointments, etc.), which is to be handed in to the respective Institute's Administration.

When you are sick/taken ill you will be expected to hand in the Medical Certificate to your Institute's Administration as per the table below:

Part of Day	The following school day
1 Day	The following school day
2 - 5 Days	By not later than the 2nd school day upon your return
Prolonged Sickness	Every six days from the first medical visit, either by post or by a trusted representative

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

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

Student Attendance: As an MCAST student, you will only benefit from the vocational experience through proper attendance and full involvement in your programme of study. You will be automatically notified if you are repeatedly absent/late and may be stopped from carrying out assessments if your behaviour exceeds acceptable limits. Should this behaviour persist, you will be considered as having resigned from your programme of study. You are advised to check your MCAST email daily for any notifications in this regard.

Data Protection Policy

The General Data Protection Regulations (GDPR) regulate the processing of personal data, whether held electronically or in manual form. MCAST is geared to fully comply with the Data Protection principles as set out in these Regulations. MCAST collects and processes information to carry out its functions under the Education Act. All data is collected and processed in accordance with GDPR, the Education Act and other subsidiary legislation.

The information you provide to the College may be disclosed to the Education Department and to other Government Authorities/ Agencies, as authorised by the respective laws. Any data collected will be processed strictly in accordance with GDPR. Your rights are strictly protected according to the provisions of these regulations. The MCAST Data Protection Office may be contacted for further information at:

A: MCAST Administration Block, Reno C. Borg Building, Corradino Street, Paola, PLA 9032
E: dpo@mcast.edu.mt
T: 2398 7307

The MCAST Student Privacy Statement can be accessed at:
W: https://www.mcast.edu.mt/students_privacy_statement/

Anthony Saliba

Director in the Office of the Principal

Library and Learning Resource Centre (LLRC)

A very warm welcome to MCAST Libraries. We provide information and resources to support the learning, teaching and research needs of our student and staff community. We are here to help you throughout your term at MCAST. We will help you succeed in achieving academic and research excellence. Our dedicated and friendly Library staff is eager to assist you and make your Library visit an enjoyable and

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Ms Liza Franco

Director- MCAST LLRC



MCAST Library Services Overview

The Library and Learning Resource Centre (LLRC) on the MCAST Main Campus in Paola (also referred to as the Main Library) is a four-storey building located a few metres down from the main pedestrian entrance. LLRC houses information and resources on all subjects being taught at the MCAST Institutes and is based on the MCAST Main Campus in Paola. Our Library is a vital resource centre for both students and staff. Besides academic materials, there are subjects of general interest and a good fiction collection, in Maltese and English, for leisure reading, as well as several DVD films that can be viewed inside the library. In addition to books (lending and reference), the Library also stocks CDs, DVDs, educational games and toys and an extensive collection of periodicals (journals and magazines) on many subjects, all of which may be borrowed. There are also past dissertations for consultancy. We also offer services that include group and one-on-one induction sessions, introduction to the use of e-resources and catalogues, as well as help in research. You can also scan documents, print material and do photocopies at reasonable prices. A number of leaflets are available at the library desk to assist you in using the library and its collection, services and facilities. Moreover, trained professional staff can be approached at the main counter or reference desk in the reading halls and off-site libraries.

Satellite Libraries

Besides on the main campus we have other off-site libraries available for all registered students and staff (full or part-time). The following is a list of all MCAST libraries:

- **Main LLRC – MCAST Main Campus, Paola;**
- **Institute of Applied Sciences – Centre of Agriculture, Aquatics and Animal Sciences Library, Qormi;**
- **Institute for the Creative Arts Library, Mosta;**
- **Gozo Campus Library, Ghajnsielem.**

Library Webpage

The MCAST LLRC Webpage including detailed Information regarding Library resources and services can be accessed from MCAST Library's webpage <https://www.mcast.edu.mt/mcast-library/> (or from the Research section of MCAST website). Detailed catalogue with entries on all printed titles in the Library's collection, can be also accessed. Please make use of the Library Menu which includes the useful information like How to search for resources (Catalogue search), Search Tips, Electronic Resources, Information for 'New Users', Opening Hours, Services, Registration Form, Contact Points etc. Library Menu can be seen at the bottom of the left hand side of the Library webpage.

Online Library

A large number of full-text electronic journals and electronic books can be searched for, downloaded and read online through the main library page by clicking on Electronic Library Resources webpage <https://www.mcast.edu.mt/electronic-library-resources/>. In addition to print materials we have an extensive collection of electronic resources. These include hundreds of thousands of e-books and millions of e-journal articles. We are subscribed to EBSCO, Emerald, IEEE and Weblinks databases for journal articles and ProQuest database for downloadable e-books.

Services

In addition to the above mentioned information resources, the LLRC offers a number of other services which are explained on the Library Services page <https://www.mcast.edu.mt/library-services/>.

- New Students: Please visit Library's New Users page to get familiarized with the Library <https://www.mcast.edu.mt/new-users/>.
- Individual or Group Library sessions: We conduct library workshops to help students to locate resources (physical and online resources) and to conduct research effectively. You may contact us individually or as a group to organise a session.

- MCAST Libraries Facebook: Please be updated by following our Facebook page <https://www.facebook.com/MCAST.Libraries/> .
- MCAST LLRC YouTube Channel: Please make use of guideline videos on our YouTube channel https://www.youtube.com/channel/UCEkd96YLIL8PXc_XhUPWIZw .
- The other facilities include silent study area, group study areas, computer lab, photocopying, scanning, printing and WiFi.

Access to Wi-Fi is open, but MCAST reminds students that internet connectivity is filtered and regulated by the MCAST Wi-Fi Policy (Doc 182), accessible via the MCAST website. Students are encouraged to use the Wi-Fi responsibly and to turn off Wi-Fi connectivity on their phones during lectures.

LLRC's opening hours

The LLRC's opening hours can be regularly viewed from the Library addresses and opening hours' webpage, or else at the entrance to the Library. During the Christmas, Easter and summer holidays, opening times change and these are posted on the Library's webpage and on the doors of all Institute Libraries. Any MCAST student, lecturer, or non-academic member of staff may make use of any MCAST library, irrespective of which Institute they come from.

LLRC Rules

- Library Registration: It is important that you are registered with the library by filling the Registration form, which is also available on the Library Webpage, to access Library resources and services.
- Please keep your Student ID card always in your possession while entering the library.
- You can borrow up to four books (five in the case of MQF/EQF Levels 4, 5, 6 and 7 students) for three weeks at a



time. Journals/magazines may be borrowed for one week. You are reminded to return the library items on time, or there will be a fine of €0.12 per item borrowed for every overrunning library opening day. You may renew or reserve items online through the library webpage by clicking on – My Library Account.

- Only registered users can borrow items. All borrowed items have to be first checked out and registered at the counter. Failure to do so will trigger the security alarms.
- The Main Library is divided into two main areas: one is for group work, the other for individual silent study. Maintain the noise level to a minimum while working in group work areas.
- Mobile phones must be kept in silent mode and calls may only be answered in the stairs area or near the entrance.
- No food or drinks (except for small bottles of water) are allowed within the library.
- Bags have to be left at the allocated spaces near the entrance. Use of the free lockers is recommended. However, you are solely responsible for your personal belongings and neither the College nor the LLRC can

be held responsible for any lost or stolen property.

- Recent issues of journals and reference books cannot be taken out of the library. Older issues of journals can be borrowed for one week at a time.
- Books and journals removed from shelves should be left on tables or trolleys. They will be re-shelved by the library staff.
- Please refrain from navigating to objectionable sites, downloading programmes, or music, or playing games.
- For detailed Library regulations, please visit the College Documents page on the MCAST website.

https://www.mcast.edu.mt/wp-content/uploads/DOC_041-CORP-REV-G-LIBRARY-AND-LEARNING-RESOURCES-CENTRE-REGULATIONS.pdf

Contact Us:

T: 2398 7500/1/2/3

E: LLRC@mcast.edu.mt

W: <https://www.mcast.edu.mt/mcast-library/>

Y: MCAST LLRC

F: MCAST Libraries

Outreach Services and Student Affairs

The staff members of the Outreach and Student Affairs Department are here to assist and support students in their educational journey at MCAST. We all hope that you reach your aspirations and achieve the course qualification successfully. Should you come across any barriers and challenges along your journey at the College, you are encouraged to seek assistance and benefit from the required support.

Mr John Bartolo

Director

Your Career

Make your dream career a reality! Meet the Career Advisers within the Outreach Services and Student Affairs team for assistance and guidance in your choice of an educational programme and career path. We are here to help you identify your abilities and potential to develop and grow both in your personal and career visions.

Career advisers will support and empower you to make your own career and learning choices. Together, we can share timely career information, discuss learning, training and work issues, explore careers that would suit you best, set up an action plan to achieve your dreams, identify tips on how to look for a job or kick-start your career and improve your interview skills. If you have any questions or queries about jobs, careers, learning opportunities or vocational training get in touch with us.

T: 2398 7135/7136

E: career.guidance@mcast.edu.mt

Student Liaison Office

The aim of the Student Liaison Office is to create a college ambience that offers students a holistic experience towards educational and personal growth. Assistance and guidance is given to students on all the services offered by the College whilst also guiding them to the various support structures in place within the College.

T: 2398 7310

E: marina.sceberras@mcast.edu.mt

Student Organisations

Kunsill Studenti MCAST (KSM) is the main Student Organisation of the College and you are welcome to contact them with any queries and suggestions on their email: kunsillstudentimcast@gmail.com.

