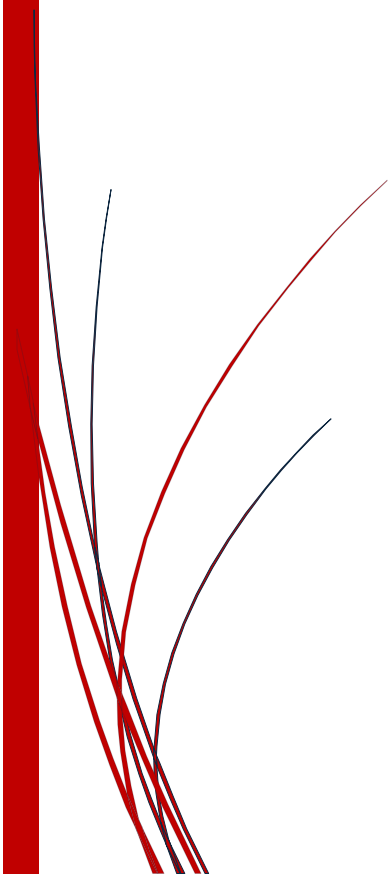
Version 1.5 (Effective 06/02/2025)

Student Handbook

Ascencia Malta



Next review date: 06/02/2026

VERSION 1.5
APPROVED

Ascencia Malta Student Handbook 2025

Introduction

Welcome to Ascencia Malta! This handbook is a comprehensive guide designed to support your academic journey and ensure you have all the information you need to succeed during your studies. At Ascencia Malta, we are committed to providing quality education combined with a supportive learning environment.

Throughout your time here, you will experience a community dedicated to academic excellence, inclusivity, and individual support. This handbook outlines essential policies, codes of conduct, attendance requirements, academic integrity standards, welfare provisions, and key procedures that govern your student experience.

Please take the time to read this handbook carefully and refer to it regularly. If you have questions or need assistance, our staff are here to support you every step of the way. We wish you a rewarding and inspiring time at Ascencia Malta.

Mission Statement

At Ascencia Malta, we empower students through a student-centered approach that fosters critical thinking, creativity, and lifelong learning. We deliver high-quality education that meets rigorous standards and prepares graduates for success in a dynamic world. Together with our partnered stakeholders, we are dedicated to developing socially responsible leaders who champion diversity, inclusion, and equity, creating meaningful impact within our diverse community.

Campuses

1. **Floriana, Malta**

23 Vincenzo Dimech Street, Floriana, Malta FRN 1502

2. **Swieqi, Malta**

88/90 Triq It-Tiben, Swieqi, Malta SWQ 3034

Student Policies *(Version 1.5)*

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1.1 Photo and Video Release *(Version 1.1)*

I hereby consent to any pictures or videos of me taken at Ascencia Malta whilst I am a student there to be used for marketing purposes, such as on social media platforms and other marketing related materials. I also understand that I am free to withdraw my consent at any time without consequence. I know that should I have any questions, concerns or feedback about pictures or videos of me, that I can contact the quality assurance and compliance manager: pauline@ascenciamalta.mt

1.2 Attendance & Retention Policy *(Version 1.2)*

Ascencia Malta offers programmes for full-time students. All students are expected to attend all timetabled classes, and it is their responsibility to complete an appropriate amount of work outside the classroom. To complete the programme, all students must maintain at least 80% attendance. Students are under the obligation to maintain the required attendance benchmark for the programme. If for any reason a student cannot meet these requirements, they must speak with the Student Welfare Officer or the Academic Manager. Both the Student Welfare Officer and the Academic Manager are available to meet students by appointment and to assist individuals should they foresee issues on class absences or if they wish to discuss reasons for previous absences. These can then be considered and, if accepted as a genuine reason, the absence can be marked as authorised.

1.2.1 Guidelines for all students regarding attendance:

1.2.1.1. If a student is unable to attend a class, they must inform the Student Welfare Officer and the Academic Manager explaining the reason along with evidence.

1.2.1.2. When students are absent due to illness, they should notify the Student Welfare Officer and the Academic Manager along with proof of evidence.

1.2.1.3. If absence exceeds three lectures, the student must produce a medical certificate.

1.2.1.4. If a student is having difficulties attending classes due to personal, financial or academic problems, they must contact the Student Welfare Officer and must provide proof of evidence.

1.2.1.5. Students are discouraged from being absent or on break during term time as the academic year is very short. Should there be an emergency, which entails this, students should advise both Student Welfare and the Academic Manager and provide evidence. Discretionary leave can then be authorised plus advice may be given on study and course assignments.

1.2.1.6. Students who do not attend 80% of all classes scheduled, will not be permitted to attend their exams/assessments for that module, resulting in an automatic resit.

The Student Welfare Officer is requested by Identita to send the data for students' attendance at the end of each week.

1.2.3. **Attendance monitoring procedure**

1.2.3.1. The Student Welfare Officer and the Academic Manager will maintain an attendance register and attendance taken by the Lecturer will be recorded in the attendance register.

1.2.3.2. Students will be marked as absent if they arrive more than 10 minutes after the start of the class. Similarly, if students leave early by more than half an hour, they will be marked down as absent.

1.2.3.3. Some programmes have both morning and afternoon registers, so it is essential that attendance is recorded with accuracy for both sessions.

1.2.3.4. If a student is consistently late, they may be excluded from the class session and lose attendance marks. Ascencia Malta actively discourages late attendance or early leaving as these are disruptive to the learning of other students.

1.2.3.5. Students who are absent from the class for credible reasons can make an arrangement with the Student Welfare Officer for additional support. It is the duty of the student to make such arrangements, which will only be provided in exceptional circumstances. Ascencia Malta will contact students by email and telephone if there is a pattern of regular absenteeism. All absentee notes, logs or telephone call records are retained by Ascencia Malta for future reference.

1.2.4 Authorised and unauthorised absence

Authorised absence is when a student notified Ascencia Malta in advance of the absence and provides acceptable third part evidence to justify their absence. The nature of the evidence and the length of absence will be considered by Ascencia Malta and either approved or rejected accordingly.

Unauthorised absence is when a student is absent for one or more days without providing prior notification of absence or does not submit the documented evidence. Absences may be authorised in advance for the following reasons:

• A medical emergency that cannot be arranged outside lecturing hours Medical Absence: All absence from classes due to medical reasons, must be accompanied by an original medical certificate submitted at reception as well as a scanned copy uploaded on the Medical Absence form located at the link: https://forms.gle/TgcoE1SRjekkv1yg9

• Employment interview

• A work experience placement which is integral to the course

•Extreme unfavourable weather conditions

• Bereavement

• Severe disruption to a learner's mode of transport, as in industrial action where there is no other practicable way of getting to class

• An Ascencia Malta meeting for student representatives

• Approved study leaves or examinations

• An urgent need to look after a family member or another person for whom the student has caring responsibilities

Note: Authorisations will be given in case of emergencies only. Repeated requests for authorisation will not be accepted and will lead to an absence mark.

Unauthorized absence:

The following reasons for absence would not normally be acceptable:

• Holidays during the term period

• Employment

• Birthdays

• Completing assignments at home during learning hours

• Driving lessons

• Vehicle breaks down

• Internet / technology issues

• Leisure activities

• Any other reason not mentioned in the list of acceptable authorised reasons.

1.2.5 Absences and penalties:

It is compulsory to attend the induction day. If a student does not report for their induction day/first day of study, and no contact has been made from the student to explain the reason, Ascencia Malta will contact the student to establish the reason for non-attendance. The detail of the attempted contact is recorded in the personal file of the student and on the central database. If it is established that the student will not be taking up study, or no response is received, then the student's admission will be suspended immediately. The student will have a 1 weeks' notice to reinstate the admission by paying a fine of €100. In case no response is received, the student's admission will be terminated and Identita will be informed, this will result in a revocation of visa. The student will not receive any refund in case of termination of admission.

1.2.6. Missed Contacts:

Where a student fails to attend three expected contacts (each contact being the equivalent to an individual lecture or tutorial), a first warning email will be sent. A second warning email will be sent if a student fails to attend three further contacts. A third and final warning email will be sent if a student fails to attend a further three expected contacts. Ascencia Malta will then inform Identita, which means that the visa will be revoked.

1.2.7. Overall attendance:

If the overall attendance of a student falls below 80%, Ascencia Malta will issue a first warning letter to the student asking for justification for the poor attendance. If the attendance of the student falls below 75%, Ascencia Malta will issue a second warning email asking the student to explain the reason for the poor attendance. If the attendance of the student falls below 65%, Ascencia Malta will issue a third warning email asking the student to justify the poor attendance. If the student still fails to maintain the required level of attendance, they are in danger of being terminated from Ascencia Malta. At any given time, should attendance drop below the satisfactory 80% necessary for course completion, Ascencia Malta reserves the rights to suspend a student without notice. The student will be informed during the disciplinary meeting or by email. The student will not be able to attend classes or enter the Institute until the suspension is lifted.

