



NOTES FOR FRESHERS

October 2023

FACULTY STRUCTURE

The Faculty of Health Sciences is made up of the following 11 Departments:

- **Applied Biomedical Science**
- **Communication Therapy**
- **Food Sciences and Nutrition**
- **Health Systems Management and Leadership**
- **Mental Health**
- **Midwifery**
- **Nursing**
- **Occupational Therapy**
- **Physiotherapy**
- **Podiatry**
- **Radiography**

The Faculty also has a Unit dedicated to **Medical Physics**.

Contact details of the Dean, Deputy Dean, Heads of Department, Faculty Office Staff and Departmental Secretaries are available on the Faculty website:

<https://www.um.edu.mt/healthsciences/ourstaff>

The Faculty is governed by the **Faculty Board of Health Sciences** made up of the Dean, Heads of Department, Departmental Representatives and three Student Representatives. Each course also has its Board of Studies with another two Student Representatives sitting on each Board. You should consult these Representatives before submitting any requests for the consideration of the Boards of Study and the Faculty Board. Names and contact emails of these representatives are available on the Faculty website: <https://www.um.edu.mt/healthsciences/students/studentreps>

REGULATIONS AND BYE-LAWS

Please read the regulations governing the course you will be following carefully: the *General Regulations for University Undergraduate Awards, 2019*, the *University Assessment Regulations, 2009* and the Bye-Laws for your respective course. Regulations and Bye-Laws are available through the website of the Office of the Registrar: <http://www.um.edu.mt/registrar/regulations>

ENROLMENT AND UNIVERSITY EMAIL ACCOUNT

Enclosed with your letter of acceptance you have received/will be receiving instructions including a username and password to access your University email account as well as **e-SIMS**. An email has been sent/will be sent in due course including the steps you should follow to **enrol** for the course. Each student is required to enrol **each** Academic Year in order to notify the University that s/he intends to commence with/continue the course.

Students are expected to check their University email account on a daily basis for e-mails that might be sent by academic and/or administrative staff. Any notices sent to your University email address are considered as official notices duly published. You are also requested to communicate through your University email account ONLY when corresponding with members of staff.

e-SIMS

By using your University account username and password you can access e-SIMS and thus you may:

- view your personal details;
- edit your address and/or telephone numbers;
- view your registered study-units and results; and
- view and print an unofficial academic record.

REGISTRATION FOR STUDY-UNITS

Registration for study-units on the appropriate registration sheet is compulsory. In any Academic Year students should register for a total of 60 ECTS credits (or equivalent in the case of part-time courses). All first year students will be receiving an email from SIMS Office on their University email account in order to register for Optional/Elective study-units as per the approved programme of studies. Students will be automatically registered for compulsory study-units.

Students are to keep a copy of their registration sheet and of any forms submitted to the Department/Faculty Office.

ORIGINAL CERTIFICATES

Students will be requested to submit their original SEC, Matriculation certificates and original police conduct certificate (not more than 6 months old) for verification purposes on the date and time set by Departments. These will be communicated to you in due course.

OCCUPATIONAL HEALTH PROTOCOL

As a potential future health care professional, you have a duty to provide the relevant information on your medical fitness to the Faculty of Health Sciences. Failure to disclose information about a physical or mental health problem (that could affect your safety or that of others; including patients, clients, students and staff), would be considered to be contrary to the University Suitability to Practice Regulations. The Occupational Health (Medical) Unit provides a medical service to the Faculty by screening all its students prior to the commencement of clinical

placements/practicals. The Faculty of Health Sciences will be informed by the OHU of the impact of a health problem or impairment, if relevant to the student's educational needs and/or safety, and if there are any recommendations on support or adjustments that could be of assistance to students.

The Occupational Health Protocol (OHP) is available at the following link: <https://www.um.edu.mt/media/um/docs/faculties/healthsciences/admissiondocuments/OHP-IntakeOctober2023.pdf>

Please go through the document carefully and follow instructions included therein.