Students are also encouraged to form organisations representing their respective Institute thus contributing to a vibrant life experience on campus. Should you require any further information/assistance you may contact the Student Liaison Office.

Rights and Obligations

It is in your interest to acquaint yourself with the specified rights and obligations as stated in the Student Charter Doc:

Youth Hub

The MCAST Youth Hub is housed within the Student House. It offers an informal and recreational environment through which Youth Worker/s from Agenzija Zghazagh build a healthy relationship with students. This should encourage you to develop projects and initiatives that enhance your personal and social skills, also upgrading your educational attainment and employability.

Activities organised within the Youth Hub, such as daily discussions related to topics and issues chosen by students are delivered by professional guest speakers. Other activities, such as, tournaments, crafts, national campaigns and calendar events are organised in collaboration with the different Institutes and organisations within the College.

We hope that your experience at the Youth Hub empowers you to take decisions, act responsibly and work towards the achievement of your personal goals.

Opening Hours: 08.00h to 14.00h

T: 23987168

E: shaun.busuttil@gov.mt

The MCAST Integration Unit

The MCAST Integration Unit aims at welcoming, accompanying and integrating students throughout their academic journey at the College. Diversity is celebrated

during the academic year through activities with the participation of students of all nationalities. We seek to encourage students to create awareness and value integration and as a result benefit from the wealth of knowledge derived from a multinational environment. To achieve this, the College engages in the support of staff members through professional development. It also seeks collaboration with NGOs working in the field of integration whilst offering continuous support to individuals or groups of students facing the challenges of integration within MCAST.

T: 2398 7329

E: james.m.camilleri@mcast.edu.mt

Wellbeing Hub

MCAST takes a proactive approach in helping you be better equipped to cope with the demands of further and higher education. We are committed to deliver a high quality, professional service during this exciting time of your lives and we are honoured that you have chosen MCAST to be a part of your present and future. We assure you that safeguarding the student holistically is embedded in all that we do and we are here to ensure that you have access to services and support that are appropriate to your needs and circumstances.

What is counselling/therapy? Counselling and/or therapy provide a space to explore options for difficulties that are upsetting you or preventing you from enjoying positive life experiences.

Why speak to a counsellor/therapist? Talking to friends and family is very important. However, sometimes, speaking to a professional who will listen and is non-judgemental can support you further in dealing better with your difficulties in a safe space. In counselling/therapy, you can deal with personal problems that are negatively affecting you. Whatever life has offered you, you have the power to

positively manage your own life and to take your own decisions.

A: MCAST Student House, Level 3, Main Campus, Paola
T: 2398 7115/7129/7133/7186/7189/7190; 2398 7188 (Admin)
E: counsellors@mcast.edu.mt
T: (Gozo Campus): 2387 7665/6/7
E: (Gozo Campus): studentsupport-gozocampus@mcast.edu.mt

Educational Psychology Services

The service of an Educational Psychologist is offered at MCAST. Support can be provided to students who have difficulties related to their academic learning, social and emotional development. An assessment can be carried out to determine any underlying factors contributing to these difficulties. Supportive interventions can also be provided to students in order to manage and cope better with their difficulties.

A: MCAST Student House, Level 3, Main Campus, Paola
T: 2398 7189
E: marilyn.muscat@mcast.edu.mt

Student Support Services - Group Activities

Different life experiences can influence our wellbeing. By participating in group workshops, you have the opportunity to discuss various personal and social themes of your choice with other students and the counsellors/ therapists. Group work enables a type of interaction that is not possible in one-to-one sessions. Group interaction helps in addressing emotional distress through mutual sharing of experiences. Through these sessions, you will also learn to help one other and to work as a team. Acquiring group communication skills can be beneficial on a personal and academic level, as well as in your future workplace.

A: MCAST Student House, Level 3, Main Campus, Paola

T: 2398 7115/7129/7133/7186/7190
T: (Admin): 2398 7188
E: counsellors@mcast.edu.mt

Student Support Services Coordinators

The Student Support Services Coordinators (SSSCs) are lecturers within your Institute and act as a main point of reference. They can help you deal with any issues you encounter both on a personal and an academic level as well as assist you in accessing the required services. SSCs are a link to the several services offered to students. You may contact your respective Institute Administration for more details.

Other services offered at the Wellbeing Hub

- **Addiction Related Issues** - support to work on addictions such as those regarding drugs, alcohol and gambling.
E: substanceissues@mcast.edu.mt
- **Mental Health Services** - life presents many difficulties that may impact mental health.
E: counsellors@mcast.edu.mt
- **Tobacco Cessation Support** - help to stop smoking in a planned manner for a better and healthier lifestyle.
E: tobaccocessation@mcast.edu.mt
- **Sexual Health Services** - discreet and confidential advice about sexual health, treatment available, prevention of sexually transmitted infections, vaccines and referral to the Genitourinary Clinic for testing and counselling.
E: sexualhealth@mcast.edu.mt
- **Nutritional Advice** - individual sessions for information on improved food choices, nutritional facts, BMI (Body Mass Index) and advice about healthy eating and weight control.
E: nutrition@mcast.edu.mt
A: MCAST Student House, Level 3, Main Campus, Paola
T: 2398 7188



Fitness Centre

The MCAST Fitness Centre located on the Main Campus promotes the wellbeing of students and staff. During the academic year, the Fitness Centre opens from 08:00 to 16:30hrs on weekdays. You are encouraged to carry out workouts under the guidance of a qualified gym instructor.

T: 2398 7466

E: fitnesscentre@mcast.edu.mt

Sports Department

The Sports Department organises enjoyable team building activities throughout the year for all students and staff. Students are also encouraged to participate in competitive and non-competitive activities such as football, volleyball, handball and many more. The sports facilities are at your disposal if you wish to be physically active.

T: 2398 7382

E: jason.j.muscat@mcast.edu.mt

Magic Wonders

Magic Wonders is a childcare centre situated on the MCAST Main Campus offering professional childcare services to children up to 3 years of age in a safe environment that promotes learning through play.

T: 2398 7370

E: MagicWonders@mcast.edu.mt

Chaplaincy

It is recognised nowadays that a truly holistic education involves the whole person, and that spiritual care is an integral part of our overall well-being.

It is for this reason that the attention which MCAST gives to its students stretches beyond the classroom and into their lives. That is why the College provides the services of a Chaplaincy Team as a support to students.

As a Team, we seek to be an informal, friendly presence on the MCAST campus, to help provide a welcoming and caring environment where students are cherished and valued.

We offer a listening ear and support when requested. In particular we seek to reach out to new and international students to help them settle and integrate in their new environment.

Whilst we draw our inspiration from the values of our Christian heritage, we are open to all faiths, encouraging each to draw on his or her inner resources and beliefs. We recognise the large diversity that exists on campus; that is why we focus on spiritual care and accompaniment as part of the search for wholeness and a meaningful purpose in life:

We believe that spirituality:

- is something everyone can experience
- helps us to find meaning and purpose in the things we value
- can bring hope in times of suffering and loss
- encourages us to seek peace with ourselves, others and what lies beyond.

Chaplaincy Services

- **Presence:** Our Team retains an informal presence on Campus to promote a welcoming environment; we are often seen in common areas, at events, during breaks and gatherings.
- **Community Building:** We seek to be available to all members of the MCAST educational Community to listen or engage in conversation. We support activities that help to build bonds and reinforce positive relationships.
- **Social Awareness:** We encourage students to be involved in initiatives that support deprived people and local communities and to be aware of social issues like the environment.
- **Prayer / Ritual:** The College offers two spaces for quiet prayer and meditation:
 - The Chapel is open all day for those who wish to spend some quiet time in prayer and reflection. Mass is also offered there daily at noon.
 - The Multifaith and Quiet Contemplation Room is similarly available to those with any religious background or none. Here, one can find books and resources of different faiths and a quiet environment conducive to prayer and meditation.
- **Social Media:** Our pastoral outreach also involves a presence on social media through our Facebook page.
- **Chaplaincy Office:** Situated on the ground floor in Students' House next to the Youth Hub, the Chaplaincy Office provides a space where students and staff can come for a private chat and find the help they need.

We are also present on the Satellite Institutes in Gozo, Mosta and Qormi.



E: chaplaincy@mcast.edu.mt
richard.ebejer@mcast.edu.mt
M: +356 7997 9867
F: MCAST Salesian Chaplaincy

Fostering Quality through Quality Assurance

Regulations and procedures are the cornerstone of any society and a statutory requirement for education and training organisations. They are important and necessary for the promotion of an orderly and inclusive environment in which everyone may feel safe and at ease. At the same time, they define the rights and responsibilities of MCAST students. Being a vocational education and training Institution, MCAST prepares its students directly for the world of work. To this end, the establishment and respect of such rules is even more significant.

Ing Pierre Dalmas

Director - Quality Assurance

MCAST Policies, Procedures, Rules and Regulations

The latest version of the official College Policies, Procedures and Regulations as well as Forms is available online at **www.mcast.edu.mt** or from the Institute's Administration. You should be familiar with the pertinent documents below since they include the rights and obligations of both staff and students.