Summary Note:

The Student Welfare Officer and the Academic team focus on the well-being and learning of each student during study at Ascencia Malta. The main objective is that the students enjoy their learning journey and succeed in their programme completion. Our aim is to ensure that all students are actively learning in classes. When attendance falls short for justifiable reasons we will assist the student with extra tuition. Students need to be aware that they are enrolled on a full-time programme and they must proceed in full recognition of the time this will take. If a student cannot give the programme the required time, the programme should not be undertaken.

Nota Bene: If a student's attendance is less than 80% at the end of programme, they will not be eligible to receive their degree or diploma.

2.0 Declaration of reading and understanding the checklist of Temporary Residence Permit (TRP) for living and studying in Malta *(Version 1.1)*

I confirm that I have received, read, and understood the checklist for the Temporary Residence Permit (TRP) in Malta, along with all necessary forms required for the application process. I acknowledge that I am aware of all listed requirements and the potential consequences for non-compliance. I confirm my commitment to comply with the requirements and submit all necessary documentation accurately and on time.

It is crucial to ensure that all required documents are accurate, complete, and submitted within the given deadlines to avoid delays or application rejection. It is essential that you send your documents at least 3 to 4 weeks before your current visa expires. **Submissions received after this deadline will incur a €50 administration fee**, and delays may affect your legal status.

I understand that the documents I must provide include, but are not limited to:

2.1. Letter from the school confirming the course duration.

2.2. Progress and attendance report (for extensions only).

2.3. Official school payment receipts.

2.4. Complete passport copy (biometric pages for renewals).

2.5. Form N.01 (first-time) or Form N.02 (renewals).

2.6. Medical insurance with €100,000 minimum coverage.

2.7. Medical screening certificate.

2.8. Valid lease agreement or school booking document.

2.9. Lease attestation form signed by a legal authority.

2.10. Housing Authority approval email for property registration.

2.11. Proof of financial means (bank statements, sponsor documents if applicable). Bank statements must cover at least three months of transactions, include a clear conversion to euros, and display the account holder's name, account number, bank logo, total balance, and currency. Sponsor documents must include a letter of support, proof of relationship, and evidence of accessible funds.

2.12. Debit/credit card copy (masking sensitive details) with ATM withdrawal receipt.

I affirm that all provided information is true and accurate to the best of my knowledge. I understand that providing false or misleading information may result in the denial of my application and could have legal consequences. By signing, I confirm I have received and understood the checklist, clarified doubts, had the opportunity to consult with an advisor if needed, and will submit all documents in English.

3.0 Artificial Intelligence (A.I.) Use Policy for Students *(Version 1.3)*

At Ascencia Malta, we value academic integrity and responsible use of Artificial Intelligence (AI) in education. While AI tools can enhance learning, unrestricted use can compromise originality, critical thinking, and ethical standards. This policy sets strict guidelines on when and how AI can be used during lectures, coursework, and assessments.

3.1. AI Usage Limitations

3.1.1. General Rules on AI Use

Students may use AI tools only under specific conditions and must always **acknowledge** their use where required.

Category	Allowed	Not Allowed
Research Assistance	AI can help summarise concepts but must not replace primary research or cited references.	Using AI to generate full essays, reports, or arguments.
Language Support	Grammar and spell checkers like Grammarly are permitted.	AI-generated rewriting or translation of assignments.
Note-Taking & Summaries	Students may use AI tools to generate summaries **after** lectures.	Using AI to summarise lectures **instead of attending**.
Coding & Data Analysis	AI may assist in debugging and structuring code but must be acknowledged.	Copy-pasting AI-generated code without understanding or documentation.
Idea Generation	AI can suggest brainstorming topics but must not be the sole source.	Direct AI-generated answers in assignments.
Referencing & Citations	AI can assist in formatting references.	Using AI-generated, incorrect, or fake citations.

3.1.2. AI Usage During Lectures

Students **must adhere to strict time-based limitations** on AI usage during class sessions:

Lecture Phase	AI Usage Allowed?	Details
Pre-Lecture Preparation	**Allowed**	AI can be used for pre-reading, summarising course material, and preparing notes.
Live Lectures & Discussions	**Not Allowed**	AI use is strictly **prohibited** during lectures, discussions, and group activities. Students must actively participate.
Post-Lecture Review	**Allowed**	AI may be used **after class** to summarise notes, clarify concepts, and enhance understanding.
In-Class Assessments & Quizzes	**Strictly Prohibited**	No AI tools are allowed during tests, quizzes, or assessments. Use will result in academic misconduct penalties.
Group Work & Presentations	**Limited Use**	AI may assist in structuring content, but students must generate original ideas and presentations.

1.3. AI Usage in Assessments & Assignments

Students must follow strict **submission guidelines** regarding AI-assisted work:

Assessment Type	AI Usage Allowed?	Conditions
Essays & Reports	Limited	AI may be used for structuring but not generating content. AI-generated content must be **fully cited**.
Research Projects	Limited	AI may assist in finding sources, but all information must be cross-checked. No AI-generated references allowed.
Exams & Timed Assessments	Prohibited	AI use during exams is strictly forbidden. Any use will result in immediate disciplinary action.

Assessment Type	AI Usage Allowed?	Conditions
Reflective Writing & Personal Statements	Prohibited	Work must be **100% student-generated**. No AI assistance is permitted.
Presentations & Public Speaking	Limited	AI may help with structuring but cannot write entire scripts or slides.
Peer Reviews & Feedback	Prohibited	Feedback must be written by students, without AI intervention.

3.2. AI Detection, Enforcement & Penalties

3.2.1. AI Detection Measures

3.2.1.1 All written work will be **screened through AI detection tools**.
3.2.2.2 Instructors may require students to submit **draft versions and revision history** to verify authenticity.
3.2.2.3 Suspicious submissions will be subject to a **manual review process**.

3.2.2. Penalties for AI Misuse

Violating this policy will result in **academic penalties**:

Offence Level	Consequence
First Offence	**Formal Warning** – Student must resubmit work with a **mark deduction**.
Second Offence	**Automatic Zero** – The assignment is graded 0, and the student is reported to the Academic Integrity Board.
Third Offence	**Academic Misconduct Hearing** – Possible suspension or expulsion from the institution.

3.3. Academic Integrity Pledge

All students must **sign an AI Integrity Pledge** before submitting assessments. The pledge confirms:
- The work submitted is their own.
- AI tools were used only within the permitted scope.
- They understand the consequences of AI misuse.

3.4. Faculty Oversight & Exceptions

3.4.1 Instructors may **define specific AI use cases** for their courses.
3.4.2 **Any exceptions must be explicitly stated in the course syllabus.**
3.4.3 Faculty members will provide students with guidelines on proper AI citations when permitted.

3.5. Policy Review & Updates

This policy will be **reviewed annually** and updated in response to technological developments and academic integrity concerns.

Effective Date: 17/02/2025

Example

Academic Integrity & AI Usage Declaration

By submitting this assignment/assessment, I confirm that the work is my own and complies with Ascencia Malta's Academic Integrity & AI Usage Policy. I have not used AI tools to generate, paraphrase, or translate content in violation of the guidelines. Any AI assistance used has been properly acknowledged.

I understand that misuse of AI or academic dishonesty may result in penalties, including grade deductions, failure of the assessment, or disciplinary action.

Student Name: _____

Student ID: _____

Course & Year: _____

Date: _____

Signature: _____

4.0 Student Code of Conduct *(Version: 2.0)*

Effective Date: January 2025

Review Date: January 2026

Approved by: School Director

4.0.1. Introduction

This Code of Conduct outlines the expected standards of behaviour and responsibilities for all students attending courses at Ascencia Malta, as regulated by the ELT Council and in accordance with the Education Act (Cap. 327), LN 221 of 2015, and guidance issued by the Malta Further and Higher Education Authority (MFHEA).

4.0.2. General Behaviour

4.0.2.1 Students must behave respectfully towards peers, staff, and the general public.

4.0.2.2 Any form of discrimination, harassment, bullying, or verbal abuse is strictly prohibited.

4.0.2.3 Students must comply with all lawful instructions issued by staff or authorised representatives of the school.

4.0.2.4 Embrace diversity and inclusivity, refraining from any form of discrimination, harassment or bullying.

4.0.2.5 Maintain a professional appearance. We are working in a hot climate so kindly ensure personal hygiene standards are exceptionally maintained.

4.0.2.6 Report any violations of the Code of Conduct to your teachers, who will inform the Academic Manager.

4.0.2.7 Take responsibility for your actions and their impact on the school community.

4.0.3. Attendance & Punctuality

4.0.3.1 Attendance is compulsory for all scheduled classes and any events related to your courses, with no exception. Failure to do so, will result in being marked absent.

4.0.3.2 Students must maintain a minimum attendance rate of 80%, as required to receive a progress report or course certificate.

