**Faculty of Information
& Communication
Technology**

University of Malta
Msida MSD 2080, Malta

Tel: +356 2340 2530
ict@um.edu.mt

www.um.edu.mt/ict

UNIVERSITY OF MALTA

FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY

OCTOBER 2023 INTAKE

FOR THE ATTENTION OF ALL UNDERGRADUATE FIRST YEAR STUDENTS

A BIG welcome to all our students 😊

FACULTY STRUCTURE

The Faculty of ICT consists of five Departments:

- Artificial Intelligence
- Communications and Computer Engineering
- Computer Information Systems
- Computer Science
- Microelectronics and Nanoelectronics

1. **GENERAL AND COURSE REGULATIONS**

   Please read the regulations governing the course carefully: the *General Regulations for University Undergraduate Awards, 2019*, the *University Assessment Regulations, 2009* and the *Bye-laws for the course* available from:

   General Undergraduate Regulations:
   https://www.um.edu.mt/r/about/governance/statutesregulationsbyelaws/general

   Course Bye-laws:
   https://www.um.edu.mt/r/about/governance/statutesregulationsbyelaws/course/ict

2. **ATTENDANCE - LECTURES/LAB SESSIONS/TUTORIALS**

   Attendance to lectures is **obligatory**. Lecturers may bar a student from sitting for the assessment of a particular study-unit, if attendance is not satisfactory. Students who absent themselves from lectures should send an email with a justified reason for absence to the lecturer concerned. In case of illness, a medical certificate must be submitted to the Faculty Office, on ict@um.edu.mt for record purposes.

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3. **UM ACCOUNT AND COURSE ENROLMENT**

All students should be receiving information together with their acceptance letter, to activate their UM email account to be able to log on to e-sims where they will be able to view results, registrations for study-units and enrol for the course, amongst other important information. Please note that **online enrolment for all students will be between 2-23 October 2023**. 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. **When communicating with members of staff, please use your UM accounts and NOT your personal email accounts and also indicate your Course and Year and ID or Student Number in all correspondence.**

4. **REGISTRATION FOR STUDY-UNITS (60 ECTS CREDITS PER YEAR)**

Registration for compulsory study-units for most courses will be done automatically from SIMS. First year students, in the B.Sc IT Hons Computing and Business will be registering online, between **5 - 10 October 2023**, as this is the only course in the first year having elective study-units. Same online registration dates apply for students who wish to enrol for any extra study-units in English and/or degree plus study-units.

Students having any queries about this can contact their Department administrator to guide them accordingly. Information on departmental staff may be obtained from:
https://www.um.edu.mt/ict/ourstaff

5. **TIMETABLES**

The University of Malta is piloting a timetabling and scheduling software, in conjunction with the Faculties of Built Environment, Engineering, ICT, Theology and Science. Instructions on how to access the timetable from these Faculties may be obtained from:
https://www.um.edu.mt/ict/students/timetables/.

Timetables for study-units outside these Faculties may be found from the respective websites:
https://www.um.edu.mt/media/um/docs/faculties/ict/mainfacultyofictfiles/OtherFacultiesTimetablesLinks.pdf .

Students having any queries on timetables can contact their Department administrator to guide them accordingly. Information on departmental staff may be obtained from:
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6. **COMMENCEMENT OF LECTURES**

Lectures for first year students will commence on **Thursday 5 October 2023.**

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7. **ADD/DROP PERIOD**

Requests to add/drop study-units will be held between **25 September - 18 October 2023**. A maximum of two study-units may be added and two study-units may be dropped, against a valid justification.

The form may be downloaded from:
https://www.um.edu.mt/registrar/policiesguidelinesforms/forms.

8. **HEALTH AND SAFETY FORM***

All students are required to read and fill in a health and safety form available from the Faculty of ICT website: https://www.um.edu.mt/ict/students/formsguidelines/and submit at the Faculty Main Office, Room 10.   This needs to be submitted by not later than end October 2023.