- Doc 003: Programme Regulations - MQF/EQF Level 1-3
- Doc 004: Programme Regulations - MQF/EQF Level 4
- Doc 005: Programme Regulations - MQF/EQF Level 5, 6 and 7
- Doc 006: Programme Regulations - PWQC Engineering Degree EQF/MQF Level 6
- Doc 008: Programme Regulations - Professional Research Doctorate EQF/MQF Level 8
- Doc 016: Programme Regulations - Masters by Research
- Doc 100: Dissertation Regulations
- Doc 188: Academic, Disciplinary and College Board Procedures
- Doc 025: Procedure for accepting Student Societies
- Doc 030: Drugs and Alcohol Policy
- Doc 031: Counselling Support Services Policy
- Doc 032: MQF/EQF 1-3 Programme Plagiarism Policy
- Doc 052: MQF/EQF 4 Programme Plagiarism Policy
- Doc 099: MQF/EQF 5-7 Programme Plagiarism Policy
- Doc 035: Students' Grievance Policy and Procedure
- Doc 038: Student Conduct Regulations
- Doc 041: Library and Learning Resource Centre (LLRCs) Policy
- Doc 044: Support Services Guidelines
- Doc 055: Career Guidance Policy
- Doc 275: Election Procedure
- or none. Here, one can find books and resources of different faiths and a quiet environment conducive to prayer and meditation.

Whilst all the regulations are important, the MQF/EQF 1-3, MQF/EQF 4 and MQF/EQF 5-7 Programme Regulations (Doc 003; Doc 004; and Doc 005) are the main regulations that provide detailed information, which is vital to your academic life at MCAST and include information on:

Student Behaviour and Academic Conduct;

- Attendance Regulations;
- Assessment Regulations;
- Work Based Learning Regulations;
- Progression and Certification Dissertation Guidelines (MQF/EQF 5-7 Programmes Only).

Student Conduct Regulations

As an MCAST student, you are 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, take appropriate disciplinary action and safeguard the overall interest of the community. Misconduct is any action by a student, either willingly or inadvertently, which in one way or another interferes with the operations and activities of the College and/or of those who work or study within it; and/or any action which damages the College or its reputation, as a result of, but not limited to, any of the following examples (refer also to Doc 038: Student Conduct Regulations):

- A.** Any other behaviour or actions that constitute a criminal offence;
- B.** Any behaviour or actions that cause or constitute a potential harm to self and others;
- C.** Any behaviour or actions that tarnish or potentially tarnish the name or reputation of MCAST;
- D.** Obstruction of, or improper interference with, the functions, duties and/or activities of any student, member of staff, or any visitor to the College;
- E.** Vandalism and damage to the College's or third party's (students, staff or visitors) property either caused intentionally or as a result of recklessness/negligence;
- F.** Inappropriate and/or unauthorised use of the College's and the Institute's property
- G.** Theft and/or misappropriation of any the College's and the Institute's property, or the property of staff, students and/or visitors;
- H.** Provision of access to college facilities (libraries; canteens; sports grounds; classrooms, workshops, laboratories, etc.) to unauthorised individuals/persons;
- I.** Disruption of any academic, corporate and social activities promoted and/or held by the College and its Institutes;

- J.** Tampering with attendance records and/or academic achievement records, both personal and of others;
- K.** Bullying and harassment of any student, member of staff and/or any visitor on the grounds of sex, race, religion or belief, disability, sexual orientation, gender reassignment, age, etc.;
- L.** Violent, indecent, disorderly, threatening, intimidating or offensive behaviour (including the carrying and brandishing of weapons) or language, whether expressed verbally or in writing or by gesture, including in electronic form;
- M.** Fraud, deceit, deception or dishonesty in relation to MCAST or its staff, students or visitors;
- N.** Failure to comply with disciplinary sanctions and reasonable instructions related to discipline imposed by the Institute Director and any of the MCAST Disciplinary Boards;
- O.** Use/abuse, consumption and/or distribution of alcohol, drugs and/or illegal substances on college/institute property/grounds; and/or during any college/institute activities held inside and/or outside college/institute premises;
- P.** Breaching of any official MCAST regulations either intentionally or as a result of negligence and/or recklessness.

Dress Code

MCAST is first and foremost an educational institution. It is, therefore, very important that you attend wearing the appropriate attire. With increasing emphasis on corporate image, many employers regard workplace attire as serious business. As an MCAST student, you are preparing yourself for the world of work, where first impressions are very important. These are transmitted through clothing, amongst other things. For this reason, the following is not allowed:

- Sleeveless vests, T-Shirts with bold, extravagant, offensive pictures and/or words, low cut tops or short ones that expose the midriff, transparent, see-through or skimpy clothing, torn or frayed jeans, shorts (knee length Bermuda shorts are allowed in certain locations,

although long trousers are a must in workshop settings), caps or other headgear, as well as excessive earrings and piercings (which are to be removed in class), short skirts (anything above the knee), very tight skirts and trousers, leggings and/or jeggings. Also, underwear should not be visible.

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

Mobile Phones and Electronic Devices

Unauthorised use of personal electronic devices is prohibited at all times. Mobile phones should be kept switched off and left in bags during lectures, unless otherwise instructed by the lecturer. Failure to abide by these regulations will result in the possible confiscation of the device, which will only be returned after the necessary disciplinary action has been taken.

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



Smoking Regulations

Due to the health risks related to passive smoking, smoking is not allowed in any MCAST building in line with statutory requirements. Students, employees and visitors are also prohibited from smoking near exterior entrances, open windows and any outdoor air-intakes. Smoking is only allowed in designated areas outside the main doors and in the parking areas.

Cleanliness

All students are required to keep the College and Institute environment tidy and safe to use. Appropriate bins should be used to dispose of any rubbish. It is the responsibility of each and every one of us to ensure that cleanliness is maintained in all classrooms, buildings and open spaces within the College premises. Anyone vandalizing, dirtying, breaking furniture and/or writing on desks, will face disciplinary action. Lecture rooms found in a very dirty state should be reported immediately to the Institute's Administration.

Food and Drinks

No food or drinks are to be consumed in the classrooms, science labs, animal units and/or workshops unless permission is granted. All food and drinks must be kept in bags during lessons. You are allowed and encouraged to have an adequate supply of water available when undertaking strenuous manual work in workshops and/or fields, etc.

Assessment

It is the practice at MCAST for academic staff to employ a combination of formative, i.e., continuous, and summative assessment for the benefit of MCAST students. The three documents dealing with the various programme levels referred to earlier, namely, Doc 003, Doc 004 and Doc 005, which can be accessed on the MCAST website at www.mcast.edu.mt, all outline the regulations governing the

assessment process, which may be found in Section 10. This section also goes on to outline the corollaries of academic integrity, described in greater detail below.

Academic Integrity

Academic integrity is the moral code or ethical policy of academia, which upholds values such as honesty in your studies, acknowledging the work of others and giving credit where you have used other people's ideas as part of presenting your argument, maintenance of academic standards and rigour in research and academic publishing. By enrolling at MCAST, you have joined an academic community and you are expected and required to act honestly regarding the work you submit for assessment in your courses. Academic integrity is closely related to the concept of good academic practice, which stipulates that you are required to act with honesty and integrity in fulfilling requirements in relation to assessment of your academic progress. Academic integrity, therefore, emphasises the avoidance of cheating or plagiarism.

Cheating Behaviour

Cheating is seeking to gain unfair advantage, usually violating regulations, of which plagiarism is one type. At MCAST, it is academic misconduct to present someone else's work as being one's own. Note that plagiarism has to do with work and copyright violation has to do with words. These are often confused. Cheating behaviours include:

- False citation;
- Plagiarism (also see section below);
- Using unauthorised sources or notes in examinations or tests;
- Dishonestly obtaining material or information prior to examinations;
- Copying from other students;
- Permitting other students to copy your work;
- Soliciting work from others (e.g. individuals, 'editors' or essay banks, etc.);

- Unauthorised collaboration, or collusion occurs where:
 - Collaboration became collusion,
 - The work submitted has resulted from collaboration with others whose contribution has not been acknowledged; and,
- Fabrication may take various forms but is essentially concerned with manufacturing aspects of the work produced. For example, the insertion of made-up information, data, sources, quotes, anecdotes or analysis would all amount to fabrication.

Recycling - The multiple submission of your own work/material is not, in itself, considered as academic misconduct, particularly, if the necessity for doing so is declared at the outset. Submission of material that has been submitted on a previous occasion for a different summative assessment is, however, unlikely to be academically appropriate. The merit of such material will therefore be a matter of academic judgement and it may attract fewer (or no) marks than would have been the case if it had not been assessed previously.

Most students do not have any problems understanding the rules and expectations about acting honestly at MCAST, although some are not familiar with academic expectations and *plagiarism*.

Plagiarism

Plagiarism means presenting someone else's work as your own, even with their consent. Plagiarism is wholly unacceptable and is treated by MCAST as an act of academic misconduct, comparable to cheating in exams or fabricating data. If plagiarism is discovered, it not only makes the student concerned liable to serious penalties, but also raises questions about personal integrity. It is unethical to fail to give recognition to the person who is the true owner of the work.

However, sometimes what appears to be intentional plagiarism can be poor academic practice arising from a lack of understanding of standard methods of acknowledging the source of words, ideas and diagrams in your work. Where you are not sure whether or not you are committing plagiarism, you may either opt to not use the material or else consult with your lecturer/tutor on the best way to approach the problem.

You will be asked to sign your submitted work to show you have read and understood MCAST's Regulations on Academic Misconduct. You may access Plagiarism regulations and procedures for the respective levels on the MCAST website at www.mcast.edu.mt.