4.0.3.3 Lateness disrupts learning; students are expected to arrive on time for all lessons and activities.

4.0.4. Academic Integrity

4.0.4.1 Cheating, plagiarism, and misrepresentation of work will not be tolerated.

4.0.4.2 Students must complete all assigned coursework honestly and independently unless collaborative work is authorised.

4.0.4.3 Collaborate ethically with peers, ensuring equitable contribution and respect for diverse perspectives.

4.0.4.4 Actively participate in class discussions, group projects and other collaborative activities.

4.0.4.5 Follow the guidelines set by your tutors for assignments or projects assigned.

4.0.4.6 Ensure that all assignments and work assigned are completed and submitted on time, with no exception. Failure to so may affect certification results.

4.0.5. Identification & Documentation

4.0.5.1 Every student must always carry their official ELT Student ID card.

4.0.5.2 ID cards must reflect accurate, up-to-date information including accommodation address. Any change must be reported immediately.

4.0.6. Alcohol, Smoking & Substance Use

4.0.6.1 Smoking or vaping are only permitted in the designated smoking areas.

4.0.6.2 The use or possession of illicit drugs is prohibited and may lead to immediate expulsion and legal reporting.

4.0.7. Use of Technology

4.0.7.1 Misuse of school Wi-Fi, email, or computer systems for illegal, inappropriate, or disruptive purposes is forbidden.

4.0.7.2 Recording staff or fellow students without consent is prohibited.

4.0.8. Disciplinary Action

Violations of this Code of Conduct may result in the consequences outlined in our Student Disciplinary Policy

4.0.9. Agreement

By enrolling in Ascencia Malta, students agree to abide by this Code of Conduct and all supplementary policies issued by the ELT Council and MFHEA.

4.0.10. Reference to other Policies and Procedures:

Students are expected to familiarize themselves and comply with all other school policies and procedures that complement this Code of Conduct. The include, but are not limited to:

- Anti-Bullying & Harassment Policy
- Health & Safety Policies
- Ascencia Disciplinary Procedure

5.0 Student Disciplinary Policy *(Version: 2.0)*

Effective Date: 05/06/2025

Approved by: School Director, assistant Director of Studies and Academic Manager

Review Date: 24/11/2025

5.0.1. Purpose

This procedure explains how the school will deal with students who break school rules, behave badly, or are often absent without a valid reason. Our goal is to give students a chance to change their behaviour, but serious or repeated problems may lead to expulsion.

5.0.2. What Counts as Misbehaviour?

5.0.2.1 Not attending classes without a good reason (unauthorised absence)

5.0.2.2 Breaking school rules

5.0.2.3 Being rude or aggressive to staff members or other students

5.0.2.4 Damaging school property

5.0.2.5 Putting others at risk

5.0.2.6 Breaking Maltese law (e.g. drugs, alcohol, violence)

5.0.3. What Happens if Rules Are Broken?

We follow these steps. A minimum period of three (3) months will be observed between each step, unless the offence is serious or repeated often within that time.

Step 1 – Verbal Warning

• The student is spoken to by academic manager or welfare officer

• The rules are explained again

• A note is made in the student's file

Step 2 – First Written Warning

• A formal warning letter is given to the student

• The student signs to confirm they received it

• A meeting with the welfare officer will be held after 3 months, to evaluate student performance. If no improvement is observed from the first written warning, the student welfare officer will recommend whether a final warning should be issued.

Step 3 – Final Written Warning

• If the situation escalates to Step 3, a Final Warning letter will be issued to the student, by the School Director

• A behaviour agreement may be signed by the student and the student will be notified again that, should there be

no improvement, the next step will be Expulsion.

Step 4 – Expulsion

• If there is no improvement within 3 months of the final warning, or in cases of very serious behaviour, the

student may be expelled

• The student will receive a formal letter with the reason for expulsion

• The relevant authorities will be informed, and visa will be revoked (if applicable)

• No refunds will be given unless required by law

5.0.4. Emergency Expulsion

In cases of serious risk or illegal activity (e.g. violence, drug use, criminal behaviour), the school may expel the student immediately without going through the steps mentioned earlier.

5.0.5. Right to Appeal

Students have the right to:

5.0.5.1 Explain their side of the story

5.0.5.2 Appeal a decision in writing to the School Director within 5 working days

5.0.5.3 Get a reply within 10 working days

5.0.6. Records

All warnings and disciplinary actions will be recorded and kept in the student's file.

This policy will be reviewed every 6 months but can be updated in the interim if the need arises.

6.0 Student Welfare and Care *(Version: 2.0)*

Effective Date: January 2025

Approved by: School Director

Review Date: January 2026

6.0.1. Policy Statement

Ascencia Malta is committed to promoting and safeguarding the welfare, health, safety, and wellbeing of all students enrolled at our institution. This policy ensures full compliance with:

6.0.1.1 Legal Notice 221 of 2015

6.0.1.2 ELT Council regulations and monitoring standards

6.0.1.3 MEDE Policy Manual (v4.5)

6.0.1.4 Malta Further and Higher Education Authority (MFHEA) standards

The institution aims to provide an inclusive, respectful, and supportive learning environment for all students regardless of age, nationality, or background.

6.0.2. Objectives

This policy is established to:

6.0.2.1 Ensure student welfare is a priority in all aspects of the educational experience.

6.0.2.2 Outline clear and transparent procedures for welfare-related support and intervention.

6.0.2.3 Establish a comprehensive safeguarding structure, particularly for minors and vulnerable students.

6.0.2.4 Support the mental, emotional, and physical wellbeing of all learners.

6.0.3. Welfare Structure and Responsibilities

6.0.3.1 The Student Welfare Officer

Was appointed as per LN 221 of 2015 and the MEDE Policy Manual.

6.0.3.2 Oversees welfare operations and student induction

6.0.3.3 Ensures compliance with student identification protocols.

6.0.3.4 Ensures safeguarding of vulnerable adults.

6.0.3.5 Liaises with external authorities when necessary.

6.0.3.6 Conducts regular safeguarding reviews.

6.0.3.7 All Staff

6.0.3.8 Must be aware of and adhere to welfare protocols.

6.0.3.9 Trained in recognising welfare and safeguarding concerns.

6.0.3.10 Expected to foster a safe and inclusive environment.

7.0 Support Services Available

7.0.1 Induction and Orientation

7.0.2 All students receive a welfare briefing on arrival.

7.0.3 Information provided includes emergency contacts, laws and healthcare guidance.

7.1 Student Identification Cards

7.1.1 Issued on arrival and must include:

7.1.2 Name, photo, accommodation address, school address

7.1.3 Nationality, passport number, date of birth

7.1.4 24-hour emergency number

7.1.5 Arrival and departure dates

7.2 Health and Emergency Care

7.2.1 Access to first aid and emergency services on-site.

7.2.2 All students are advised to hold health insurance.

7.2.3 Ill students are referred to healthcare providers or advised to rest.

7.3 Mental Health and Wellbeing

7.3.1 Students can request counselling referrals.

7.3.2 Welfare staff conduct periodic informal check-ins.

7.3.3 Particular attention is paid to long-stay and vulnerable students.

7.3.4 Accommodation Welfare

7.3.5 Students may report concerns, which immediately passed on to the accommodation provider.

7.4 Support for Vulnerable Adults

Ascencia Malta is committed to protecting the wellbeing of vulnerable adults. There are students who may need extra support because of age, disability, mental health conditions, language barriers or other factors. Mature students who consider themselves vulnerable or are considered vulnerable by others, are encouraged to speak to:

7.4.1. The Welfare Officer

7.4.2. A trusted teacher or member of staff

Ascencia Malta will:

7.4.3. Make sure that all students are safe and supported

7.4.4 Listen to students without judgement

7.4.5 Take the right steps to help students

7.4.6 Respect students' privacy and dignity

If necessary, the school may seek to engage professional services for extra support but only with the students' permission unless there is a serious risk to their safety or the safety of other students and staff

7.5. Student Rights and Responsibilities

Rights:

7.5.1 To be treated with dignity and respect.

7.5.2 To learn in a safe and inclusive environment.

7.5.3 To access welfare and support services.

Responsibilities:

7.5.4 To adhere to the school's code of conduct.

7.5.5 To obey Maltese law regarding alcohol, tobacco, and drugs.

7.5.6 To carry their ID card at all times.

7.6 Incident Reporting and Complaints

7.6.1 Confidential processes are available for reporting.

7.6.2 Reports reviewed by Welfare Officer or Academic Managers.

7.6.3 Serious issues are escalated to appropriate agencies.

7.6.4 Complaints are handled according to internal policy.

7.7 Monitoring and Review

This policy is reviewed:

7.7.1 annually or after significant incidents which will dictate an amendment to said policy;

7.7.2 as advised by Academic School Visits (AVS) and MFHEA external audits;

7.7.3 suggestions received through learner feedback;

7.8 Related Policies and Procedures

- Health and Safety Policy
- Student Code of Conduct
- Emergency Procedures
- Quality Assurance Procedures

For any queries or further information regarding this policy, please contact the Welfare Officer or the Designated Safeguarding Lead at Ascencia Malta.

