



## Programmes offered on a Flexible Part-Time Basis Guidelines for Staff

These guidelines are intended for staff to manage students who are either interested in applying or are registered on Undergraduate Programmes which are offered on a flexible part-time basis. This shall be taken to mean students who intend to spread the duration and the programme workload on more years than the full-time or the traditional part-time routes.

### Definitions

**Academic Year:** an academic year consists of two semesters, two end of semester assessment sessions, a summer recess (if applicable) and a September assessment session.

**Course Year:** a course year includes 60 ECTS credits as indicated in the Programme of Study for the course. For flexible part-time courses, a course year may be spread over a maximum of three academic years. **The duration of each course when offered on a flexible part-time basis shall be determined by the Faculty in accordance with the exigencies of the programme.**

### Duration

The time spent on a flexible part-time course may be calculated on the number of credits being followed in each Academic Year. In the case where a Faculty decides to offer a course on a flexible part-time basis, the course shall be offered as a part-time course and may require students to follow **not less than 12 ECTS credits in each Academic Year provided that a Course Year is completed in not more than three academic years.** Therefore, a three-year full-time course may be followed over a maximum period of 9 years of flexible part-time study.

The bye-laws for courses which are offered also on a flexible part-time mode shall specify the duration in full-time study and stipulate only that the years in part-time study are equivalent to those spent in full-time study.

**Example:** *The Course shall extend over three years of full-time study or the equivalent in part-time study.*

Furthermore, the bye-laws for courses which will be offered in a flexi part-time mode shall include the special provisions for part-time courses as detailed in the template [attached to these Guidelines](#).

## **Registration for flexible part-time courses**

### *New Applicants*

Applicants wishing to join a course on a flexible part-time basis shall indicate their intention in the “Additional Comments” section included in the online application form. F/I/C/S Managers/Officers will then refer eligible applicants wishing to join the flexible part-time programme to the Course Coordinator so that the course plan for such students is agreed prior to the start of each Course Year.

### *Registered Students*

Subject to approval by the Board, students registered on a course may be allowed to change the mode of attendance from full-time to flexible part-time or *vice versa* at the beginning of the Second Course Year of the regular programme of study. Changes in mode of attendance in any subsequent Course Year may be considered by the Board, if the course programme permits.

## **Programme of Study**

The programme of study for students following the course on a flexible part-time basis shall be the same as that which is applicable for full-time students. The study-units which will be followed by flexible part-time students during any academic year shall be confirmed by the students in agreement with the Course Coordinator.

## **Study-Units**

Similar to students following a full-time programme, students following a programme on a flexible part-time mode shall be entitled to four opportunities to obtain a pass grade in the assessment of a study-unit. When it is deemed not possible or practical to schedule a second assessment opportunity in the same Academic Year such a condition shall be declared in the published study-unit’s method of assessment, and students would have two assessment opportunities. This is in line with the provisions outlined in Regulation 49 of the General Regulations for University Undergraduate Awards.

## **September Assessment Session**

In the case of absence or failure at the first opportunity, students shall be entitled to be assessed in incomplete study-units during the September assessment session, their second opportunity, if applicable. This would be in terms of the UG Regulation 49 (4).

Students may sit for **any** number of credits at the September assessment session.

## **Referred Study-Units & Progression**

A student shall progress to the following Course Year, once the 60 ECTS credits for a course plan are obtained.

If students do not obtain a pass grade at the first and/or second opportunities, they would be eligible to **refer any number of Incomplete study-unit/s (without limit) to the next Academic Year, provided that the study-units which are being so referred are included in the programme of study for the same Course Year.**

Students **cannot refer more than 12 ECTS credits for incomplete study-units from one Course Year to the next, or progress conditionally to the next Course Year.** Such students may, after being given academic advice, be allowed by the Board to refer the Incomplete Study-Unit/s to an **additional year of study**, if eligible. If not eligible, they shall be required to withdraw from the course.

Students pursuing the last flexible academic year of the final Course Year who after the September assessment session still lack a number of credits to complete the programme of study for the course, may refer these credits to an **additional year of study**, if eligible.

**An additional year of study may be availed of once only** during the course. Students on flexible part-time courses shall **neither be eligible for an extension year nor a repeat year during the course.**

Students registered on flexible part-time courses should be tagged so that their **progression is worked out manually** by the respective home F/I/C/S Manager / Officer.

**EXAMPLE:**

**Course Year 1 - Academic Year 1 = 28 ECTS credits**

**Course Year 1 – Academic Year 2 = 12 ECTS credits + 4 ECTS credits referred from Academic Year 1.**

The 4 ECTS credits for referred study-units which were failed (or absent) in Academic Year 1 **MUST** be completed during Academic Year 2 at the third and fourth opportunity. They **CANNOT** be referred again to Academic Year 3

**Course Year 1 – Academic Year 3 = 20 ECTS credits + 6 ECTS credits referred from Academic Year 2.**

The 6 ECTS credits for referred study-units which were failed (or absent) in Academic Year 2 **MUST** be completed during Academic Year 3 at the third and fourth opportunity. They **CANNOT** be referred again to Course Year 2.

After Academic Year 3, the student has 8 ECTS credits for incomplete study-units from Academic Year 3. Since the student has **not exceeded 12 ECTS credits for incomplete study-units** from Academic Year 3, the student can **progress conditionally** to Course Year 2 – Academic Year 1.

The 8 ECTS credits for study-units which were referred from Academic Year 3 (Course Year 1), **MUST** be completed during Course Year 2 Academic Year 1 at the third and fourth opportunity.

If the student has **more than 12 ECTS credits for incomplete study-units** from Course Year 1 - Academic Year 3, the student cannot progress to Course Year 2 – Academic Year 1 and after academic advice, shall be given the option by the Board to refer the Incomplete Study-Unit/s to an **additional year of study**. If not eligible to an additional year of study, such students shall be required to withdraw from the course.

*Approved by Senate on 16 June 2022 v1.*