How to Avoid Plagiarism

- If one is using the author's specific words, it is important to put these words within quotation marks and give credit to the source and the author. Remember to mention the author and source in the bibliography/references section and to reference it in the appropriate manner in the text, as required.
- Paraphrasing and summarizing a text is a good way of avoiding plagiarism. However, remember that changing a few words, or the order of the sentence, does not make the text yours. To be fully clear of plagiarism you should use your own words and always remember to reference any source on which the idea was based.
- When writing a paragraph, always make sure to distinguish whether the information you are giving is general knowledge, or not. If the information you are using is, in fact, general knowledge, then you do not need to cite the source. On the other hand, you must write the source of any other information that is not general knowledge.
- To determine whether information is general knowledge or not, you must:
 - Ask yourself if the information you are giving would be known by the majority of your audience. Common knowledge will most likely be known by everyone;

Make sure that the information you are giving is agreed upon by everyone and that it is “a known fact”. If there are disputes over the information you are giving and different points of view, then it is not general knowledge and you must make sure to quote the various perspectives;

Determine whether the information appears unreferenced in a number of credible sources, as then it is most likely to be general knowledge; and,

Determine whether it is factual information, such as the birth and death of well-known people and dates of historical events, which does not need to be referenced being in the public domain.

- Avoid procrastination (i.e., leaving your work to the last minute). Panic may lead you to plagiarism to finish on time.

Last but not least, keep in mind that referencing is a very important tool that every student should make responsible use of. When used correctly, it will not only protect you from plagiarism, but it will also support your work by giving it a solid background.

A number of forms, which you may require the use of in relation to the foregoing, may be found in the appendices to this handbook:

- **Appendix D** - Assessment/Examination Appeals Form;
- **Appendix E** - Request for Consideration of Extenuating Circumstances for Extension of the Submission Deadline of Home Based Assignment; and,
- **Appendix F** - Request for Consideration of Extenuating Circumstances for the Rescheduling of Time Constrained Assignment (Examination).

You may ask for a copy of these forms from your Institute’s Administration or access and print them via the MCAST website.

Grievance Office

Main Objective

To provide all MCAST full-time and part-time students with structured support and point of reference when they encounter situations involving disagreements, concerns, disputes or when they feel that they are not treated fairly.

The Grievance office seeks above all to promote and facilitate a culture of truthful dialogue. Every effort will be made to resolve the issue at the earliest possible stage, and at each stage, efforts will be made to avoid proceeding to the next step and settle the matter amicably. Goodwill and mutual respect will suffice to resolve most grievances.

What is a Grievance?

Grievances are concerns, problems or complaints that students encounter during their course of study/placement and raise with the MCAST Grievance Office.

The Benefits of having the grievance office

The office assists MCAST students to share and obtain advice about their concerns, complaints, and grievances.

The office developed the MCAST Grievance Policy and Procedure, which ensures that students are treated fairly, and any grievance is addressed in a timely, transparent and consistent manner and, where possible, resolved.

How to raise a grievance

Grievances are best dealt with at an early stage. Students are encouraged to attempt an informal resolution by raising their concern with the person concerned or another appropriate person. Should you feel that you can’t sort your complaint this way or after accessing other avenues of redress available to you and treated unfairly, you have the right to put your case and raise a grievance formally. Any grievance presented to the ‘Grievance Office’ must be in writing.

Students can access the MCAST Grievance Procedure

Formal Form A through the MCAST Website – Documents – College Forms (available at the following link: <https://www.mcast.edu.mt/college-forms/>) under the Grievance Office Heading.

You can also access the MCAST student and staff grievances procedure through the following link <https://www.mcast.edu.mt/college-documents/>) under the Grievance Office Heading.

You may communicate your grievance with the MCAST Grievance Office on the following contact details:

E: sandra.cortis@mcast.edu.mt
T: 23987130

Sandra Cortis
Senior Grievance Officer

Health & Safety Regulations

Through its Health and Safety Policy, MCAST recognizes that safety is a fundamental part of all its undertakings. The implementation of this policy necessitates a group effort, and hence, everyone's cooperation is vital.

Emergency Evacuation Procedures: It is important that you familiarize yourself with the information related to the evacuation routes, fire exits and the designated assembly points throughout the College, to know what to do and where to go in the event of a fire alarm. The allocated College assembly points at and any other related information are listed in the MCAST Emergency & Evacuation Policy & Procedure which can be accessed on the MCAST website. Fire drills are conducted in all MCAST buildings.

Students who may require specific assistance to evacuate from the buildings should notify the Director or the Deputy Director of their Institute at the start of the academic year. This is necessary for arrangements to be made for such students to be escorted via a Personal Emergency Evacuation Plan based on their specific needs. Your safety is our priority!



First Aid Provision: The list of first aiders including their contact number/s are available in all the College foyers. First aid boxes are indicated by means of first aid point signage. It is important that you familiarize yourselves with these provisions.

Automated External Defibrillators (AED): At the College, there are currently two AED's, which can be found and accessed in the following areas: the Reception area of the Administration Block and the Institute for Community Services (ICS) foyer.

Accident Reporting and Investigation: All accidents within the College grounds must be reported accordingly:

- If you have an accident, report it to your respective Director or Deputy Director;
- In the event of a serious incident, an ambulance is called and a member of staff accompanies the student to hospital. Parents/guardians will be notified.

Kindly refer to the MCAST Reporting of Injuries Policy & Procedures.

Security/Personal Possessions: You should keep all your personal possessions with you at all times. The College is not liable for any loss or damage to your personal property.

- You are not to bring any items to the College that could be considered dangerous or offensive (including weapons).
- If your course equipment is potentially dangerous, follow the relevant Health & Safety guidelines for carrying such equipment.
- Our security team is here to help you. MCAST Security can be contacted on 79464636.

Identification Tags: All students are expected to wear their MCAST Student Card lanyard at all times whilst they are at the College. This helps MCAST in identifying any unauthorised visitors on Campus.

Equipment/Machinery in Workshops: Proper training and instruction on the use of College equipment will be given to you as part of your coursework. Prior to using any equipment and/or machinery, or attempt practical work, you must make sure that you have understood the basic safety rules.

Personal Protective Equipment (PPE): It is important to note that PPE should always be used, in addition to the implementation of all other possible safety measures. PPE is necessary to protect the individual from hazards associated with the tasks/activities being undertaken, e.g., eye protection, hearing protection, safety footwear, hardhat, gloves, etc. As a minimum requirement to be allowed into

any MCAST workshop, you are expected to wear the following PPE: safety shoes S3 and lab coat or overall or boiler suit. Furthermore, the use of different machinery and/or other equipment requires particular PPE, as indicated in the relative Risk Assessment, Operational Manual and/or as will be instructed by the lecturer and/or, the relevant mandatory signage for the particular machinery/equipment. Kindly refer to MCAST Workshop Safety Policy and Procedures.

T: 2398 7405

E: peter.micallef@mcast.edu.mt

MCAST Parking Permit

Access to the MCAST Underground Carpark is allowed through the presentation of a parking permit card. To apply, you are to fill in the online form available at: http://moodle.mcast.edu.mt/student_parking/. Once the card is ready, you will be advised by the institute administrative staff to collect your card from your Institute's Senior Administration Officer (SAO). You will be asked to pay a €10 deposit when collecting the card and will be presented with a receipt. The deposit is refundable once the card is returned and the receipt presented to the finance department. In the case of a lost card, you are to inform the Institute's Senior Administration Officer immediately. The refund will not be reimbursed and you may request a new card against a second €10 deposit for the replacement card. Kindly note that you cannot have more than one parking permit card at any point in time. **Non card holders can park their vehicle in the surface carpark accessed via Gate 1 of the Campus.**

It is your responsibility to abide by the rules of safe driving and parking. As indicated in different areas of the Campus, you park and drive on MCAST grounds at your own risk. No loud use of audio equipment in vehicles is allowed. You shall not park in reserved areas. Any breach of the College traffic regulations within the MCAST car park and/or College grounds will cause the immediate revocation of your parking permit without notice.

CCTV System

MCAST operates a Closed-Circuit Television (CCTV) system on the MCAST Main Campus to provide staff, students and visitors with a safe environment. The positioning of the CCTV system is planned to ensure maximum coverage. However, the College cannot guarantee that all incidents will be detected and recorded. Access to the CCTV system and search for extracts of the footage is restricted to the Estates Manager and his/her designate. All requests, including those by police authorities, in relation to the reviewing of CCTV footage of the MCAST Main Campus must be made to the Estates Manager within seven (7) days. Requests should include the date and time the images were recorded, any information to identify the individuals and/or belongings and the location of the camera, if known.

T: 2398 7406

E: quentin.farrugia@mcast.edu.mt

Lost and Found

Should you find items on campus which do not belong to you, you should turn them in to the Institute Administration Office, or the office closest to the location (including the MCAST reception) where you found them. Should you lose any items on campus, you are to check at the various offices on Campus, including your Institute's Administration and Reception desk, Student House, Canteen and Library, for the possible recovery of your lost property. However, you are also reminded not to leave valuables unattended. You are solely responsible for your personal belongings and neither the College nor the Institute can be held responsible for any lost or stolen property.

Students' Suggestions and Comments

At MCAST we aim to continually provide you with the best possible services. To this effect, we value your opinion on the services we provide and the various courses we offer, as well as the learning environment. You are therefore strongly encouraged to provide your feedback through various means such as online surveys and focus groups that are conducted by the College from time to time. The online survey is one of the important tools which enable MCAST to keep in touch with students and ensures that we are offering the best learning experience possible. The information gathered is confidential and the data will only be used for the purpose of continuous improvement.