8.0 Academic Writing and Presentation Style & Regulations *(Version 1.1)*

Introduction

When reading for an academic degree with Ascencia Malta Business School, the following guidelines on style and presentation of writing need to be adhered to. Any piece of work that you will be required to submit and/or present should take the format indicated below. The style and presentation of your writing will be considered as part of your global grade.

Page setup:

- 2.5 cm OR 1-inch margins on all sides
- Recommended fonts: Arial 12 pt. or Times New Roman, with double-spacing
- Title is in the centre of the page just above the text
- Left-aligned text, with the first sentence of every paragraph indented by 0.5 inch
- Last name is at the top-right corner of the header, followed by page number
- Title page is centre-aligned
- Subheadings are in sentence case and left-aligned
- Text colour - Black

Using Citations

The practice of using citations within written text is a method used to demonstrate to your readers that you have conducted a thorough and appropriate literature search (I.e., that you have read in preparation for and whilst writing your work. When you are referencing, you provide the reader with detailed information on all sources consulted to compile an article, book chapter, essay or dissertation, both within the text (in-text citations) and at the end of your work (reference list or bibliography). This will allow readers to easily locate the original sources and

consult them if they wish to do so. Referencing is an acknowledgement that you have used the ideas and written material belonging to other authors **in your own work.**

Referencing indicates to the reader that you have researched the subject widely and this adds weight to your arguments by supporting them with relevant literature. Correct referencing is a key component of good academic practice and enhances the presentation of your work: it shows that your writing is based on knowledge and informed by appropriate academic reading. It also separates your ideas/results from someone else's findings by giving credit to the authors of the cited works. Referencing shows the credibility and quality of resources used and helps you to avoid plagiarism. It is of utmost importance to reference all sources that you cited in your text (reference list) as well as the greater list of sources used to prepare the writing, even if they are not directly mentioned in the writing (bibliography).

Plagiarism

Plagiarism is defined as a way of writing whereby an author either purposely or unintentionally presents someone else's work as if it were their own work. In other words, it takes the words of others and does not indicate – by quotation marks ("") and an in-text citation – that these are not their own words. Always remember that if you are quoting, paraphrasing or summarising someone else's work, you always need to acknowledge the source.

Additionally, it is important to be careful of self-plagiarism. Using your previously submitted work without acknowledging it is also considered as a form of plagiarism.

Be aware that plagiarism is treated severely at Ascencia Malta and will result in disciplinary action against the student.

Harvard Style Referencing

Harvard is an “author-date" citation style, where sources are cited in the text. Meanwhile, the list of references is organised in alphabetical order by the author’s last name.

In-text citations require the surname of the author and the year of publication of the source that you are using inside round brackets/parentheses. There is **no comma** between the Author’s Last Name and the Year:

(Author’s Last Name Year)

If you need to include a page number, add it after the year. Note that page ranges take a double ‘p’.

(Author’s Last Name Year, p. x **OR** pp. x-z)

<u>One author</u>

Example:

“There is nothing either good or bad, but thinking makes it so.” (Shakespeare 1992)

> Note that the parentheses go **outside** the punctuation mark of the sentence you are writing or quoting.

OR

In his tragedy, William Shakespeare (1992) writes, "…".

Two or more authors

When citing a work with **two** authors, include both names in the order that they appear on the publication cover:

(Beer, Eisenstat 2014)

OR

Beer and Eisenstat (2014)

For **three or more** authors

Include the names of the first two authors and type words "et al." *instead* of the other names:

(Giordmaina, Janus et al. 2022)

Unknown author

In cases where the author is unidentified, use the title of the publication in italics. When citing the source for the first time, use the full title:

(*The Tragedy of Hamlet, Prince of Denmark* 1992)

For every subsequent citation you may abbreviate the title to something sensible and identifiable:

(*Hamlet* 1992)

Group authors

When citing group authors (such as government agencies, organisations, associations, corporations, etc.) for **a single time only**, provide the group name and the date:

(American Psychological Society 2022)

If you need to cite this work **more than once**, add an abbreviation in your first citation in square brackets:

(American Psychological Society [APS] 2022)

For every subsequent citation, use the abbreviation only:

(APS 2022)

Unknown date

If there is no date available, write “n.d.”:

(Collins n.d.)

OR

In his article, Collins (n.d.) mentions…

Multiple works of the same author in the same year

References by the same author published in the same year are distinguished by adding lowercase letters next to the year:

(Smith 2006a)

(Smith 2006b)

Citing more than one source in the same reference

When you want to cite more than one source at the same time, place citations in parentheses in alphabetical order by the first author’s surname. Make sure to separate the citations with commas:

(Borg 2019, Camilleri 2020)

Secondary referencing

Always try to cite the primary (original) source of information and use the footnotes in other authors' works to take you the primary sources. However, if this is impossible, provide the secondary source.

For example, if **Borg** cited a work written by **Smith** and you did not read Smith's work, start by mentioning the original work and indicate that it was cited in the secondary source:

Smith (2004 cited in Borg 2007, p. 4) claims that....

OR

An excellent point with regards to recycling (Smith 2004 cited in Borg 2007) states that...

Personal communication

Personal communication includes electronic communication (emails, messages, bulletins, etc.), letters, interviews and phone conversations.

Personal communication should be cited **in-text only** by providing the first letter of the name, full surname of the communicator and full date. Between year and date write "pers. comm.":

(B Martin 2015, pers. comm. 3 May)

Final list of references/ bibliography

There may be items which you have consulted for your work, but not cited. These can be listed at the end of your writing in a 'bibliography'. These items should be listed in alphabetical order by author and laid out in the same way as the items in your reference list. If you can cite from every work you consulted, you will only need a reference list. If you wish to show to your reader (examiner) the unused research you carried out, the bibliography will show your extra effort.

Always check the guidance you are given for coursework, dissertations, etc., to find out if you are expected to submit work with a reference list and a bibliography. If in doubt, ask your lecturer or supervisor. The list of references/bibliography is organised in alphabetical order by the author's last name. This is your list of all the sources that have been cited in the assignment. The list is inclusive, showing books, journals, etc., placed in **one** list and **not** in separate lists according to source type.

<u>One author</u>

In Harvard style, the references list should be arranged in alphabetical order by author's surname followed by initials.

Borg, C., 2017.

Chetcuti, C., 2013.

<u>Multiple authors</u>

In case of two authors, write both names starting with surname, followed by a comma, followed by an initial with a fullstop to indicate abbreviation. Connect the two authors with *and:*

Godwin, P. and Parker, J., 2012. Information literacy....

Where there are more authors, print all names and place *and* before the last surname:

Young, H.D., Freedman, R.A., Sandin, T.R. and Ford, A.L., HOW TO REFERENCE (HARVARD REFERENCING STYLE).

Same author, different year

In case of several works by the same author, arrange the publications by year starting from the most recent.

Borg, C., 2020.

Borg, C., 2017.

Borg, C., 2013.

Same author, same year

Publications written by the same author in the same year should be arranged in alphabetical order by title and distinguished by placing a lowercase letter (*a, b, c*...) immediately after the year **with no spaces**.

Azzopardi, Z., 2021a. Critical analysis...

Azzopardi, Z., 2021b. Principles of...

Same first author, different co-authors

In case of works with the same first author but different second, third authors and so on, arrange the works in alphabetical order by the first letter of the surname of the second author.

Commented [CC1]: in alphabetical order by first author surely? @Claire BORG

Commented [2R1]: Mela, if the authors are me and you, and me and tess and me and zoran it would go: Borg, C. and Chetcuti, C., (2013). Borg, C. and Giordmaina, T., (2008). Borg, C. and Janus, J., (2022).

Commented [CC3R1]: mela how about we avoid confusion and say in alphabetical order but beginning with the author who is common to all the works?

Commented [CB4R1]: yes, togobni :)

Borg, C. and Camilleri, Z., 2013.

Borg C. and Zammit, L., 2015.

Different authors, same surname

In case of works with different authors having the same surname, arrange the works in alphabetical order by the author's first name initial:

Janus, M., 2017.

Janus, Z., 2015.

No author

If no author is provided, place the reference in alphabetical order by the first significant word of the title (omit articles ['The', 'A'] and prepositions ['On']) above the list of references with author.

Books

Author(s) last name, Initial(s)., Year of publication. *Title – written in italics*. Place of publication: Publisher. Note that these last two items can usually be found on the inside cover or on the front matter of the book.

Bell, E., Bryman, A. and Harley, B., 2022. *Business research methods*. Oxford university press.

Chapter in a book

Chapter Author(s) last name, Initial(s)., Year of publication. Chapter Title. In: Editor's Initial(s) Surname, (ed./eds), *Book Title - written in italics*. Place of Publication: Publisher, page range numbers of chapter.

Barondes, S. (2012) ' Each of us is ordinary, yet one of a kind', in Brockman, J. (ed.) *This will make you smarter*. New York: Harper Perennial, p. 32.