You are strongly advised to complete the required immunisations **by mid-November 2023**, and to fill in the relevant section of the form including questions regarding your health and function capabilities. You also need to make an appointment and call at your GP/Medical Doctor who is to complete section 3 and the final section of the form confirming that you are protected from the following infectious diseases: Hepatitis B, Hepatitis C, HIV, Rubella, Measles, Varicella and TB.

The Occupational Health Protocol (OHP) and the Health Questionnaire in Annex 1 should be **submitted as soon as possible but not later than 30 November 2023**. Students are required to submit their documentation in a sealed envelope (including their name, ID Card No and course) to the Reception Desk, Faculty of Health Sciences. **In the meantime, you are strongly advised to plan any required vaccinations immediately so that these, together with any blood tests needed to prove immunity, are completed in advance of the 30 November deadline.**

Once you have completed all the required immunisations and submitted your Occupational Health Protocol, the Faculty Office shall proceed with scheduling an appointment for your occupational health assessment with the Occupational Health Unit, Msida. You will be informed of your appointment and are to strictly adhere to the date and time given. You are excused from lectures/seminars/tutorials/etc. to attend the occupational health assessment. **If you cannot make the appointment for any valid reason, you are to inform the Faculty Office through email immediately once you receive notification of your appointment: healthsciences@um.edu.mt.**

MATER DEI HOSPITAL ACCESS CARD

All students will be issued with an access card to Mater Dei Hospital. You will be informed in due course of your appointment at the Cards Office, Mater Dei Hospital Administration. **Students who miss their appointment for no valid reason will NOT be granted a second appointment.** If students are prevented from adhering to the appointment given for a valid reason, they are to inform their Departmental Secretary in advance so that the Hospital administration can be notified accordingly.

UNIFORMS

Uniforms and/or lab coats may be required. These will be ordered only once students are accepted to their course of studies as regular or probationary students. You will be briefed on this subject during Departmental Meetings.

STIPENDS/MAINTENANCE GRANT

Students should direct any queries in connection with Stipend/Maintenance Grant to staff at the Stipends Office on campus (Room 117, Administration Building).

ATTENDANCE

In terms of University regulations, attendance for lectures, tutorials, seminars, practical or clinical sessions or work placements is **obligatory**. Unauthorized absence may lead to the student being declared ineligible for assessment of the study-unit by the Board of Examiners, in which case a 0 mark and F grade will be assigned and recorded in the student's academic record. Stipend may also be affected.

You will be briefed further on the policies regarding absence in Departmental meetings.

ABSENTEEISM OWING TO PARTICIPATION IN INTERNATIONAL GAMES AND COMPETITIONS

Student Athletes should register for the Student Athlete Support Programme (SASP) by contacting programme administrators through email: athletesupport@um.edu.mt or by telephone 2340 4423.

Student Athletes who are chosen (or short-listed) to participate in competitions/events that are scheduled during the University's examination periods should fill in the application for exemption available at the following link:

<https://www.um.edu.mt/ipcs/students/studentathletesupportprogramme/exemptionrequests/>

This form, which is to be endorsed and rubber stamped by the Sports Organisation with whom the student is affiliated and by SportMalta, is to be submitted to the Senior Executive in charge of Examinations (Office of the Registrar) via email on exams@um.edu.mt, keeping the Student Athlete Support Programme administrators in copy: athletesupport@um.edu.mt. The form should be submitted as early as possible and by not later than the beginning of November (for the January/February 2024 Examination Session). If the information is received by these dates, the University will make every effort to ensure that examinations do not clash with the students' athletic commitments. **Only applications from student-athletes registered under the SASP will be taken into consideration.**

If Student Athletes' competitions/events will be clashing with other academic commitments at the University (lectures/seminars, tutorials, placements etc.), they are required to fill in the designated section of the same form, including study-unit details, dates and time. In this case, approval from SportMalta is not necessary but Student Athletes are required to include a copy of an official declaration by their sport organisation including details of the competition, confirmation of their selection as well as departure and arrival dates. The completed form and declaration must be sent to the Faculty Sport Mentor and Faculty Officer. Students are also responsible for informing the relevant lecturing staff.

The Sport Mentor of the Faculty is [Dr John Xerri de Caro](#).

