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SECTION A : GENERAL INFORMATION

1	Document category	Guidelines		
2	Document approver	COI		
3	Minimum list of document users to be notified upon release of document update	Principal and CEO, Deputy Principal, Registrar, Chief Officer International Affairs, Directors , Deputy Directors, Librarian, PR and Communications Manager, COI Board Secretary		
4	Document change history			
	A	DCTN #	Date released	Change originator
		N/A	10 th December 2012	COI
		Change history (Section/change details)		
	No previous document reference number. First issued and circulated by Mr A Saliba on 10th December 2012.			
	B	DCTN #	Date released	Change originator
41/2013		9 th May 2013	Saliba Anthony	
Change history (Section/change details)				
<p>1) Included a new paragraph at end of section K1.1 as approved during COI Meeting number 115, held on 26th March 2013, Decision 6, Agenda item 9.</p> <p>2) Transferred document to MCAST Corporate template and assigned new document number.</p>				

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1 Introduction

This document defines the regulations for all MCAST students following the vocational degree programme of study, as from September 2012, at nine institutes, namely: the Institute of Agribusiness, the Institute of Applied Science, the Institute of Art and Design, the Institute of Building and Construction Engineering the Institute of Business and Commerce, the Institute of Community Services, the Institute of Electrical & Electronics Engineering, the Institute of Information and Communication Technology, and the Institute of Mechanical Engineering.

2 Background

The vocational degree is intended for students who have successfully completed the first two years of the vocational degree programme, that is, the Higher National Diploma, with at least 5 overall Merit grades in as many modules or an equivalent qualification as approved by MCAST, and who wish to extend their qualification by enrolling for a programme of study leading to an honours degree. Higher National Diploma students shall already be familiar with the credit system. Students gain credits by passing set study units or modules in order to achieve the qualification.

It is to be noted that the Higher National Diploma, consisting of 16 study units is equivalent to 120 ECTS. An HND study unit is thus equivalent to 7½ ECTS.

Each year of the top-up vocational degree programme is equivalent to 60 ECTS. This brings the total of the three-year study programme to 180 ECTS, and a four-year degree programme to 240 ECTS.

3 Qualification

The academic title conferred upon a student who successfully completes a vocational MCAST degree programme of study, shall be a BA (Hons) or a BSc (Hons), or a BEng (Hons) in defined areas of study.

The following honours degrees shall be delivered during the academic year 2012-2013:

Institute of Agribusiness

BSc (Hons) in Animal Management

Institute of Applied Science

BSc (Hons) in Health and Social Care (Practice)

Institute of Art & Design

BA (Hons) in 3D Design and Interiors

BA (Hons) in Fine Arts

BA (Hons) in Media (Moving Image)

BA (Hons) in Graphic Design and Interactive Media

Institute of Building & Construction Engineering

BSc (Hons) in Construction Engineering

Institute of Business & Commerce

BA (Hons) in Business Enterprise

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Institute of Community Services
 BA (Hons) in Health and Social care (Management)

Institute of Electrical & Electronics Engineering
 BSc (Hons) in Electronics and Control Engineering
 BEng (Hons) in Electronics and Control Engineering
 BSc (Hons) in Electronics Engineering
 BEng (Hons) in Electronics Engineering
 BSc (Hons) in Electronic Communication
 BSc (Hons) in Power Generation and Renewables
 BSc (Hons) in Biomedical Engineering*

* *This degree has two streams (Electrical and Mechanical)*

Institute of Information and Communication Technology
 BSc (Hons) in Software Development
 BSc (Hons) in Computer Networks

Institute of Mechanical Engineering
 BSc (Hons) in Mechanical Engineering (Plant)
 BEng (Hons) in Mechanical Engineering (Plant)
 BSc (Hons) in Mechanical Engineering (Manufacturing)
 BEng (Hons) in Mechanical Engineering (Manufacturing)
 BSc (Hons) in Marine Engineering

4 Academic year

The MCAST academic year is divided into 2 semesters each lasting 4 months.

5 Module

For standardisation purposes, the term which shall be used for a study unit at degree level in all institutes is “module”. A module may be defined as a self-contained, credit-rated and assessed unit of study.

Within a programme of study, modules are designated as (i) compulsory core and (ii) specialist.