Journal articles

Author(s) last name, Initial(s)., Year of publication. Article Title, *Journal Title– written in italics*, volume number (issue number), page numbers.

Ghosh, S., Hughes, M., Hodgkinson, I. and Hughes, P., 2022. Digital transformation of industrial businesses: A dynamic capability approach. *Technovation*, *113*, p.102414.

In case of electronic articles, provide the DOI number after the page number.

Website

Author(s) last name, Initial(s)., Year-last update, Title of Document/Webpage/Website [Organisation/Host], [Online]. Available: www... [Month Day, Year].

Ingle, S. (2020) 'Geraint Thomas insists he has nothing to prove at road world championships', *The Guardian,* 24 September. Available at: https://www.theguardian.com/sprot/2020/sep/24/geraint-thomas-insists-he-has-nothing-to-prove-at-road-world-championships-cycling (Accessed: 11 October 2020).

Computer programs

If you cannot find the author of the computer program, reference it as a work with no author/s.

Author(s) last name, Initial(s) (or developer's name), Year of publication. *Title of the software version x.y – written in italics*. Place of publication: publisher.

THOMSON RESEARCHSOFT, 2007. *EndNote.version 9.0.2*. Stamford: Thomson.

Non-text material

If there is no author, begin with the title. If there is no date, use “n.d.”.

Drawing/ Painting/ Sculpture/ Photograph:

Author(s) last name, Initial(s)., Year of publication. *Title – written in italics*, City (Location): name of the museum or gallery.

VAN GOGH, V., 1887. *Sunflowers*. Amsterdam, Netherlands: Van Gogh Museum.

Image found online:

Author(s) last name, Initial(s)., Year – last updated, Title of Document/Webpage/Website [Organisation/Host], [Online]. Available: www... [Month Day, Year].

Audio and video resources

Audio-visual material includes motion pictures and audio or television broadcast.

Motion picture:

Director(s) last name, Initial(s)., Year of release. Title – written in italics. Place of Publication: Production company.

Pride & Prejudice (2005) Directed by J. Wright. UK: Universal Pictures. Available at: Netflix (Accessed: 29 September 2020).

Music recording:

Music recordings are referenced the same way as books:

Author(s) last name, Initial(s)., Year of publication. Title - written in italics. Place of publication: Publisher.

Sheeran, E., Mac, S. and McDaid, J., 2017. *Shape of you*. London: Rokstone Studios.

Online videos:

Author(s) last name, Initial(s)., Year-last update, Title of Document/Webpage/Website [Organisation/Host], [Online]. Available: www... [Month Day, Year].

Unpublished material

Author(s) last name, Initial(s)., Year of publication. *Title - written in italics*. Unpublished research or document type (Ph.D. Thesis, M.A. Dissertation), Place of publication: Institution.

Pisani, R., 2017. *The role of digital literacy when teaching information literacy skills to primary and secondary schoolchildren*. Ph.D. Thesis, Malta: University of Malta.

If the work is available online, provide the URL at the end.

Legal documents

Acts of Parliament:

Title of the Act and year (chapter number of the act; abbreviated to 'c.'). Place of publication: Publisher.

Statutes:

Title of the Statutory Instrument and year (SI year/number). Place of publication: Publisher.

Government publications

Reference government publications like you would reference books. If there is no author or issuing body, use group author (government agency or department).

NAME OF ISSUING BODY (Year) *Title - written in italics*. Place of publication: Publisher, Report no. (where relevant).

MINISTRY FOR TRANSPORT & INFRASTRUCTURE (2013) *Tal-linja cards: the next steps*. Valletta: Ministry for Transport & Infrastructure.

Tips on good quotation practice

Quotations are introduced with double quotation marks (“ ”). A quotation inside a quotation is indicated with single quotation marks (‘’). Only the original punctuation is included within it (i.e., if the fullstop is your own, add it outside the closing quotation mark).

In the introduction of the book, the author describes a memory of his father. “Dad was fond of saying, ‘There’s no such thing as a free lunch, Jimmy,’ but it seemed a little disingenuous because he wasn’t much of a lunch-eater anyway.”

To show that you have left words out from the middle of the original quote, it is good practice to represent the missing words with […]. This is not necessary if you leave words out from the beginning or the end of the quote. For example, the original quote by Sigmund Freud reads:

“The voice of the intellect is a soft one, but it does not rest until it has gained a hearing. Ultimately, after endless rebuffs, it succeeds. This is one of the few points in which one may be optimistic about the future of mankind.”

To shorten it:

“The voice of the intellect is a soft one, but […] Ultimately, after endless rebuffs, it succeeds.”

Quotations longer than two lines or 40 words should be inserted as a separate, indented paragraph.

> Smith (2004) summarises the importance of mathematics to society and the knowledge economy, stating that:

> "Mathematics provides a powerful universal language and intellectual toolkit for abstraction, generalization and synthesis. It is the language of science and technology. It enables us to probe the natural universe and to develop new technologies that have helped us control and master our environment, and change societal expectations and standards of living." (p.11)

or

A recent UK report summarised the importance of mathematics to society and the knowledge economy, stating that:

> "Mathematics provides a powerful universal language and intellectual toolkit for abstraction, generalization and synthesis. It is the language of science and technology. It enables us to probe the natural universe and to develop new technologies that have helped us control and master our environment, and change societal expectations and standards of living." (Smith 2004: p.11)

Conclusion

In conclusion, every piece of writing that you submit needs to be formatted into an organised way as mentioned above and must include citations and a list of references and/or a bibliography. In addition, it is important to refer to reputable sources of literature when completing your work as all resources will be cited and you will be evaluated on what types of

resources you are making use of. For example, a whole piece of writing with citations only from Wikipedia will not be sufficient. In addition, when making general or sweeping statements, it is of utmost importance to cite a minimum of 3 different authors who all agree on the same concept.

Remember: The more credible, recent and varied your citations are, the better your writing will be.

> **NB:** This document is not an exhaustive document on writing in Harvard Style, but an introductory document prepared to help you with your first steps in academic writing. In addition, changes may be made by the administrators of the Harvard Style, and it is up to you as students to always look up the latest version of the Harvard Style to use, and when in doubt refer to the lecturer/supervisor who has assigned the work to you.

9.0 Policy and Procedure for the Final Project or Practicum in MSc Computer Science Programmes *(Version 1.1)*

Introduction

This policy and procedure outlines the requirements, processes, and timelines for MSc students in Computer Science (including specialisations in Data Science and Artificial Intelligence, Security and Cryptography, and FinTech and Blockchain) at Ascencia Malta Ltd. The Final Project or Practicum represents a capstone element of the programme, worth 20 ECTS credits at MQF Level 7. It allows students to apply advanced knowledge and skills acquired throughout the course to real-world or research-oriented challenges.

Students must select either the Final Project (a research-led independent study) or the Practicum (an industry- or research placement with practical application). This choice should align with career aspirations: the Final Project suits those pursuing academic or research roles, while the Practicum is ideal for industry-focused pathways. Both options foster autonomy, critical thinking, and professional development, ensuring graduates are equipped for forward-thinking roles in computer science.

This policy emphasises pragmatic approaches to supervision, assessment, and support, promoting flexibility while maintaining academic rigour. It complies with the Malta Qualifications Framework (MQF) and institutional accreditation standards.

Eligibility and Choice of Option

9.1 Eligibility: All students progressing to the final stage of the programme (having accumulated at least 70 ECTS credits, including all compulsory modules) are eligible. Students must have passed all Semester 1 modules (e.g., Object-Oriented Modelling and Research Methods in Computer Science) to ensure foundational research skills.

9.2 Choice Process: Students select their preferred option (Final Project or Practicum) during Semester 3. A formal declaration form must be submitted to the Programme Coordinator by the end of Week 4 of that semester. This includes a brief rationale (200-300 words) linking the choice to career goals and prior modules.

9.2.1 Changes after submission are permitted only in exceptional circumstances (e.g., unforeseen placement issues) and require approval from the Academic Director within two weeks.

9.3 Guidance: Attend a mandatory advisory session in Semester 2 (full-time) or Semester 4 (part-time) to discuss options. Supervisors will be assigned based on expertise and student preferences.

Integration with Electives

Electives form a critical part of the programme, allowing customisation within pathways. Students must accumulate the required ECTS through electives (e.g., 44 ECTS for the general MSc track, 32 ECTS for specialised tracks) in Semesters 2-3 (full-time) or Semesters 3-5 (part-time). Electives should inform the Final Project or Practicum topic for coherence.

9.4 Elective Selection: Choose from the approved list (e.g., Machine Learning, Natural Language Processing, Data Intensive Systems, Cryptography). Compulsory electives apply per track (e.g., Introduction to Artificial Intelligence and Applied Artificial Intelligence for the Data Science track).

9.5 Submit elective choices by the end of Semester 1 (full-time) or Semester 2 (part-time) via the online module registration portal.

