PROCEDURE FOR BOARD OF EXAMINERS OF FYP AND DISSERTATIONS FROM 2021/2 ONWARDS

1. The student submits the FYP or dissertation together with other examinable material on the VLE by the deadline indicated by the Department concerned. Once submitted on VLE, this should generate immediately the Turnitin report.

2. Departmental administrators are to notify students **at least two months before the deadline of submission**, that by the set deadline, they should send them an email informing them that the submission for assessment of the FYP/dissertation has been uploaded on the VLE, also attaching the relevant **declaration of authenticity** together with the **initial checklist** (ICT website - https://www.um.edu.mt/ict/students/forms). They should also remind students to keep to the **format** listed on the FYP/Masters Guidelines available on the Faculty website. If it is not in agreement with the format, number of pages etc the FYP/Dissertation will be returned to the student who will have three (3) days to conform.

3. In the case of PG dissertations, the departmental administrator upon receipt of the email from the student confirming submission, should inform the Chairperson to download and send them a copy of the submission that includes the Turnitin report. The Departmental administrator then sends the softcopy (received from the Chairperson), **by email to all members of the Examining Board including the External examiner/s**, keeping the **Chairperson** in copy. The members of the Examination Board that have a University of Malta account can also access the examinable material and the Turnitin report via the VLE portal (Dashboard/PG Dissertations/Name of the Candidate/Final Submission). The email should also contain information about the deadline (not later than one week from date of email) by which all members of the Examining Board, including the External examiner/s, should submit a short statement to the Chairperson indicating clearly whether in their opinion the examination process should proceed, after ascertaining that the work submitted contains no cases of plagiarism.

4. **If there are no cases of plagiarism**, the examination process proceeds. The Board of Examiners should be given a timeline with deadlines for each task, including a tentative date for the viva-voce examination which should not exceed three (3) months from the date of submission of the dissertation. The student concerned should also be informed separately about the tentative date. Please remember that students need to be given at least (1) weeks' notice before the date of the viva, therefore a reminder will need to be sent to the students involved, at least (1) week before, to notify them that the date of the viva is confirmed. The individual reports from each member of the examining Board, including the External examiner, needs to be prepared and sent to the Chairperson (also to write an individual report). All individual reports by members of the Examining Board have to be sent to the Chairperson on an official letterhead which needs to be **signed and dated** (date on report should be before the viva-voce examination) always keeping the Departmental administrator in copy, by the stipulated deadline, **six weeks maximum from the date of the submission of the dissertation by the student**. In the case of FYP's, the deadline for the submission of reports should not be later than **3 working dates from the date of the viva**. The Departmental administrator should always be kept in copy to ensure that the process is proceeding according to the timeframe set.

5. If the Board **suspects that plagiarism is present,** a report is drawn by the Chairperson concerned in collaboration with the members of the Examining Board including the External examiner, and the student is referred to the University Disciplinary Board (more details in procedures mentioned below in Point 6).

6. Board of Examiners should always refer to the procedures indicated on the Registrar's website (https://www.um.edu.mt/registrar/policiesguidelinesforms/policiesguidelines), as indicated below:

   - **Procedures for Boards of Examiners of Bachelor dissertations**
   - **Procedures for Boards of Examiners of Master dissertations (less than 60 credits)**
   - **Procedures for Boards of Examiners of Master dissertations (60 credits or more)**
   - **FAQs regarding Procedures for Boards of Examiners for Bachelor and Master Dissertations**

7. If the Board agrees **not to hold the viva voce examination**, according to reasons indicated in the relevant procedures in point 6 above, then the Board of Examiners should be convened to take this decision and procedures above need to be followed. This applies only to postgraduate dissertations.

8. If the Board **decides to proceed with the viva voce examination**, a date and time for the viva-voce is decided upon by the Examination Board. These should be communicated to the student through the Departmental administrator. This applies only to postgraduate dissertations.

9. Following the Viva-voce Examination, normally in the case of dissertations, the Chairperson is responsible for producing a Collective Examiners Report, gathering any corrections requested by the examiners **by not later than two weeks** following the date of the viva-voce examination and passing the required corrections to the supervisor who will turn send them to the candidate indicating a deadline decided by the Board as per above procedures. The report should bear all the signatures of the members of the Examining Board and clearly shows a date (dated on or after viva-voce examination). The Departmental Secretary concerned should always be kept in copy, to ensure that deadlines are being met.

10. The Supervisor may be delegated by the Examining Board to check that the amendments have been adequately addressed by the candidate in the revised final submission. The Departmental secretary should always be kept in copy. In this case, the supervisor should prepare a short report on how these suggestions have been addressed by the student and passed on to the Chairperson of the Examination Board. The Chairperson confirms that these corrections have been carried out on the final collective report through a statement, attaching also the short report sent by the supervisor as supporting material.

11. Please always refer to the General Regulations for University Undergraduate Awards 2019 and Postgraduate Awards, 2021 available on the link below:
https://www.um.edu.mt/about/governance/statutesregulationsbyelaws/general

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