6 Credits

Each module carries a credit rating. All modules have a 6-credit rating except for the Dissertation or Final Major Project module which is equivalent to two modules in terms of ECTS. Thus, each top-up year for three-year programmes has an amount of 60 credits (8 modules x 6 credits) + (1 dissertation [equivalent to 2 modules] x 6 credits) = 48+12 credits. In the case of four-year vocational degree programmes, where the top-up is of two years duration, modules of both years will amount to 120 credits (18 modules x 6 credits) + (2 modules for dissertation) x 6 credits = 108+12 credits = 120 credits).

7 Past HND students

Past HND students who completed their studies in previous years and fully satisfy all other entry requirements may apply.

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8 Admission to the top-up year/s of the vocational degree programmes

To be eligible for admission to this programme of study a candidate must normally satisfy the requirements for entry to the vocational degree programme which includes a minimum qualifying total number of points, established at 106. Further details are available from the prospectus. MCAST's vocational degree programmes of study have been specifically designed to build on BTEC HND qualifications and make provision for entry directly to the third year of the vocational degree programme.

9 Language of delivery

Lectures shall be delivered in Maltese and / or in English, as appropriate.

10 Enrolment

Every degree student must enrol at the start of the programme of study.

11 Academic discipline

Students are required to act with honesty and integrity in fulfilling requirements in relation to attendance for lectures, vocational degree related activities as approved by MCAST and / or the Institute as part of the vocational degree requirements, and assessment of their academic progress.

12 Attendance

Every student must attend all teaching sessions (i.e. lectures, seminars, tutorials, workshops, etc.), and undertake such assignments, as specified in the regulations governing the module, to be eligible for formal assessment and/or continuation on their programme of study.

Where a student's attendance for each study module falls under 80%, the student shall be excluded from assessment and shall be marked ineligible for assessment due to unsatisfactory attendance/participation in the module. The student may be allowed to attempt the whole module again, without grade penalty but not in the same academic year.

It is the sole responsibility of the student to ensure that attendance fulfils the given requirements. Attendance registers shall be regularly kept and shall be made available to MCAST's Quality Assurance department upon request.

13 Extenuating circumstances

Extenuating circumstances shall consist of the recording of one or more personal difficulties such as ill health and supported by acceptable evidence. The MCAST General Rules and Regulations (AC-R-606-12-Ver2.0, Clause C5.4) stipulate that "Where a student's attendance is affected by personal extenuating circumstances, and provided these are supported by relevant evidence, students shall refer to paras 5, 6, of the approved MCAST policies and procedures document for courses at levels 1, 2, 3, 4 and 5". Same applied for Level 6 students. Such difficulties shall be considered and taken into account by the Institute Board of Studies, in

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consultation with the Registrar when determining the students' performance. Extenuating circumstances shall not include:

- (a) proximity or number of examinations or other assessments;
- (b) pressure of work;
- (c) misreading of examination timetables;
- (d) poor time management;
- (e) scheduling of holidays or time abroad.

Where a student's attendance falls below the required minimum as a result of personal extenuating circumstances which are supported by relevant documentation (e.g. medical certificates), the Director of Institute, in consultation with the Board of Studies, may decide to allow a student to be assessed.

14 Assessments

Each study module (excluding the dissertation double-rated module) shall be examined by a range of assignments, one of which may be a time-constrained examination. These need to form part of the programme specification, including any alternative method of assessment, which the Institute, in liaison with the Quality Assurance Office, has to present to the Council of Institutes for its final endorsement, prior to the commencement of the module.

Students must attend all formal assessments of the programme of study at the times given.

To obtain a pass mark all learning outcomes have to be met. If the minimum required to satisfy the learning outcomes of the module is not met, the student would have failed the module.

15 Written coursework, dissertations, projects submitted for assessment

Each component of written coursework, projects, models, etc., must be submitted not later than the deadline date for that component as stipulated by the Institute. Relevant information regarding operations shall be laid down in writing by the lecturer at the commencement of the module.

The Director is to regularly ensure that records of all the work and assignments that students hand in, are safely kept. The lecturer responsible for the study module is obliged to retain proof of receipt of any work the student submits. Such records must be available on demand from the Deputy Principal and / or the Board of Studies.