9.6 Minimum 10 ECTS per elective; ensure balance across theoretical and practical modules to support the capstone.

9.7 Relevance to Capstone: *Electives should build skills for the chosen option. For instance:*

9.8 Data Visualisation or Machine Learning for a Practicum in AI-driven industry projects.

9.9 Cryptography or Introduction to Computer Security for a Final Project in blockchain security.

9.10 Constraints: No more than two electives per semester for part-time students to manage workload. Overlaps (e.g., retakes) may delay progression to the capstone.

9.11 Timelines

Timelines are designed to be realistic, accommodating full-time (18 months total) and part-time (36 months total) modes. Full-time assumes 4 semesters; part-time assumes 8 semesters. Key milestones are tied to semester weeks (assuming 12-14 weeks per semester).

1. **Preparation Phase**:
    - 1.1 Full-time: Semester 3, Weeks 1-6 – Topic ideation and proposal drafting (aligned with Research Methods module).
    - 1.2 Part-time: Semester 6, Weeks 1-6 – Same as above.
    - 1.3 Proposal Submission: End of Week 6. A 1,500-word proposal including research question/problem, methodology, literature review outline, and ethical considerations. For Practicum, include placement details (e.g., partner organisation vetting).
2. **Approval and Start**:
    - 2.1 Proposal Review: Within 2 weeks of submission by supervisor and Academic Director.
    - 2.2 Commencement: Semester 4, Week 1 (full-time) or Semester 7, Week 1 (part-time). Weekly supervision meetings (1 hour, face-to-face or online) begin.
3. **Execution Phase**:
    - 3.1 Duration: 12-14 weeks (full-time Semester 4) or 24-28 weeks (part-time Semesters 7-8, spread for flexibility).
    - 3.2 Mid-Point Review: Week 6 (full-time) or Week 12 (part-time) – Progress report (1,000 words) and meeting to address challenges.
    - 3.3 For Practicum: Weekly check-ins with placement mentor; monthly joint review with Ascencia supervisor.

4. **Submission and Assessment**:

4.1 Draft Submission: Week 10 (full-time) or Week 20 (part-time) – For feedback.

4.2 Final Submission: End of Week 12 (full-time) or Week 24 (part-time) – Written report (20,000-30,000 words), poster, and supporting materials.

4.3 Poster Presentation and Oral Defence: Week 13-14 (full-time) or Week 25-28 (part-time) – Scheduled panel sessions.

4.4 Results Notification: Within 4 weeks post-defence.

Extensions (up to 4 weeks) may be granted for extenuating circumstances (e.g., health issues), subject to evidence and approval. Delays could extend programme completion by one semester.

9.12 Supervision and Support

9.12.1 Supervisor Allocation: One primary oversight supervisor (holding at least MQF Level 8) for students, with co-supervisor for interdisciplinary topics, directly requested by the student to the co-supervisor. Ascencia Malta may assist in finding a supervisor, however, it is the student's responsibility to find and appoint a supervisor.

9.13 Meetings: Weekly (30-60 minutes) for guidance on methodology, ethics, and progress. Use digital tools like Google Drive or other cloud sharing software for document sharing.

9.14 Resources: Access to labs, cloud credits (e.g., AWS), and library databases. For Practicum, institutional support in securing placements (e.g., via partnerships).

9.15 Ethical Considerations: All projects require ethics approval (submit with proposal). Adhere to data protection (GDPR) and institutional RPL policy for prior experience.

9.16 Assessment

Both options are assessed identically for fairness:

9.17 Written Report (70%): Structured as per guidelines (proposal, literature review, methodology, evaluation, conclusion). Evaluated on originality, rigour, and application of computer science principles.

9.18 Poster Presentation (20%): Visual summary of key findings; assessed on clarity and engagement.

9.19 Oral Defence (Viva Voce) (10%): 20–30-minute panel discussion; focuses on defending methodology and implications.

Pass mark: 50% overall (D grade minimum). Resits: One opportunity (capped at 54%); failure requires module repeat. Group elements (if collaborative) incorporate peer evaluation for fairness.

Monitoring and Quality Assurance

- Progress tracked per student via in-house management system.
- Appeals: Submit within 20 working days of results; grounds limited to procedural errors.
- Feedback: Annual student surveys to refine processes.

10.0 Timetabling policy *(Version 1.1)*

10.0.1 The timetabling policy outlines the framework, roles, and responsibilities in the preparation, production, and communication of the institution's teaching-block timetable and the academic timetable, including both regular instruction and non-teaching events.
10.0.2 It applies to all programmes and modes of study at Ascencia Malta.

10.1 Guiding Principles

10.1.1 Timetabling must support the delivery of high-quality learning and teaching for all students.
10.1.2 All full-time students are expected to be available for classes within the institution's set teaching hours; part-time students receive consideration for concentrated scheduling where possible.
10.1.3 Prioritisation should be given to equitable and inclusive treatment of both students and staff when scheduling courses and activities.
10.1.4 Efforts must be made to optimize utilisation of teaching facilities and resources.

10.2 Teaching Hours

10.2.1 Official teaching hours are Monday to Saturday, 08:00–20:00, aligning with Maltese higher education norms.
10.2.2 Classes are scheduled within these hours unless there is an approved exception.
10.2.3 Students who are scheduled for more than four continuous hours of teaching, must be given a break.
10.2.4 Where feasible, full-time students should have at least one day per week without scheduled classes, with priority for students at higher MQF/EQF levels.

10.3 Timetable Development Process

10.3.1 The academic timetable is compiled annually in consultation with department heads, faculty, and administrative staff.
10.3.2 Requests for teaching preferences and constraints (room needs, technology, accommodations) must be submitted by a specified internal deadline.
10.3.3 Draft timetables are circulated for feedback and amendments before publication.
10.3.4 The final timetable is published at least 10 days before the start of each intake or semester.

10.4 Changes and Communication

10.4.1 All changes (emergency or otherwise) to the published timetable must be communicated promptly to all affected parties via the designated student platform and/or email.
10.4.2 Significant changes must be approved by the Academic Office.
10.4.3 Students and staff may request changes in documented cases of exceptional academic, health, or personal need; these are considered case-by-case.

10.4.4 Once the teaching-block timetable has been published, every effort must be made to avoid changes and disruptions.

10.5 Room Booking and Use

10.5.1 Rooms must be allocated based on class size and pedagogical needs.
10.5.2 Special requests for facilities (labs, IT, AV equipment) are included in the annual planning process.
10.5.3 Centrally managed teaching spaces are booked equitably; departments must not reserve rooms without following the official process.

10.6 Monitoring and Review

10.6.1 Timetable effectiveness, space utilisation, and user satisfaction are reviewed annually; improvements are implemented as necessary.
10.6.2 The policy is reviewed every two years or following major procedural or regulatory changes.

11.0File Naming conventions and archiving procedure overview *(Version 1.1)*

11.0.1 Student assessment files must be named using a standard format: **{module code}{underscore}{student surname}** (e.g., MGT501_Smith).

11.0.2 The module code is pre-determined and shared by the academic coordinator at the start of the semester.

11.0.3 All timetables, semester schedules, and supporting documents referencing any assessment must use this code for consistency.

11.0.4 Lecturers are responsible for providing students with the module code and instructions prior to assessment.

11.0.5 Lecturers collect, review, and upload the completed assessment files to the designated Google Drive folder by semester close, including all comments, marking sheets, and summaries ready for audit.

Step-by-Step Protocol

11.1. Creating and Sharing Module Folders

11.1.1 The academic coordinator creates a dedicated Google Drive folder per module, with folder naming as: {module code} Semester{number}_Year (e.g., MGT501_Sem1_2025).

11.1.2 Sharing permissions are set for the lecturer responsible for the module, with the folder link provided before teaching starts.

11.2. Lecturer Instructions to Students

11.2.1 Each lecturer shares the module code and the file-naming convention to all students at the start of the semester or before the first submission deadline.

11.2.2 Example announcement: “Please name all your assessment files as {module code} {your surname}. Example: ACC302_Debono.”

11.2.3 Include a written guideline in course materials and on the virtual learning environment.

11.3. Referencing in Timetables & Documents

11.3.1 All official timetables, submission schedules, marking rubrics, or module information documents must reference the module code.

11.3.2 This ensures transparency for students, staff, and during audits.

11.4. Student Submission Procedure

11.4.1 Students save each assessment file using the specified format: {module code} {student surname} (no spaces; underscores or hyphens preferred).

11.4.2 Optional: For group work, add all surnames (e.g., MGT501_Smith-Jones).

11.5. Lecturer Upload and Semester Audit

11.5.1 By the semester deadline, lecturers upload all student assessment files to the assigned Google Drive folder, keeping the original file names unchanged.

