



OFFICE OF THE REGISTRAR

Guidelines *Administration of Serviced Study-Units*

The following guidelines outline the roles of Managers / Officers i/c Faculties/Institutes/Centres or Schools (FICS) when administering Serviced Study-Units.

These guidelines are only intended to provide guidance in order to ensure an effective and efficient management structure.

Cases where FICSs agree on a different course of action to fit their particular circumstances are not only allowable but encouraged, provided that administrative lacunas are strictly avoided.

At all times, the **FICS offering the study-unit/s** and the **home FICS** (where the student is enrolled) shall ensure effective communication so that all tasks are done as efficiently as possible.

- **What are serviced study-units?**

These are study-unit/s offered by a Faculty/Institute/Centre or Schools (FICS) in a programme of study which is offered by another FICS and which is not followed by the students of the FICS offering the unit/s.

The code of the study-unit/s denotes the department/division/unit which has the academic responsibility for such study-unit/s.

- **Who is responsible for administering these study-units?**

The Department/Division/Unit of the FICS offering the study-unit/s assumes the main administrative responsibilities, which shall include:

- Submission of Study-Unit Description/s (new or amended description/s) for consideration by the Programme Validation Committee (PVC) and subsequently for Senate's approval.
- Submission of Boards of Examiners to Senate (following approval by the Board of the FICS).
- Management and organisation of Examinations (where applicable), including:
 - timetable (date and time should be determined by the home FICS of the student);
 - the booking of a room or a hall;
 - booking of invigilators;
 - preparation of the examination paper, including photocopying and storage of the soft copy;

- preparation of the examination scripts; and
 - monitoring of the collection and return of scripts by invigilators.
- Lectures' Timetable/s (date and time should be determined by the home FICS of the student) and the booking of a room or hall for lectures.
 - Informing students when a lecture is cancelled or postponed.*
 - Communicating deadlines for assignments to students.*
 - Organisation of deposited assignments.*
 - Organisation of non-written assessments. *
 - Publishing of Results. In case a student submits a medical certificate, as applicable in the General Regulations governing the Undergraduate / Postgraduate courses and Assessment Regulations, or requests the Board of the serviced FICS for a suspension or an extension of dissertation deadlines, the home FICS of the student is responsible for keeping SIMS up-to-date.

* In case the study-unit is offered exclusively to one FICS, a special arrangement can be agreed between the Faculty Managers / Officers so that this function is taken care by the home FICS of the student.

• **The administrative responsibilities of the *Home FICS* shall include:**

- Registration of students on the study-unit even though the unit does not belong to the FICS.
- Submission of the Programme of Study (new or amended programme) for consideration by the Programme Validation Committee (PVC) and subsequently for Senate's approval. The Programme of Study includes the serviced study-unit/s.
- Boards of Studies – the home FICS is responsible for administering the Board of Studies of the Programme of Study.
- Student Matters – upkeep of students' files and updating SIMS in case a student requests a suspension or an extension of dissertation deadline.
- Submission of Medical Certificates and Requests to Senate for a Valid Reason for Absence during examinations (as applicable in the General Regulations governing the Undergraduate / Postgraduate regulations and Assessment Regulations) shall be submitted to the Main Office of the home FICS of the student. In such a case, the home FICS of the student shall ensure that an Incomplete Result is immediately inputted in SIMS, provided that the Servicing FICS is informed.
 - When a medical certificate covers more than one study-unit from different FICS, liaison with all Managers / Officers concerned is essential.
 - In the case of visiting students who are following study-units from different FICS, documentation, such as medical certificates, shall be submitted to the International and EU Office who will subsequently inform all Officers concerned.

- Awarding Compensated Passes to students who are eligible in terms of regulations, bye-laws and the programme of study.
- Updating SIMS in case of a student's withdrawal from a Course.

Office of the Registrar
7 November 2013 - updated 30 March 2020.

LB/CB/rs