16 Submission of coursework

All coursework must be submitted on paper unless:

- (i) a different format is specified in the assignment cover sheet, or
- (ii) submission in electronic form is an explicit requirement for the assessment in the module concerned.

Any marked deviation from the specified word limit for coursework shall be penalised in accordance with the published requirements of the module.

17 References to the work of others

A candidate must make clear references when others' work has been included in the

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candidate's own. Other work which the candidate himself/herself has produced for past study modules (for example, work presented for a previous HND assignment) shall not be included in their submission for the vocational qualification.

18 Interruption of study

A student who wishes to interrupt the programme of study before completion must give notice in writing to the Director who will advise the Registrar accordingly. Students who interrupt their studies should be aware that MCAST may refuse the student's re-admission since acceptance depends on availability of space and resources.

19 Ownership and return of students' assessed work

MCAST will retain any assessed work that has not been collected by the student for not more than three months after the assessment has taken place. In cases of partial completion of the assessment in a module, due to failure or referral, items should be held until three months after the remainder of the assessment has been completed. Institutes shall be compelled to dispose of work which remains uncollected by the end of August of the same year the programme ends, provided that the Board of Studies has convalidated the results.

20 Institute Vocational Degree

Each taught programme of study leading to a degree qualification is the responsibility of the Institute Board of Studies, which, in liaison with the Quality Assurance Office, has to submit the programme, prior to its commencement, to the Council of Institute for its final endorsement.

21 Lecturing and assessment

The responsibilities of the institute lecturers include assessment of students' work. Lecturers are thus expected to:

- (a) attend all meetings of the Institute Degree Assessment Board and / or the Board of Studies when requested and to give attendance at such meetings priority over all other commitments;
- (b) submit assessment material, including scripts, coursework, project reports, etc., to the Board of Studies and/or any internal and/or external examiner/verifier as required;
- (c) hold themselves readily available for consultation during the first thirty minutes of any written examination(s) for which they are partly or wholly responsible;
- (d) ensure that all issues related to Quality Assurance are to be communicated in writing and in a timely manner, to the Quality Assurance Director and copied to the Board of Studies (attention Director of Institute).

The Quality Assurance office will have the responsibility of ensuring – at any time during the planning and implementation phases of vocational degree programmes at MCAST - that the quality of same programmes is guaranteed without fail. For such purposes, the Quality Assurance Office is expected to carry out any monitoring procedures which it deems fit to achieve this objective.

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22 Internal assessment responsibilities

It is the responsibility of the Registrar, Directors, Deputy Directors, Lecturers, and Institute Officers to:

- (a) ensure that students are aware of the implications of assessment regulations for the modules (Registrar and Lecturers);
- (b) ensure that adequate notice of the details of assessment arrangements is given to each student (Lecturers);
- (c) advise students who find themselves in difficulty about their rights or obligations under the assessment regulations (Directors and Deputy Directors);
- (d) investigate cases of alleged injustice in the assessment of students, and ensure that such cases are dealt with fairly by examiners (Directors and Deputy Directors);
- (e) ensure that any special arrangements for the assessment of students with disabilities are provided as agreed (Director Student Support Services);
- (f) ensure that a report is made to the Institute Degree Assessment Board of any incident of academic misconduct (Directors and Deputy Directors);
- (g) ensure that deadlines for the submission of projects, essays and other written work are fairly applied (Lecturers);
- (h) safely keep records of (i) students' work when submitted and (ii) assessed work when returned to students. These records shall be made available to the Institute Degree Assessment Board as required (Lecturers, Directors and Institute Officers); and
- (i) ensure that students are given adequate advice and guidance on the full range of assessment regulations (Registrar, Directors, Lecturers).