11.5.2 Add any commentary, feedback documents, grade records, and module summaries as additional files.

11.5.3 Maintain folder structure and file naming integrity for future audits or accreditation reviews.

11.6. Recommended File Management Tips

11.6.1 Avoid special characters, spaces, or overly long file names to ensure compatibility across systems.

11.6.2 Consider adding submission dates where appropriate: {module code} {surname}_2025-11-20.

11.6.3 Archive folders after each academic year but retain original naming for audit trail integrity.

Example

Module	Folder Name	Student File Name
Management	MGT501_Sem1_2025	MGT501_Smith
Accounting	ACC302_Sem1_2025	ACC302_Debono
Marketing	MKT101_Sem2_2025	MKT101_Said

12.0 Student Email Policy *(Version 1.1)*

This policy governs the creation, use, security, and lifecycle management of student email accounts under the ascenciamalta.edu.mt domain ("student email accounts").
It applies to all Ascencia Malta students (including applicants once provisionally admitted), and to all staff who communicate with students using these accounts.

12.1 Official Communication Channel

Ascencia Malta designates student email accounts as the official means of electronic communication with students for academic, administrative, and emergency purposes.
Students are deemed to have received any communication sent to their institutional account and remain responsible for regularly monitoring it (at least once per working day during teaching and assessment periods).

12.2. Account Creation, Signatures, and Format

Student email accounts are created automatically upon admission, following completion of enrolment and identity verification in the student information system.
Accounts should follow a standard naming convention (for example, firstinitial.lastnameYY@ascenciamalta.edu.mt or firstname.lastnameinitialYY@ascenciamalta.edu.mt or an equivalent unique variant) and must remain unique, non-transferable identifiers of the student. Email signatures will have the student's first name, last name, followed by the course they are enrolled in, and the institution logo. **This signature may not be changed by the student under any circumstance.**

12.3 Access, Authentication, and Security

Access to student email accounts requires multi-factor authentication where technically feasible, and students must use strong passwords that comply with institutional password standards.
Students are responsible for maintaining the confidentiality of their credentials, logging out from shared devices, and immediately reporting suspected compromise to IT support; Ascencia Malta may require password resets and apply security controls where risks are identified.

12.4 Acceptable and Unacceptable Use

Student email accounts are provided to support **learning, teaching, assessment, student support, and other legitimate University-related activities**.
Use is subject to Ascencia Malta's IT Acceptable Use Policy and Maltese/EU law; activities such as harassment, unlawful discrimination, distribution of malware, impersonation, or sending spam or bulk unsolicited messages are strictly prohibited and may lead to disciplinary action.

12.5 Privacy, GDPR and Data Protection

Student email content may contain personal data; Ascencia Malta, as data controller, processes such data in line with GDPR principles of lawfulness, fairness, transparency, data minimisation, integrity, and confidentiality.
Personal data should not be transmitted by email unless necessary and appropriately safeguarded (for example, minimised content, encryption for high-risk data, and verified

recipients), and direct marketing emails require a valid legal basis (typically prior relationship or explicit consent under GDPR and e-privacy rules).

12.6 Use for Teaching, Learning and Administration

Staff must use student email accounts (and integrated learning platforms tied to those accounts) when emailing students about courses, assessments, placements, attendance, and any other administrative matters.
Students may be required by lecturers to submit work or participate in class-related communication using their institutional account; forwarding to personal accounts is permitted only where technically allowed and at the student's own risk, without diminishing the student's responsibility to monitor the institutional mailbox.

12.7 Mailing Lists, Mass Email and Marketing

Central distribution lists (for example, "All Students", programme-level lists, cohort lists, etc.) are managed by academic coordinators and/or IT services in coordination with Student Welfare, Admissions, with sending rights restricted to designated roles (such as the Heads/Directors, Departmental Managers, Student Managers, Accounts, IT, Quality Assurance, and Student Support/Welfare roles, Lecturers).
Mass messages to students (for example, institutional announcements, surveys, events, marketing of new programmes) must be relevant to university business, comply with GDPR and e-privacy rules on direct marketing, and avoid excessive frequency.

12.8 Personal Use and Content Standards

Limited personal use that does not interfere with studies, consume disproportionate resources, or breach law or policy is tolerated but not guaranteed.
Students must respect professional standards: use clear subject lines, avoid offensive or defamatory content, and refrain from using institutional accounts for commercial activities, political campaigning on behalf of external entities, or personal business. Students may not use the email accounts for registration on platforms or websites which may have any adult, illegal, explicit, dangerous, and/or religious content.

12.9 Monitoring, Logging and Access by the Institution

Ascencia Malta reserves the right to log and monitor email data (for example, sender, recipient, timestamp, volume, text) for operational, security, and compliance purposes, with content access only in defined circumstances (for example, legal obligation, serious misconduct investigations, security incidents) and under appropriate authorisation of a head/director of the institution.
Where operationally necessary (for example, a serious illness, incapacity, or investigation), authorised staff may access or delegate access to a student mailbox following a documented process that respects proportionality and confidentiality.

12.10 Retention, Deactivation and Alumni Access

Student email accounts remain active while the individual holds an enrolled, fee-paying or formally registered status at Ascencia Malta, including approved interruption of studies where continued access is needed.
After graduation or permanent withdrawal, accounts may either (a) be converted to time-limited

alumni accounts, or (b) be retained for a defined grace period (for example, 6–12 months) before deactivation and deletion of mailbox content, with clear advance notice to the student.

12.11 Incident Reporting, Breaches and Misuse

Students must promptly report suspected compromise, phishing, or unusual account activity to IT support using the designated helpdesk or security email address, and should not respond to or forward suspicious messages.
Confirmed or suspected misuse of student email accounts (for example, policy breaches, harassment, data leaks) may result in actions under the Student Disciplinary Policy, IT security measures, and, where relevant, notifications to data protection authorities and affected individuals in line with GDPR breach requirements.

12.12 Roles, Responsibilities and Policy Review

IT Services as appointed is responsible for technical provisioning, security controls, backup, and deprovisioning of student email accounts, while Registry/Student Affairs maintains the authoritative list of eligible users and distribution lists.
This policy should be reviewed at least every three years, or earlier if prompted by changes in law, technology, or institutional structure, with consultation involving IT, Legal/Data Protection Officer, Academic Leadership, and student representatives.

Responsibility table

Area	Primary owner	Key duties (email)
Account provisioning	IT Services	Create, secure, and retire accounts per enrolment status.
Eligibility & enrolment	Student Welfare / Academic Coordinators / Admissions	Maintain student status and drive creation/deactivation.
Data protection & GDPR	Data Protection Officer / IT services	Oversee compliance, breaches, and privacy notices.
Academic communication	All Academic Departments	Use official emails for teaching and assessment.

12.13 Student Email Retention Schedule

Student mailboxes at Ascencia Malta remain fully active and accessible during the period of enrolment, including approved leaves of absence or interruptions of studies.
Upon graduation, withdrawal, or completion of studies, a grace period of 30-calendar days / 1 month applies, during which students retain full access for administrative purposes such as transcripts or references; alumni conversion to a limited-access account (e.g., read-only forwarding) may be offered at the institution's discretion.
Post-grace period, mailboxes enter a 7-year retention phase on secure servers for legal, audit, or GDPR compliance needs, after which non-record content is eligible for permanent deletion unless subject to a litigation hold.

12.14 Backup Procedures

Daily incremental backups of active student mailboxes occur, with full weekly backups retained for 30 days to enable rapid recovery from deletions, corruption, or incidents.
Deleted items enter a user-recoverable "Trash" folder for 30 days, followed by an additional 25-30 days in system backup before irrecoverable purge, excluding litigation-held content.
Backups comply with GDPR storage limitation, securely stored offsite or in encrypted cloud storage, with access restricted to authorised IT personnel for restoration requests.

12.15 Deletion Schedule

Mailboxes are deactivated immediately upon confirmed permanent non-enrolment (e.g., expulsion), with content moved to retention storage; no user access post-deactivation except via formal request.
After the 1-month grace and 7-year retention periods, mailboxes undergo secure deletion (overwriting or cryptographic erasure) in batches quarterly, with audit logs retained for 1 year.
Users receive 30 days' advance notice before grace-period end and final deletion, via alternative contact methods (if needed), ensuring GDPR right to erasure where applicable.

12.16Exceptions and Compliance

Litigation holds suspend deletion indefinitely until released by Legal/Data Protection Officer; records of business value (e.g., assessment appeals) follow MFHEA-aligned schedules beyond 7 years.
All schedules align with GDPR data minimisation and Maltese Data Protection Act, reviewed annually by IT and/or DPO.

Phase	Duration	Access Level	Action
Active Enrolment	Ongoing	Full read/write	Regular backups
Grace/Alumni	1 month/30-calendar days	Limited	Notice at graduation/termination
Retention	7 years	Institutional only	Quarterly review

Phase	Duration	Access Level	Action
Deleted Items	30+25 days	Recoverable	Auto-purge
Final Deletion	Post-retention	None	Secure erase

S.2.1 STUDENT WELFARE & SUPPORT SERVICES

At Ascencia Malta, we recognise that student success encompasses not just academic performance, but also

emotional, social and physical wellbeing. Our welfare services aim to support you holistically.