INSTITUTE OF APPLIED SCIENCES

including Centre for Agriculture,
Aquatics and Animal Sciences

I welcome you to the Institute of Applied Sciences within MCAST. It is also my pleasure to welcome our students to the Centre for Agriculture, Aquatics and Animal Sciences within the Institute of Applied Sciences. Like all other institutes, this institute is one of the pillars of MCAST. It has now established its position and enjoys very strong ties with industry and other stakeholders in the scientific, environmental, agribusiness, food, health and nursing spheres, as well as in other important sectors.

The Institute and Centre are managed by dedicated administrative and technical personnel, lecturers and supporting staff who take pride in ensuring that you reach your full potential during your journey in our institute. We aim to make this journey a pleasant experience. I encourage you to work hard and, at the same time, participate fully in all our activities. I join the academic and administration staff in wishing you the very best for this forthcoming academic year.

Ms Paula Grech Bonnici
Institute Director

Institute's Aims and Targets

We provide educational opportunities for scientifically and/or technically inclined students who aspire to posts in the industrial, environment, nursing and health sciences, as well as in agricultural, aquatic and animal sciences, offering high employability and challenging careers. To achieve this aim, we

1. provide students with the highest academic and practical learning experiences in their chosen career path;
2. promote a friendly, inclusive and embracing culture;
3. instill in students a sense of responsibility and respect; and,
4. encourage initiative while developing a flexible mindset.

Timetables: For each individual level, all students will be given set timetables, which need to be followed in order to satisfy the required hours for each unit. Lectures for full-time (day) courses are normally carried out between 08:00 and 16:30, five days a week. However, the Institute and the Centre reserve the right to schedule lessons after 16:30, up to 20:00, according to the exigencies and needs of the course and in line with college provisions. For various reasons, the timetable may need to be changed at short notice but, when possible, you will be notified in advance. It is advisable to check the Student Information Management System (CLASSTER) regularly for any updates.

For practical work, some classes need to be split into groups, depending on the number of students involved. At the beginning of the academic year, you will be informed which group you belong to. Absenteeism, even from single lessons, will lead to automatic cuts in your stipend, while continuation and progression on your course may also be jeopardised.

Institute Regulations

Apart from the main college regulations listed in the earlier

sections within this publication, students at the Institute of Applied Sciences and at the Centre for Agriculture, Aquatics and Animal Sciences are to take note of, respect and adhere to the following:

Field/Farm/Laboratory Regulations

- You are to follow all instructions and Health and Safety precautions as instructed by administrative staff, lecturers, technical staff and/ or mentors whilst on MCAST premises and also during fieldwork, placements, conferences/ workshops and site visits.
- You will only be allowed to enter the field, farm or laboratories if you are wearing the proper safety gear, as instructed by your lecturers. If you do not have your safety gear with you, you will be marked as absent.
- The laboratory rules are to be followed at all times when working in a lab.
- You are to immediately report all accidents that occur (or near misses, even minor ones) to the lab technicians or lecturer in charge or to the administration.

MCAST - Northumbria University BSc (Hons) Nursing Studies

In the event of a possible conflict in the interpretation of the contents of this handbook, where the students following the joint MCAST/Northumbria University BSc (Hons) in Nursing Studies are concerned, the documents available on the Northumbria University website, <https://www.northumbria.ac.uk/governance/terms-and-conditions/> will prevail, unless otherwise communicated by the institute.

For the Joint Award

By mutual agreement, your time on campus, your wellbeing, your behaviour as a student and your experience in clinical placements are governed by policies in place at MCAST and contained within this handbook.

By mutual agreement, all academic elements of the programme such as assessments, marking, appeals,

academic misconduct, etc., are governed by Northumbria's regulations. These are set out in the following document: Northumbria's Academic Regulations for Taught Awards (ARTA): Academic Regulations for Taught Awards

Appeals, Complaints and Disciplinary Procedure Academic Appeals

By mutual agreement, Northumbria University's appeals process will be followed where students wish to appeal against an academic decision of the Joint Programme Assessment Board.

If the student remains dissatisfied at the completion of stage 2, they have the right to appeal to either the Office of Independent Adjudicator (OIA), UK or the Maltese Commissioner of Education.

Complaints

Non-academic complaints are dealt with in the first instance by MCAST. See MCAST Student Grievance Policy.

If the complaint is related to programme delivery, the student has recourse to the Office of Independent Adjudicator (OIA), UK. <https://www.oiahe.org.uk/>.

Academic Misconduct

By mutual agreement, Northumbria University's academic misconduct policy will be applied.

Non-Academic Disciplinary Procedures

Students on the Joint Degree will be subject to MCAST Student Disciplinary Policies. Some policies that relate to your wellbeing that have a specific impact on your academic performance such as personal extenuating circumstances will be governed by Northumbria regulations. Further details of some of these can be found via the following link: <https://www.northumbria.ac.uk/about-us/university-services/academicregistry/quality-and-teaching-excellence/assessment/guidance-forstudents/>



**INSTITUTE OF
BUSINESS
MANAGEMENT
AND COMMERCE**



Welcome to the Institute of Business Management and Commerce (IBMC) within the Malta College of Arts, Science and Technology. Over the coming academic year, we want to make sure that you have the best educational experience we can offer: an enjoyable experience, during which you will mature and develop in a holistic manner.

Lectures, meetings and seminars will all be there, but it is your commitment that will make sure you get the full potential of this educational experience within MCAST. Give your studies full commitment and keep in mind that you have enrolled as a full-time student. Never settle for a minimal mark with minimal effort, but go for your full potential. We strongly believe that through varied assessment methods, lectures, as well as other initiatives, we can help you achieve your best.

We strongly encourage you to have an active life on campus by taking part in both Institute and College activities. MCAST offers a variety of services and support mechanisms. So, when you feel that things are getting a bit tough, or that you are struggling, whether academically or socially, please do reach out, through our different channels. They are there for you.

At the IBMC, we value the issue of respect highly, so please do make sure that set deadlines, appearance and overall attitude reflect this. We pride ourselves on the fact that we educate people to work in the business world and wear respect as a badge of honour.

We wish you all the best of luck in your studies!

Mr Andrew Galea
Institute Director

Keeping in Touch

Email: The main means of communication with students is through the MCAST email address. Please make sure that you check your MCAST email regularly and that you only use the official MCAST email to communicate with the Institute.

Should you have any queries or difficulties please contact the institute via email ibmc@mcast.edu.mt or on Telephone **2398 7600**.

Moodle: The Institute also makes use of the Moodle platform to provide information to students. Lecture notes, assignments and notifications of cancelled lectures are all communicated via Moodle.

MCAST MIS: The MCAST MIS (Management Information System) Classter, will be another platform through which we will be informing you of special activities and special dates via the IBMC Academic Calendar.

Class Representatives: Throughout the year there will be instances when issues of concern or ideas which are common to the whole class will arise. Each class will have one or two class representatives. The aim of the class representatives is to be the spokesperson for the whole class. Class representatives can request a meeting with the Director whenever they need to discuss matters relating to the whole class or course.

Open-door policy: At IBMC, we adopt an open-door policy and any student who would like to discuss something with the Director only needs to approach reception and request a meeting.



INSTITUTE OF COMMUNITY SERVICES

We welcome you to the Institute of Community Services. My team and I strive to put together a positive academic and professional journey for each and every one of you. We understand the importance of addressing each student's needs to ensure that you feel supported and encouraged every step of the way.

We want our students to become an asset to the workforce within the industries of Health and Social Care, Early Years, Sports, Hair, Beauty, Inclusive Education and Disciplinary Forces. For this reason, our courses are aimed at providing you with the necessary tools to ensure you are well equipped for a successful career.

I encourage you to take an active part in the different activities organised throughout the year. Participating in college and institute events enriches this educational journey making it a deeper one, bringing students and staff together. This educational experience means much more than passing assessments: it entails working hard and striving to soar high whilst building bridges with the industry you intend to join eventually.

Placements and industry contact can take different forms, yet it all provides a unique opportunity to make a positive impression that will come in handy one day. For this reason, I recommend you take these opportunities seriously. I wish you all the best in your chosen area of studies.

Ms Ann Marie Cassar
Institute Director

Institute's Vision

To embrace a learning culture that promotes self-worth and an inclusive approach based on reciprocal respect, to hone a sense of responsibility and citizenship.

Facilities and Services for Students

Hair and Beauty Salons: These salons offer services, at reduced prices, to ICS students and the public. Students may also act as models for Hairdressing and Beauty students when they do not have lectures. Opening times and prices are available at the ICS Reception.

Student Representative: Each group selects a class representative to be the voice of the students, whilst also providing a fast and effective way to disseminate information. The class representative liaises with the Administration and the lecturers on any matters related to the particular group represented.

Communication: We encourage you to come forward with any issues or concerns that you might have so that we can assist you. The ICS Administration, Management and Academic Staff are available during college hours through the Community Services main reception desk or you may contact us on 2398 7550. We assure you that we will do our utmost to help you in a professional manner, whilst respecting your decisions and confidentiality.

Our main communication tool is the MCAST Classter system. It is highly recommended that you check this daily to enhance the communication process. All matters pertaining to the Institute and your course will be communicated to you via MCAST Classter system. We also recommend that you go through the MCAST handbook thoroughly to better understand and follow MCAST procedures and regulations.



**INSTITUTE
FOR THE
CREATIVE ARTS**



I would like to welcome you to a new academic year. For our returning students, I hope that your summer was full of wonderful experiences and that you are now geared up to continue your studies with greater enthusiasm. For our new students, I am certain that you are eager to start your journey at the MCAST Institute for the Creative Arts.