Among other duties, Vocational Degree Coordinators are responsible for the following areas:

- a) To ascertain that the vocational degree programme/s they are responsible for in their Institute is/are actually completed successfully by monitoring its/their gradual development and implementation during the academic year/s of its/their duration;
- b) To maintain the Master File for the Institute's vocational degree/s. The Master File includes this documentation: list of all students; list of all lecturers per module: syllabus/syllabuses for each vocational degree programme; all correspondence between participating Level 6 students and their Institute; copy of the lecturing material that has been produced by Fraunhofer; all appeals documentation; all assignment briefs, results and Internal Verification reports; and any other document which is essential for the Master File as the main point of reference;
- c) To ensure that all vocational degrees lecturers, dissertation tutors, and students have a copy of all dissertation deadlines, the vocational degree regulations 2012-2013, the dissertation handbook 2012-2013, and any guidelines/instructions that are issued by the Deputy Principal and / or the QA Director on quality assurance regarding L6 programmes;
- d) To keep their Institute Director regularly informed about the progress of individual Institute vocational degree students;

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- e) To intervene in a timely manner in order to assist vocational degree students who start missing lectures and / or lack to follow the guidelines of their dissertation tutor, or when there are clear indications of the need of academic support or guidance with the intention of enabling such students to cope with their degree programme requirements without excessive difficulty;
- f) To provide information requested by MCAST Management for the purpose of evaluating vocational degrees, and also to participate in meetings for individual and / or all degree co-ordinators;
- g) To ensure that their Institute vocational degree students submit their dissertation Statement of Intent (SOI), their dissertation proposal, their final draft dissertation (if and when applicable) and the final dissertation;
- h) To prepare all the results and information required for the Institute's Vocational Degrees Board of Studies, during which they are expected to participate;
- i) To bring to the attention of the Institute's Board of Studies those issues regarding their immediate attention, particularly those matters relating to their Institute's vocational degree programmes and / or vocational degree students;
- j) To ensure that any changes in vocational degree programmes are affected by the Institute's Board of Studies, in liaison with the Quality Assurance Office, which programmes are then presented to the Council of Institutes for its final endorsement, prior to the commencement of the amended module/s.

23 Infringement of assessment regulations/academic misconduct

Directors shall ensure consistency across MCAST in procedures relating to infringements. Monitoring and reporting of outcomes is carried out by the Registrar in consultation with the Board of Studies.

Any penalty imposed shall be proportional to the offence, while written warnings shall be given in all cases of proven academic misconduct. Appropriate records shall be kept.

The following are some examples of academic misconduct:

- (a) The presentation by the student as their own work of a body of material (written, visual or oral) which is wholly or partially the work of another, either in concept or expression, or which is a direct copy (plagiarism) constitutes academic misconduct.
- (b) Including any material which is identical or substantially similar to the student's own material which has already been submitted for any other assessment within MCAST or elsewhere (self-plagiarism).
- (c) Arranging for another person to complete an assignment for submission by a candidate as the candidate's own work.
- (d) False declarations in order to receive special consideration by assessors, including referrals and requests for exemption from work.

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24 Instructions for exam invigilators where applicable

Where an invigilator suspects a candidate of infringing examination room rules he/she shall, if possible in the presence of another invigilator to act as witness to the action taken:

(i) confiscate any unauthorized material in the possession of the candidate;

(ii) endorse the candidate's script on the front cover with a note of the time when the alleged infringement is discovered. In the case of suspected collusion invigilators should endorse the script of each candidate involved. Wherever possible they should require another invigilator to act as witness by countersigning the endorsement;

(iii) issue a new examination script booklet to the candidate(s) in question, clearly instructing them to continue (not to restart) the examination;

(iv) inform the candidate(s) in question, at the end of the examination, that a report of the incident will be submitted to the Registrar by the invigilator and copied to the Board of Studies;

(v) enter brief details of the incident on the invigilator's report;

25 Report

Further to Paragraphs 23 and 24, if it is considered that there is sufficient evidence to suggest that a student has contravened MCAST regulations, the Institute Director, on behalf of the Institute Degree Assessment Board, should refer the incident in writing to the Deputy Principal for any further investigation and/or action. If necessary, the Deputy Principal may decide to inform the Board of Studies accordingly.

The deadline, by which evidence supporting the alleged academic misconduct is to be submitted by the Institute Director to the Deputy Principal, should not exceed five working days after the identification of the case.

26 Use of recess periods

During the Christmas and Easter recess periods, all undergraduates are expected to continue with academic study, or, where appropriate, to gain approved professional experience.

27 Return of Library Books

No candidate eligible for the award of an MCAST degree shall be admitted to the degree unless he has first complied with all the Library regulations concerning the return of books or any other borrowed material.

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A CONCISE GUIDE FOR STUDENTS TO THE ASSESSMENT PROCEDURES OF VOCATIONAL DEGREE COURSES

This concise guide is a summary of MCAST's assessment procedures with regard to the vocational degree courses on offer as from September 2012.