TRAVELLING ABROAD

Should a need arise where travelling abroad for a justifiable reason is incurred, a letter needs to be sent to your Head of Department, requesting permission to be away. The request should also indicate the duration of absence. Supporting documents should be attached to your letter.

EXAMINATIONS

Students are advised to check carefully beforehand the published time-table for the date, time, and venue of all their examinations. This will be published on the Faculty website: <https://www.um.edu.mt/healthsciences/students/examinationtimetables/>

Students are to be seated in the examination room at least **10 minutes** before the start of the examination. A list of students taking the examination will be fixed on the door showing the desk number for each student. Students are required to sit at the desk indicated for them. Students should bring with them their national or University identification card for each exam. They are required to place such cards on their desk for the duration of the examination.

No student is allowed into the examination room after the first **30 minutes from the commencement of the examination**. It is of paramount importance that students refer to the final version of the published timetable and know the exact time of their examinations, and to make sure to reach the examination location in good time. Students are also not allowed to leave the examination room, whether temporarily or permanently, during the last ten minutes of an examination.

Students may not, unless expressly stated in the rubric of the examination paper, bring into the examination room any books, dictionaries, notes or any other printed or written matter or any other form of recorded matter (including mp3/mp4 players), any blank paper or any blank recording material, any pencil case or similar receptacle, any electronic device for mathematical calculations or any electronic data processor. Under no circumstances should students keep mobile phones, tablets, smart watches (including health and fitness watches), programmable calculators, laptops or similar equipment on their person or their desk, whether switched on or not, during examinations (including during the reading and noting time). Such equipment should be switched off and placed in bags or handed over to the invigilators **BEFORE** the commencement of the examination. **Disciplinary action, including cancellation of the examination, will be taken if students are found to be in possession of any such device, even if switched off, during examinations.**

Students shall not during any examination, by any other improper means whatsoever, obtain or seek to obtain advantage in an examination, or give or endeavour to give assistance to other students. Writing on the hands or anywhere else on the person or clothing (whether written before or during the examination time) is strictly not allowed. **Students are warned that the University does not tolerate cheating or attempts at cheating in examinations. Students who are found guilty of a breach of the University Assessment Regulations are liable to disciplinary**

action which may result in an examination being cancelled and other disciplinary action, including dismissal from the University.

Further instructions on examinations will be issued in due course.

ASSIGNMENTS

Deadlines are to be respected and adhered to. The academic member/s of staff responsible for the particular study-unit is/are to be contacted beforehand if deadline is not to be met.

Members of staff will indicate when and where they expect assignments to be handed in.

Students should ensure that they know the name and surname of the academic members of staff coordinating each study-unit.

A standard cover sheet is to be used when submitting all assignments. This can be accessed by following this link: <https://www.um.edu.mt/healthsciences/students/assignmentcoversheets/>

PLAGIARISM

Plagiarism is a crime. Disciplinary action will be taken against students who are found to have breached University Regulations by the Faculty or University Disciplinary Board. This may include dismissal from the University. Please refer to the documents: *How to Avoid Plagiarism - A Resource Pack for the Students of the University of Malta* and *Guidelines on Plagiarism and Collusion*. The documents are available at:

https://www.um.edu.mt/_data/assets/pdf_file/0009/476028/HOWTOAVOIDPLAGIARISM.pdf

https://www.um.edu.mt/_data/assets/pdf_file/0007/436651/UniversityGuidelinesonPlagiarism.pdf

RESIGNATION

Just as University issues letters of acceptance to qualified applicants who are admitted into a course, resignations should be formalised through the sending of an email/signed letter. This should be sent to the Faculty Office (healthsciences@um.edu.mt).

STUDENT HOURS

Students requiring assistance should contact the Departmental Secretary/Secretaries or the Faculty Office during the following student hours. Student hours should be adhered to.

Monday, Wednesday and Friday

10.30am - 12.15pm

3.00pm - 4.00pm

Tuesday and Thursday

8.30am - 10.30am

2.00pm - 4.00pm

Students are to check their emails on a daily basis for further instructions that may be issued from time to time.

AMDH

30/05/2023