We have a lot to achieve during this academic year. The power of a qualification in the arts lies in its creative lifelong learners who will graduate with a multitude of potential career paths and opportunities to pursue.

Dr Martina Caruana
Institute Director

Institute's Collaboration

The Institute collaborates with local industries to give you the opportunity to practice what you learn by working on projects, in response to real life briefs, carried out within your institute's studios and workshops, under the guidance of an expert team of lecturers.

Facilities and Services for Students

Booking of Rooms: You may, from time to time, need to book a studio/workshop/classroom to work on an assignment. Booking, subject to availability, is to be registered through the administration offices via email, ica_bookings@mcast.edu.mt, at least four working days prior to when the space is required. Bookings are on a first-come, first-served basis and on the basis of experience in such environments.

Booking of Equipment: During the year, coursework and assessments may require the use of equipment, which you do not own. The Institute, through its Loaning Office, makes it possible for you to avail yourself of certain equipment for a short period of time. Bookings, via e-mail, ica_equipment@mcast.edu.mt, are on a first-come, first-served basis, subject to availability and knowledge of use.

ICA Library: The Library boasts a collection of over 5,000 volumes covering the various subject areas taught within the institute. You will find information about individual artists and designers, the history of art and design, art and design movements and schools of thought, art and technology, architecture, crafts, graphic design, performing arts, media, journalism, photography, cultural heritage and much more. Opening hours:

Monday	from 07.15 am to 04.15 pm (closed 12.00 to 12.30 pm)
Tuesday	from 07.15 am to 04.15 pm (closed 12.00 to 12.30 pm)
Wednesday	from 07.15 am to 04.15 pm (closed 12.00 to 12.30 pm)
Thursday	from 07.45 am to 06.45 pm (closed 12.00 to 12.30 pm)
Friday	from 07.45 am to 04.45 pm (closed 12.00 to 12.30 pm)

In addition to printed materials we have an extensive collection of electronic resources. These include hundreds of thousands of e-books and millions of e-journal articles. Students are requested to register with the library to make use of the online journal databases EBSCO, Emerald and Weblinks and ProQuest e-books.

Own Materials, Supplies and Equipment

While the Institute may supply students with materials and supplies for test pieces, students are to bring their own tools, materials and supplies for their projects. Students are encouraged to buy equipment that would be necessary for them to follow their course, further their studies and enter into the working world. Before investing in such equipment, consult with your lecturers who can make recommendations that would help ensure that you make suitable choices.

Institute's Regulations

Apart from the Main College regulations listed in the earlier sections within this publication, students at the Institute for the Creative Arts are to take note of, and respect, the following:

Health and Safety

Students are to follow all instructions as per signage within the campus especially in the workshops and in studios.

Parking Areas

Students making use of their private vehicles are requested to park their cars in the area to the left of the clock tower when facing the building (Ceramics Workshop side) and the large parking area adjacent to Ġnien l-Għarusa tal-Mosta. The right side (near Administration) is to be reserved for Institute Staff. At no time is parking allowed in front of the Institute's gates. The Institute management reserves the right to report and tow any cars parked in front of gates.

Restricted Areas

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

- roof top; staff toilets; caretaker rooms; staff room;
- computer labs, studios, and workshops, if unattended or without permission from the unit lecturer; and
- administration corridors (unless during student hours).

Entrance to the Institute for ALL students is from the door to the left of the clock tower when facing the building (opposite the canteen). Smoking is not permissible on the Institute grounds, including the gardens within the Institute walls.

Studio Ethics

All personal items are to be removed from studios at the end of each session.

- Any material brought or left in the studio for any coursework activity must not create hazards for you or for others.
- Nobody is allowed to lock doors of any classroom, studio or workshop while inside them.
- No food and drinks (other than water) are allowed in the studio areas – water is not allowed next to, and if operating, machinery/equipment.
- The use of shoes is not permissible in the Performing Arts Studio – you are encouraged to bring an extra pair of socks or appropriate soft shoes to use during sessions held in this studio.
- Use all equipment and machinery in a responsible way for your own safety and that of others and also in the interest of the learning process itself.

Exhibitions

- The Institute reserves the right to photograph and publish work produced by students for demonstration during exhibitions. The Institute will make every effort to give students credit for their work.

- The Institute is entitled to retain any student's work for a maximum period of one year and for any purposes deemed necessary.
- With regards to exhibitions, the Institute retains the right to select, or reject, any work produced by students in connection with their course of studies.
- No exhibited student work may be taken down prior to the end of the said exposition of works unless special permission for very extenuating circumstances is sought from the Institute Administration.
- The most important exhibition organised by the Institute forms part of the end-of-year Festival. The exhibition of students' projects is a significant cultural and educational event that also serves as a showcase for displaying your work and the learning taking place at the Institute.
- Important: The Festival forms an integral part of the course and, therefore, active participation in its organisation, running and dismantling, is compulsory.

Assignments and Assessments

All necessary details in connection with assigned work are passed on to you in digital format shortly after the start of every study unit. The Assignment Brief will include all the information related to the assessment, including delivery dates, deadlines and grading criteria being assessed.

- More than one lecturer may be involved in the delivery of an Assignment Brief. However, one lecturer per unit will be responsible for the gathering of documentation.
- Formative feedback is given in order to provide you with direction regarding on-going work. Final assessments are held for each unit. For assessment purposes, your presence may be required during set days/times. Your performance throughout will inevitably influence final grades obtained.
- Creative subjects involve an array of practical elements. This means that lecturers need to observe students at work on site.
- Lecturers may NOT accept work that they have never seen.

Records of Work

Students following any course at the Institute for the Creative Arts produce different types of work, which may include 2D sketches, drawings and paintings, 3D test pieces, models and prototypes, digital artwork and so on. When presenting work for assessment, you are to ensure that all work is appropriately labelled (name, course and unit number/ name) and according to the requested format.

You MUST keep photographic records of all physical work, because this may be required for internal and external assessment purposes. Where digital work is concerned, you are responsible for creating a back-up of your work. We have all experienced hard disk and printer malfunctions on the eve of a deadline. So back up!

Portfolio of Creative Work

The Portfolio is a folder containing your work, which you will need for as long as you choose to work in the field. The Portfolio must demonstrate the breadth of your interest and your skills in your area of studies. This must be accompanied by personal annotations showing your ability to reflect on and evaluate your work process. Equally, you need to provide evidence of your ability to implement your ideas in whatever format is appropriate. Bulky objects can be photographed.

Collection of Work

At the end of the academic year and following publication of results, it is solely your responsibility to collect ALL your work before the end of the summer recess. Work left behind will be deemed abandoned and will be disposed of without further notification. Works will only be given to students if these are clearly labelled upon submission. Students who resign from any Creative Arts course must collect their work before they stop attending. All work will be disposed of if not collected within one month.

Students should retain their pieces of work as was submitted originally until graduation from the programme related to such work following publication of the result in case of appeals/audits.

Timetables

Lectures are normally scheduled 0800-1630 but may extend to 2000. Students may be requested to be available outside timetable hours for seminars, talks by guest speakers and during exhibitions.



**INSTITUTE
OF ENGINEERING
AND TRANSPORT**



On behalf of all the team at the Institute of Engineering and Transport, I would like to extend a very warm welcome and congratulate you for having chosen to further your studies in one of the exciting fields, which this institute offers. In an ever-changing globalised world, where technology is always evolving, it is of the utmost importance for MCAST not only to keep abreast of all the latest developments but also to cater for future trends of the industry. At MCAST, and at the Institute of Engineering and Transport, this is a major priority and will undoubtedly be a great advantage in helping your professional preparation.

We are sure that your course at MCAST will be enjoyable and memorable and we promise you that we will strive to ensure that the time you spend at MCAST will be a time you will heartily treasure.

Ing Stephen Sammut
Institute Director

Facilities and Services for Students

Use of Computers and Internet: The Institute of Engineering and Transport has several laboratories, most of which are equipped with computers and state-of-the-art equipment. It is understandable that the upkeep of this equipment is of the utmost importance, not only because of its high cost, but also because of the large number of students that use our facilities. Computers and the internet on campus are to be used exclusively for academic purposes. Students cannot navigate to objectionable sites, download programmes or music, or play games. If specific programmes are needed for your studies, please contact your lecturers for guidance. All electrical/electronic equipment must be used in accordance with the guidance given by lecturers. When in doubt, please ask for guidance to avoid damage to equipment and possible safety hazards for yourself and for others.

Moodle: Several lecturers at the Institute of Engineering and Transport make use of Moodle in order to facilitate communication with students regarding the delivery of units, tutorials and further support on the unit content. It is in your interest to regularly check the Moodle website, especially when this is indicated by the lecturer. Moodle is also to be used to upload assignments for correction.

Facebook Page: The Institute of Engineering and Transport has a Facebook page, which is a means through which the IET interacts with students and staff.

The main aim of this group is to bring us closer to each other, giving us the opportunity to share experiences and express our opinion about life at the Institute.

URL: <https://www.facebook.com/IETMCAST/>.

Your MCAST email address: please note that students are to use only their MCAST email addresses when communicating with lecturers and administrative staff.

Institute's Regulations

Apart from the main college regulations listed in the earlier sections within this publication, students at the Institute of Engineering and Transport are to take note of, and respect, the following:

The Code of Conduct - Centre for Maritime Studies: On the first day of joining the Centre for Maritime Studies, new students are given the Code of Conduct. The Code of Conduct is explained to all new students, who sign on receiving a copy. You are expected to abide by this code of conduct throughout your stay at the Centre.