Who you can talk to:

• Mr Simon Borg Barker (Student Welfare Officer)

• Mrs Vincenzina Abela (Student Welfare Officer)

• Cerise Galea (assistant Director of Studies)

When and how to seek help

If you are feeling stressed, anxious, isolated or experiencing any difficulty, you are encouraged to speak confidentially with any of the above staff. If your difficulty is urgent or outside office hours, please use one of the national helplines (see below & useful contacts page).

National Support Contacts (Malta)

• 1579 – Mental Health Helpline (24 h)

• 1770 – Richmond Foundation Helpline (Mon-Fri 08:00-20:00; Sat until 16:00)

• 179 – Supportline (24 h)

• 112 – Emergency services

If you notice a peer in difficulty

You do not have to be a trained professional to help. Listen, show you care, encourage them to talk to someone, and if you believe there is a risk of harm, contact a Student Welfare Officer immediately.

What happens when you approach welfare support

We will arrange an initial meeting; help you identify needs and agree a support plan. Your privacy will be respected; information will be shared only with consent or when required under safeguarding law.

Wellbeing practices you may find helpful

Sleep 7-9 hours nightly, eat regular meals, engage in physical activity, connect with friends/family, and take time away from screens. The school runs regular workshops and peer-support groups — check the calendar for upcoming sessions.

Inclusivity

The welfare service is open to all students irrespective of background, identity, or need. Specialized support is available when required.

Feedback

We review our welfare services each year. Please share your feedback via the anonymous form available at our suggestion box or speak directly with the Welfare Officers. Your voice helps us improve.

S 2.2 COMMUNICATION

Communication is very important, so please use your personal email address when communicating with the school and your teachers. If you change your email, remember to update the school so our records remain current. Staying informed is important, and it is each student's responsibility to check their email regularly for updates and announcements.

It is important that emails are replied to in a timely and respectful manner.

S 2.3 DRESS CODE

In Malta, it is expected that students follow a modest and respectful dress code while at school.

Please follow these dress code rules:

• No strappy tops or tops that show your shoulders

• Shorts and skirts must be at least knee length

• No clothing that is too tight, too short, or shows too much skin

• No flip-flops or beachwear

• Student Card (Issued by the school) must always be on your person.

If a student wears clothing that does not follow these rules, they will be asked to go home for the day.

S 2.4 LESSON TIMES

Lessons may be held in the morning or afternoon. We do our best to keep the lessons at a regular time, but sometimes changes may happen, and you are expected to attend accordingly.

S 2.5 PROGRESS

Teachers will set progress tests from time to time. Remember that self-study is important to ensure progress and make the most of your time here.

S 2.6 MOVING TO BUSINESS SCHOOL

Students who start with English and will then go on to Business School must prove their English level is sufficient, otherwise they will need to study English further, to ensure greater success in the next step of their academic journey. The decision about the final result of English progress is of the school.

S 2.7 ATTENDANCE

As part of Ascencia Malta's academic and disciplinary policy, students must maintain a **minimum of 80% attendance** throughout the programme.

Failure to meet this requirement may lead to the following consequences:

• No Course Completion Certificate will be issued.

• You may be reported to authorities, potentially impacting your student visa status (if applicable).

To support your success:

• Attend all classes without exception.

• Submit a doctor's certificate for any sick days. The medical certificate is to be sent by no later than the Friday when you return to school, or else it will not be accepted. We will ONLY accept the original certificate that can be sent via the QR code you will find on all noticeboards.

• If you have a scheduled appointment at Identità (for TRP or visa extensions), email your official appointment confirmation at least 2 days in advance. If no documentation is received,

your absence will be recorded as unjustified.

S 2.8 PUNCTUALITY

Students arriving more than 10 minutes late to any lesson will not be permitted to enter and will be marked absent. Punctuality is a mark of respect — for your teachers, your classmates, and yourself.

S 2.9 SCHOOL FACILITIES

The school is committed to ensuring a comfortable and supportive learning environment. To this end, water dispensers are available for you to refill your reusable bottles throughout the day. In addition, vending machines offering a selection of refreshments is provided on-site and accepts both coins and card payments.

S 2.10 STUDENT DISCIPLINARY PROCEDURE

The following disciplinary procedure will be applied to any students who constantly miss lessons without any justifiable reason or engage in misbehavior:

Step 1: A Verbal warning will be given by the assistant Director of Studies or Student Welfare Officer, where the rules will be explained again.

Step 2: If there is no improvement, a formal warning letter will be issued. After 1 month of this letter, the Student Welfare Officer will evaluate the student's performance.

Step 3: If there has not been any improvement in Step 2, a FINAL warning letter is issued by the School Director. The student is reminded that the next step will be expulsion.

Step 4: If nothing has changed from step 1 - 3, a formal letter with the reason for Expulsion will be given. The relevant authorities will be informed (if applicable), and NO refund will be given.

S 2.11 HEALTH & SAFETY

At School:

If you feel unwell while at school, please speak to a staff member and seek medical advice. We have certified First Aiders who can assist you. There are first aid kits on every floor and can be identified by clear signage.

In Case of Fire

You will be required to participate in fire drill procedures to ensure your health & safety. When this happens, stay calm and follow the instructions of the fire wardens.

Health & Safety Procedures

We are committed to fostering a safe, respectful, and healthy learning environment. Please review our Health & Safety Policies and complete the Acknowledgment Form via the links below:

Health & Safety Policies:

https://workdrive.zoho.com/folder/dqeqwf3e2c0675b9141c68c6f8c8d1cb9796b

S 2.12 COMPLAINTS PROCEDURE

These are the steps you can take if you are not happy with something at the school.

We want to make sure that students are treated fairly and respectfully, and all complaints will be handled seriously and with care.

Step 1: Speak to someone: teacher, student welfare officer, or the assistant Director of Studies. Many issues can be solved quickly by speaking and communication.

Step 2: If the issue is not solved, write a formal complaint to the Student Welfare Officer or assistant Director of Studies. A reply will be sent within 5 days.

Step 3: If the complaint is serious and cannot be solved in Step 2, the School Director will review the complaint, and a full written reply will be given within 10 working days.

Step 4: If you are still not happy with the school's reply, you can contact the ELT Council:

Website: https://eltcouncil.gov.mt

Email: info.eltcouncil@gov.mt

The ELT Council will review your complaint and may take further action if needed.

Disclaimer: *This document is a comprehensive guide for all students, and apply to all students equally, regardless of the chosen programme. E & OE. All rights reserved.*

13.0 Declaration of student policies and procedures

I have read and understood the above policies before signing this document, I understand that I may be refused entry into any and/or all classes/exams/assessments if I have not accepted the terms and conditions, guidance and policies of Ascencia Malta. I understand that it is solely my responsibility to ensure my study, administrative and legal documents are kept up to date, safe and accessible/available upon request by staff of Ascencia Malta. I accept that I will respect and follow the rules and policies of Ascencia Malta and above all, the laws of Malta.

Student's Full Name: _____

Date: _____

Student's signature: _____

Health & Safety Policies:

https://workdrive.zoho.com/folder/dqeqwf3e2c0675b9141c68c6f8c8d1cb9796b

Acknowledgment Form – please sign this

https://zfrmz.com/UW8kBHkOi7jzysilOd29

14.0 Useful contact information

General Emergency (Police, Ambulance, Fire Brigade): 112
(Free from any phone, 24/7)

Ambulance: 196

Police Headquarters: +356 2122 4001-7 / +356 2122 1111

Traffic Accidents Reporting: +356 2132 0202

Fire Brigade: 112

Mater Dei Hospital (Malta): +356 2545 0000

Gozo Hospital: +356 2156 1600

St. James Hospital Malta: +356 2133 5235

St. James Hospital Gozo: +356 2156 4781

Emergency Vet Services: +356 5004 3888

National 24/7 Helpline for Urgent Non-Emergency Care: 1400

Victim Support Malta: +356 21 22 8333

Women's Rights Foundation Freephone: 8006 2149
Telephone: +356 7970 8615

Student Welfare:

Mr. S. Borg-Barker

sborg@ascenciamalta.mt

Student Welfare:

Mrs. V. Molezzi

vincenzina@ascenciamalta.mt

Front Desk:

frontdesk@ascenciamalta.mt

Academic Coordinator:

Ms. L. Rojas

laura@ascenciamalta.mt

Graduate Programmes Coordinator

Mr. R. Moura

robert@ascenciamalta.edu.mt

Undergraduate Programmes Coordinator

Mr. J.M. Nieras

john@ascenciamalta.mt

Admissions Manager

Mr. I. Padron

ivan@ascenciamalta.mt

Assistant Director of Studies (English School)

Ms. C. Galea

cerise@ascenciamalta.mt

Head of Academics / Dean

Dr. G. Abela

gabela@ascenciamalta.mt

Head of Institution / Rector

Dr. T. Giordmaina