9. **CAUTION MONEY***

All students are required to pay the amount of €116.47 as caution money for the use of Faculty equipment. This sum will be refunded following graduation ceremony and after being ascertained that no damage has been caused to any of the equipment used.

Payment must be submitted online and is accessible from:
https://www.um.edu.mt/pay/cautionmoney/ict

Receipt of such payment need to be submitted at the Faculty Main Office, Room 10 Level 1, Block A. This needs to be submitted by not later than end October 2023.

10. **VERIFICATION OF ORIGINAL CERTIFICATES ***

Some students might be requested to submit the original copies of their certificates of the Matsec certificate and Secondary Matsec O'Levels in English, Maltese and Mathematics (or other equivalent qualifications listed in your application), for verification. These students will be contacted individually by-email and will be asked to come at the *Main office Room 10, Level 1, Block A* to check their certificates. The dates will be between **16-27 October 2023.**

All original certificates **will be returned** to students immediately after verification.

Students with overseas qualifications or those admitted under the maturity clause are not require to present these, as this exercise would have already been done by the International Admissions Office.

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11. ASSIGNMENTS/PROJECTS AND OTHERS

Deadlines are to be respected and adhered to. The academic member/s of staff responsible for the particular study-units are to be contacted **beforehand** if deadline for submission of assignments/projects etc is not to be met together with a valid justification. If this is not done your result will be issued as a 0-F.

Members of the academic staff will normally indicate details on the VLE. Students should ensure that they know the name and surname of the academic members of staff responsible for each study unit.

12. ABSENTEEISM OWING TO PARTICIPATION IN INTERNATIONAL GAMES AND COMPETITIONS

Student – Athletes who wish to be exempted from lectures/examinations are required to fill in the SASP Exemption Form. They will be assigned a sport mentor, Professor Adrian Francalanza, for the academic year 2023/24 who can be contacted on adrian.francalanza@um.edu.mt, who should be their first point of contact for any matters encountered throughout their course of studies be it academic and/or administrative nature such as clashes with international competition and examinations, clashes of lectures with training, distribution of workload and time management. Further information and the necessary exemption forms can be obtained from https://www.um.edu.mt/ipes/students/sasp

13. NOTICES

Please consult the Faculty website regularly for any important notices. Important emails are always sent on the Student's UM account.

14. RESIGNATIONS

Just as University issues letters of acceptance to successful applicants who are admitted into a programme, resignations should be formalized through the sending of an email or letter. It is important that students include all information such as full name, course and year and id number in their notification email or letter. This should be sent to the Faculty Office indicating the exact date of resignation on ict@um.edu.mt.

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15. STUDENT QUERIES AND STUDENT HOURS:

Students' queries can be dealt with through e-mail or physically, as you prefer.

It is important that for any administrative queries, the first point of reference is the Departmental secretary concerned (departmental administrators list) available on:
https://www.um.edu.mt/ict/ourstaff

In case you require any face-to-face assistance please adhere to the student hours below:

Monday – Friday (Winter Office Hours)

10.00 am - 12.00 noon

14.00 - 15:30

16. PLAGIARISM

Plagiarism is a CRIME and University takes this seriously. 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*. Students found guilty of plagiarism may face very serious consequences. The documents are available at:

http://www.um.edu.mt/vle/pds

17. DRESS CODE & PUNCTUALITY

You are expected to show up for lectures on time. Lecturers can ask you to stay away from class if you show up later than 5 minutes, especially if this is for no justifiable reason. Please come to Campus early enough to give yourself time to find parking, the lecture rooms and settle down. It is advisable to wear comfortable and decent clothing for lectures.

18. STUDENTS' QUERIES DURING SCHOLASTIC YEAR

Any students' queries during the scholastic year should be immediately referred to the lecturer concerned, the Head of Department, Department Administrators, Dean or the Faculty Manager. Students might also refer any queries to their student's course representative on Board of Studies or ICTSA.

Wishing you the best of luck with your studies.

Nathalie Cauchi
Faculty Manager, ICT