Uniforms - Aviation Maintenance Training Centre (AMTC)/ Centre for Maritime Studies(CMS): Students at the AMTC and the CMS need to wear a uniform at all times as directed. This needs to be procured by the students as per directions given during the induction meeting.

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

- Roof top; staff toilets; caretaker rooms; computer laboratories and staff rooms (if unattended);
- Football pitch - Behind the Electrical and Electronics Engineering block;
- Workshops are not to be entered without permission and lecturer supervision.
- GMDSS and Simulator Rooms when unsupervised - Centre for Maritime Studies
- Other zones marked as restricted areas.
- No eating or drinking in the lecture rooms and workshops

Health and Safety - Electrical and Electronics Workshops:

Electrical and Electronics Engineering students are to note that isolation transformers are used as safety devices to minimise the risk of electric shock and must be used when working on live circuits, as directed by the lecturer (unless

Earthing procedures are being tested). Such sockets are clearly labelled.

Health and Safety - Workshops:

Students who are suffering from any condition or taking any medication, which may affect their performance in the workshop are to inform their lecturer immediately. All Personal Protective Equipment (PPE) is to be worn at all times.

Covid-19 safety measures – It is important to keep abreast with and follow the College protocol related to Covid-19. The protocol should be strictly adhered to at all times, any place within MCAST campus.

It is the students' responsibility to inform the lecturer if for any reason they are feeling unwell or have even the slightest health conditions, which may preclude them from following a practical session.

Be on time for lectures and workshops: You should be on time for your lectures and workshop sessions. Students arriving more than 10 minutes late will only be allowed in the lecture room/workshop if they present a note issued by the Institute Administration.



06

INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY



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

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

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

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

Mr Conrad Vassallo
Institute Director

Institute's Vision

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

Use of Computers and Internet for Research

The Institute of ICT has a number of Computer Labs, which are equipped with networked PCs, as well as dedicated labs used for multimedia, hardware and networking practice. The Labs are complemented by a Study Room, where you can make use of additional computers and an area designated for personal laptop use. The Study Room is open daily between 08:00-13:00, and between 14:00-16:30.

Communication

Administration Student Hours: Should you have any difficulties or queries, you are encouraged to contact the Institute Administration between 9:00-12:00 and 13:00-16:00.

Institute Website: The Institute website <http://iict.mcast.edu.mt> is the central repository for all Student Information, News, Job Vacancies, Student Projects and other Events related to the ICT industry and MCAST in general.

Moodle: The Institute makes use of the Moodle eLearning platform at <https://moodle.mcast.edu.mt/> You may log onto your Moodle account and view course material, including slides and any information/notes distributed in class.

Classter: The college makes use of Classter, which is an electronic system to manage and track your assignments and results. Classter can be accessed through this link: <https://mcast.classter.com/>

Institute's Regulations

Apart from the main college regulations listed in the earlier sections within this publication, students at the Institute of Information and Communication Technology are to take note of, and respect, the following:

Use of Equipment

The following actions will lead to disciplinary action:

- Banging on keyboards;
- Tampering with equipment, including cords and plug-ins;
- Personalising computers by installing screen savers;
- Changing the desktop background;
- Changing the video and audio settings;
- Adding, changing or moving icons around on the desktop; and,
- Playing games on PCs, whether in a lab/classroom or in the study room.
- Viruses, Hacking, and Malicious Software: Unauthorized tampering, deleting, manipulating or damaging of files is strictly prohibited. Disciplinary action shall be taken against any student caught intentionally infecting computers with viruses.



GOZO CAMPUS

Welcome on board.

I am pleased that you have chosen to join the MCAST family by taking up one of the vocational programmes offered at the Gozo Campus. The training programme which you have enrolled in will either lead you to employment or to higher level studies in Gozo and/or Malta. In either case, you will be thoroughly prepared for your next step, whichever that may be.

Together with the dedicated staff complement at the Gozo Campus, we will do our utmost to make your years here a successful investment for your future career, as well as an enjoyable learning experience through where you will develop in a holistic manner.

Ing Godwin Grech
Gozo Campus Director

The MCAST Gozo Campus

Through its Gozo Campus in Ghajnsielem, MCAST offers excellent vocational education and training (VET) opportunities to Gozitan school leavers in its investiture as a further and higher education college. The Campus also fulfils MCAST's role as a community college for the re-skilling and up-skilling of the Gozitan community in general.

In the academic year 2020-21, the MCAST Gozo Campus is offering a selection of full-time and part-time courses, ranging from MQF/ EQF Levels 1 to 6, covering a broad spectrum of vocational sectors.

Most of our courses have a work-based learning component through vocational placements or apprenticeship. Some of these training programmes lead the students directly to employment, while others lead to higher level studies in Gozo and/or Malta.

MCAST programmes delivered in Gozo fulfil the same quality assurance standards applicable to identical programmes delivered by the corresponding MCAST Institute in Malta. This ensures that Gozitan students benefit from the same quality of service, available to their Maltese peers at the Maltabased Institutes, on their own home ground.

Gozo Campus Regulations

Apart from the main college regulations listed in the earlier sections within this publication, students at the MCAST Gozo Campus are to take note of, and respect, the following restricted areas: roof area/s; staff toilets and toilets of the other gender; staff kitchenette; janitors' rooms; computer labs and staff rooms (if unattended); and, offices (in the absence of administrative staff).

MG2i International

MCAST has a growing international student community from all over the world following a diverse range of study programmes. Through MG2i, MCAST offers an array of programmes at undergraduate and post-graduate level, in a broad range of fields, including; Health Care Management, Nursing, Business Management, Aviation, IT, Engineering, Tourism and Events Management.

We believe that through our internationalisation efforts, we are not only marketing MCAST as an entity, but also promoting Malta as a destination for Higher Education.

Malta is bilingual, which means that practically everyone on the island speaks Maltese and English fluently, making it the perfect place to welcome thousands of International students from all across the globe every year. Malta's cultural and economic scene adds to the value and student experience our graduates receive. With a thriving job market and ample opportunities in the various growing sectors, Malta offers a perfect backdrop for a higher education experience.

At MCAST, we also offer custom-made programmes for cohorts brought together by common interests and/or goals. This allows greater flexibility in terms of course delivery and timeframes.

At MG2I, we pride ourselves in offering a high quality educational experience, ensuring that our students get the utmost out of their experience while studying in Malta.

Since all our study programmes are delivered in English, we require all our students to have a sound knowledge of the language. Applicants without IELTS certification can opt for the MCAST Preparatory Access Course, which is tailor-made to enable them to obtain a Level 5 certificate in English over a period of ten months, ensuring that they have the necessary language competences to follow our programmes.

As an international student coming to Malta for the first time, or even if you have visited before, MG2i staff can help you with all your requirements prior and post your arrival to Malta.

International students following a full-time course at MCAST may benefit from a government scheme, which enables them to work for up to 20 hours a week during their studies with a provision of a stay-back period of six to nine months to engage in a job related to their studies.

We believe that every student is entitled to the best level of education possible and that access to education is an incontrovertible right. We therefore strive to ensure that the learning experience that is offered while studying at MCAST is of the highest quality.

Mr Stephen Vella

Deputy Principal

Business Development and Quality Assurance

T: 2398 7879

E: mg2i.international@mcast.edu.mt



Appendix A: MCAST Academic Year Calendar 2021/2022

2021

4 th October	Beginning of Semester 1
11 th October - 15 th October	Campus Days
1 st November	No Lectures
December	Graduation Ceremonies - Levels 5 and 6
24 th December - 31 st December	Christmas Recess

2022

3 rd January	Continuation of Semester 1
28 th January	End of Semester 1
January	Graduation Ceremonies - Level 4
1 st February - 4 th February	No Lectures
7 th February	Beginning of Semester 2
February	Graduation Ceremonies - Levels 1, 2, 3
January	Graduation Ceremonies - Level 4
28 th February	No Lectures
13 th April - 22 nd April	Easter Recess
25 th April	Continuation of Semester 2
20 th May	No lectures
3 rd June	End of Semester 2

The above calendar is subject to any current health directives and restrictions as issued by the Health Authorities

Public Holidays falling on weekdays

8 September 2021

21 September 2021

8 December 2021

13 December 2021

10 February 2022

31 March 2022

7 June 2022

29 June 2022

Appendix B: MCAST Administration and Support Services

Prof Ian Refalo

President of the Board of Governors
E: ian.refalo@mcast.edu.mt

Ms Jacqueline Grima

Personal Assistant to Principal and
CEO and President of the Board of
Governors
Tel: 2398 7312
E: jacqueline.grima@mcast.edu.mt

Mr Philip Vella

Deputy Principal Administration
Tel: 2398 7207
E: philip.vella@mcast.edu.mt

Dr Tatjana Chircop

Deputy Principal Arts and Social
Sciences
Tel: 2398 7177
E: tatjana.chircop@mcast.edu.mt

Mr Ronald Curmi

Deputy Principal
Tel: 2398 7107
E: ronald.curmi@mcast.edu.mt

Mr John Vella

Deputy Registrar - Administrative
Tel: 2398 7128
E: john.vella@mcast.edu.mt

Mr Anthony Saliba

Director in the Office of the
Principal
Tel: 2398 7307
E: anthony.saliba@mcast.edu.mt

Mr John Bartolo

Director Outreach Services and
Student Affairs
Tel: 2398 7134
E: john.bartolo@mcast.edu.mt