Directors of Institutes shall ensure that institute-specific induction material is passed on to all degree students in printed form at the beginning of the scholastic year (September 2012). A copy shall be sent to the Deputy Principal QA for reference purposes. It is in the students' interest, and finally the students' responsibility, to ensure that they are in possession of a copy of such regulations.

A year planner showing the dates when programme modules are to be delivered shall be displayed in the notice boards. Unforeseen circumstances may lead to a change in delivery dates or module titles.

A1 Assessment

- A1.1** Modules may be assessed by a variety of assessment instruments and a combination of coursework and written work, part of which may also need to be attempted away from the institute. Coursework shall normally be completed during the semester in which the module is delivered. Time-constrained examinations may be held during the delivery period or at the end of the semester in which the module is completed, i.e., in January and/or June.
- A1.2** Absence from an assessment session and/or examination without good reason shall be considered an attempt.
- A1.3** Students shall only be allowed to submit their dissertation provided they have seriously attempted all assignments for all study modules and provided they have obtained a pass mark in not less than 5 modules.
- A1.4** Students shall present their dissertation by not later than the end of the the second full week in June. Unless there is proof of extenuating circumstances, failure to submit the dissertation shall automatically lead to a fail and the degree shall not be awarded.
- A1.5** Students are expected to attempt all assignment tasks and present all their Pass, Merit and Distinction evidences for assessment by the established deadlines.
- A1.6** Students who for any reason do not submit work when first due or who do not satisfy the Pass criteria at the first attempt shall be allowed to present work to satisfy the Pass criteria ONLY at the second attempt. Students shall note that the second attempt is also the final attempt. Provided there are no unforeseen circumstances, this shall normally be established as ten working days from the date of the publication of results.
- A1.7** Students who satisfy all Pass criteria at the first attempt but fail any of the Merit and / or Distinction criteria shall be permitted to present new work at the second and final attempt, provided there is sufficient evidence to prove that a genuinely serious attempt has been made to satisfy the prescribed Merit and Distinction criteria in the first place. The internal verifier, in consultation with the Institute Degree Assessment Board, shall be responsible for a decision in this regard.
- A1.8** Further to A 1.6 above, if the evidence proves that no genuinely serious effort has been made to satisfy the Merit and the Distinction criteria, students shall be deemed ineligible to present work

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for the Merit and the Distinction grades. Provided that the Pass criteria have all been achieved, they shall be awarded a Pass and the module signed off.

A1.9 In the eventuality of a student who at the first attempt satisfies all the Merit and / or the Distinction criteria but fails to satisfy one or more of the Pass criteria, the student shall be allowed to present the missing Pass evidence at the second attempt. If all Pass criteria are satisfied at the second attempt, the student shall be awarded a Merit if all the Merit criteria were satisfied in the first place or a Distinction if both Merit and Distinction evidence were already in place.

A2 Rules governing Dissertation

A2.1 Directors, in liaison with their Institute's Vocational Degree Coordinator, shall ensure that between October 1, 2012, and mid-June 2013, half-hour weekly time-tabled meetings shall be held between degree students and their dissertation tutor/s on an individual basis.

A2.2 Attendance at such meetings shall be compulsory and shall be recorded by the dissertation tutor in the students' logbook. Students shall enter notes in the logbook earmarked for the purpose and dissertations shall ensure that the logbook is always up to date.

A2.3 Dissertation tutors shall report to the Institute's Vocational Degree Co-ordinator all shortcomings in writing and in a timely manner so that any necessary remedial action may stand a better chance of succeeding.

A2.4 Students are expected to attend at least fifteen (15) dissertation tutorials during the academic year. Such attendance must include at least one dissertation tutorial per month. All tutorials have to be recorded in the logbook. The candidate's work may not be accepted for assessment if he/she fails to observe this regulation and where the log book is deemed as insufficient in spite of the supervisor's guidance and recommendations.

A2.5 Students who, in spite of making a serious attempt, still fail to satisfy all the dissertation Pass criteria, shall be allowed to resubmit their dissertation by the last working day of the 2nd full week of December of the same year, i.e. approximately six months after the original submission date of the dissertation. Assessors' feedback shall provide brief guidelines to help the student satisfy the outstanding Pass criteria only.