Mr James Camilleri

Manager Integration Unit
Tel: 2398 7329
E: james.m.camilleri@mcast.edu.mt

Prof Joachim James Calleja

Principal and Chief Executive
Officer
E: james.calleja@mcast.edu.mt

Mr Stephen Vella

Deputy Principal Business
Development and Quality
Assurance
Tel: 2398 7777/7116/7877-9/7160
E: shortcourses@mcast.edu.mt

Dr Mario Cardona

Deputy Principal Technology and
Applied Sciences
Tel: 2398 7171
E: mario.cardona@mcast.edu.mt

Dr Ing Alex Rizzo

Deputy Principal Research and
Innovation
Tel: 2398 7176
E: alex.rizzo@mcast.edu.mt

Ms Maria Pace

Director Registrar
Tel: 2398 7111
E: maria.pace@mcast.edu.mt

Mr Josef Buttigieg

Deputy Registrar - Academic
Tel: 2398 7118
E: josef.buttigieg@mcast.edu.mt

Ms Liza Franco

Director Library and Learning
Resource Centre
Tel: 2398 7500/1 /2/3
E: llrc@mcast.edu.mt

Mr Richard Curmi

Director Corporate Social
Responsibility
Tel: 2398 7260
E: richard.curmi@mcast.edu.mt

Mr Peter Micallef

Manager Health and Safety
Tel: 2398 7189
E: peter.micallef@mcast.edu.mt

Ms Daniela Blagojevic

Director Communications
Tel: 2398 7200
E: daniela.blagojevic@mcast.edu.mt

Fr Richard Ebejer

MCAST Chaplaincy
Tel: 2782 7323
E: chaplaincy@mcast.edu.mt
M: 7997 9867
F: MCAST Salesian Chaplaincy

Ing Pierre Dalmas

Director Quality Assurance
Tel: 23987121
E: pierre.dalmas@mcast.edu.mt

MCAST Main Reception

Tel: 2398 7100
E: counsellors@mcast.edu.mt

Mr Jason Muscat

Sports Department
Tel: 2398 7382
E: jason.j.muscat@mcast.edu.mt

Ms Joslyne Sciberras

Magic Wonders
Tel: 2398 7370
E: MagicWonders@mcast.edu.mt

Dr Marilyn Muscat

Educational Psychologist
Tel: 2398 7405
E: marilyn.muscat@mcast.edu.mt

Ms Marina Scerberras Manager

Student Liaison Office
Tel: 2398 310
E: marina.sceberras@mcast.edu.mt

Career Guidance

Tel: 2398 7135/7136
E: career.guidance@mcast.edu.mt

Personal & Vocational Guidance

Tel: 2398 7135/7136
E: career.guidance@mcast.edu.mt

Personal Counselling

Tel: 2398 7165
E: counsellors@mcast.edu.mt

Gozo Campus

Tel: 2398 7665/7666/7667
E: studentsupport-gozocampus@
mcast.edu.mt

Mr Alessandro Valastro

Fitness Centre
Tel: 2398 7466
E: FitnessCentre@mcast.edu.mt

Appendix C: Institute Administration Contact Details

Institute of Applied Sciences

Ms Paula Grech Bonnici
Director
E: ias@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
Tel: 2398 7801

Centre for Agriculture, Aquatics and Animal Sciences

Mr Malcolm Borg
Deputy Director
E: caaas@mcast.edu.mt
Triq Hal-Luqa, Qormi, QRM 9075.
Tel: 2398 7341/2

Institute for the Creative Arts

Dr Martina Caruana
Director
E: ica@mcast.edu.mt
Misraħ I-Għonoq, Targa Gap, Mosta, MST 1735.
Tel: 2398 7753/4

Institute of Business Management and Commerce

Mr Andrew Galea
Director
E: ibmcastudents@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
Tel: 2398 7600-5

Institute of Community Services

Ms Ann Marie Cassar
Director
E: ics@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
Tel: 2398 7550/7552/7553/7557

Institute of Information and Communication Technology

Mr Conrad Vassallo
Director
E: ict@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
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Institute of Engineering and Transport

Ing Stephen Sammut
Director
E: stephen.sammut@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
Tel: 2398 7703

Centre for Maritime Studies

Mr Eugenio Busuttil
Deputy Director
E: maritime@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
Tel: 2398 7764/7765

Building and Construction Engineering

Ing Paul Borg
Deputy Director
E: paul.borg@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
Tel: 2398 7937

Mechanical Engineering

Ing Anthony Bartolo
Deputy Director
E: ime@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
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Electrical & Electronics Engineering/Aviation Maintenance Training Centre

Mr Antonino Sanfilippo
Deputy Director
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MCAST Main Campus, Corradino Street, Paola, PLA 9032.
Tel: 2398 7705-7

Mr Roberto Tiscio
Deputy Director
E: roberto.tiscio@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
Tel: 2398 7705-7

Auto Automotive and Foundation Courses

Ing Longino Dingli
Deputy Director
E: longino.dingli@mcast.edu.mt
MCAST Main Campus, Corradino Street, Paola, PLA 9032.
Tel: 2398 7705-7

Gozo Campus

Ing Godwin Grech
Director
E: gozocampus@mcast.edu.mt
MCAST Gozo Campus, J.F.De Chambray Street, Għajnsielem, GSM1053, Gozo
Tel: 2398 7667/7666

Appendix D: ASSESSMENT / EXAMINATION RESULT APPEAL FORM (Doc 292)

Note: When submitting the form, you will be given a signed copy of your form by the Institute Administration. You are required to keep this signed copy as evidence of your submission. You are entitled to have a person of your own choice present during the Appeals Board hearing sessions. Ask for a copy of this form from your Institute's Administration or access and print the form via the MCAST website.



Appendix E: REQUEST FOR CONSIDERATION OF EXTENUATING CIRCUMSTANCES FOR EXTENSION OF THE SUBMISSION DEADLINE OF HOME BASED ASSIGNMENT FORM (Doc 104)

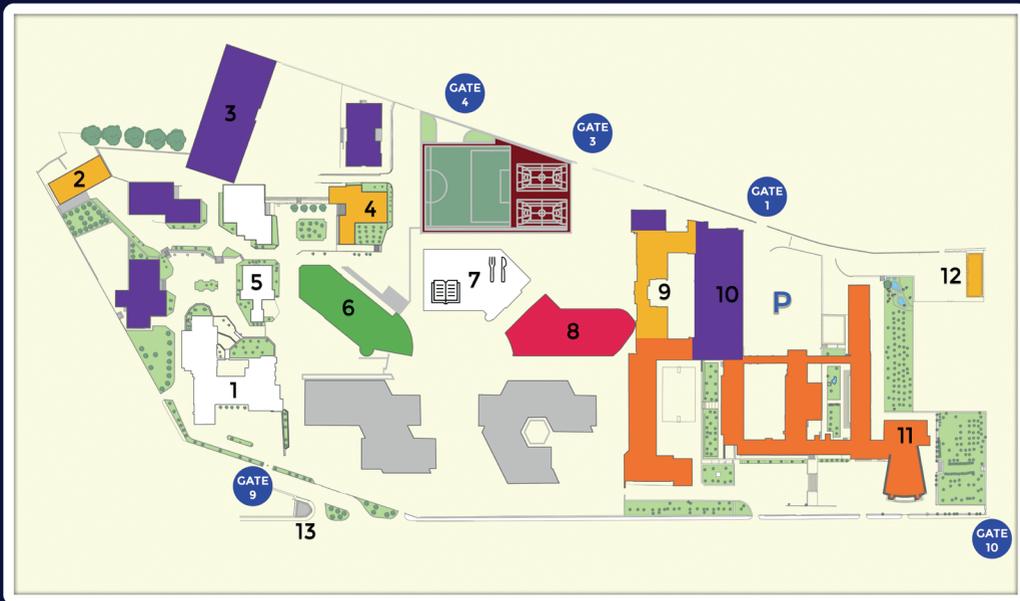
Note: Ask for a copy of this form from your Institute's Administration or access and print the form via the MCAST website - <https://www.mcast.edu.mt/college-forms/>



Appendix F: REQUEST FOR CONSIDERATION OF EXTENUATING CIRCUMSTANCES FOR TIME CONSTRAINED ASSIGNMENTS (Examination) FORM (Doc 106)

Note: Ask for a copy of this form from your Institute's Administration or access and print the form via the MCAST website - <https://www.mcast.edu.mt/college-forms/>





- 1 - Administration
- 2 - Lower Gym
- 3 - Institute of Engineering & Transport
- 4 - Institute of Community Services
- 5 - Library, Learning & Resource Centre
- 6 - Institute of Applied Sciences
- 7 - Students' House
- 8 - Institute of Business Management & Commerce
- 9 - Upper Gym/Fitness Centre

- 10 - Institute of Engineering & Transport (Automotive)
- 11 - Institute of Information & Communication Technology
- 12 - Child Care Centre
- 13 - MCAST Chapel

-  - Canteen
-  - Bookshop

mcast.edu.mt



Download MyMCAST

One app for all your college contacts

My MCAST Services includes information about all our student services. You will find information about guidance and counselling, our inclusion unit, international office and so many more services.

Available on **Googleplay** and **Appstore**

<https://play.google.com/store/apps/details?id=com.app.jptabone13>

https://apps.apple.com/mt/app/my-mcast-services-v-1/id1546456155?fbclid=IwAR20mYOPlxvtkuo_-UsXA4k9xwPgjRkgI4rEyJDVhx_9L0ImWjZUKKutXe8



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