A2.6 The Pass extension referred to in para A 2.5 does not apply to students who are aiming for Merit / Distinction grades. Students shall note that all criteria relative to the Merit / Distinction grades are to be achieved as a result of their first submission of work at the end of the third or fourth top-up academic year (June). This means that in order to qualify for a Merit grade, all Pass and all Merit criteria must be satisfied by the deadline of the first attempt in June of the same top-up degree year, whereas for a Distinction grade all Pass, all Merit and all Distinction criteria must be satisfied by the deadline of the first attempt in June of the same top-up degree year.

A2.7 Students who qualify to submit second attempt additional material as prescribed in para 2.6, shall note that results shall only be published by the end of the scholastic year, following the external examiner's visit. Students whose result shows that they have again failed to reach the pass standard after the second and final attempt shall not be allowed any further attempts.

A2.8 One examiner shall assess each student's dissertation. A minimum of ten (10) per cent of the Institute's dissertations will be subject to the internal verification process. An external examiner will be appointed for quality assurance purposes for each vocational degree programme.

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B Failure at the Second attempt

- B1.1** Students who fail a module or a number of modules after the second attempt shall be allowed to continue with their studies. However, it is to be noted that these students shall not be able to complete the degree within the same academic year.
- B1.2** Students who fail after the second attempt may be considered by the Board of Studies to repeat the outstanding modules, with attendance, the following year, space on the course permitting. Such students shall be given guidance to further help them in their studies.
- B1.3** The Board of Studies cannot guarantee that any of the modules delivered during any one year will feature again in the following year's programmes or any subsequent programmes. A student who is allowed to repeat the module or modules under article B1.2 shall again be allowed a first and a second attempt, whether it is the same module of the previous year or a replacement module.

C Failure to submit coursework

- C1.1** Students are strongly advised not to miss any coursework deadlines. In the case of a second attempt, late submissions shall not be accepted. In the event of an extenuating circumstance, a written explanation from the student, enclosing any evidence (e.g. medical certificate), should be submitted to the Director of Institute.
- C1.2** Students who know in advance that they will be unable to submit coursework by the due date or attend an assessment during scheduled hours, must inform the lecturer in charge of the module. Appropriate evidence must be provided so that alternative arrangements may be made.
- C1.3** Unless stated otherwise in the regulations (see clause A5), failure to submit coursework by the due date or failure to attend for assessments and examinations shall result in consequences. A student may be required to repeat a module with attendance in the following year or even to withdraw from the programme if necessary.
- C1.4** MCAST operates an all-encompassing Attendance Policy and students are expected to attend all lectures, tutorials, workshops, practical classes, seminars, etc. Degree programmes may have additional attendance requirements and students should ask when in doubt.

D Progression through programmes

- D1.1** Students who fail one or more modules shall be allowed to continue with their course of study and complete the remaining course modules.

E Grading the degree modules

- E1.1** Each module shall be graded as Pass, Merit or Distinction. A Pass is awarded for the achievement of all learning outcomes against the specified assessment criteria. Merit and Distinction grades are awarded for higher level achievement. At the end of the course, all grades shall be translated into the degree classification scheme established by MCAST.

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F Classification of degree awards

For the purpose of final classification it has been agreed to:

consider the results of all three years of study as contributing to the final classification on the programme and,

give a higher weighting to the grades obtained in the final year for three-year degree programmes or in the final two years for four-year degree programmes, as follows:-

For grades obtained in the Higher National Diploma, applicants shall be awarded 2, 3 or 4 points for a Pass, a Merit or a Distinction grade respectively. For grades obtained in the final year or two final years of the degree programmes, the Pass, Merit and Distinction grades shall be equivalent to 3, 5 and 7 points respectively. The Dissertation carries the weight of two combined units in terms of ECTS. Students shall be classified according to the following table:-

Three-year BA (Hons) and BSc (Hons) degree programmes

1 st Class	134 – 122 points
2 nd Class Upper	121 – 98 points
2 nd Class Lower	97 – 79 points
3 rd Class	78 – 67 points
Fail	66 points or less.

Four-year BEng (Hons) degree programmes

1 st Class	176-204 points
2 nd Class Upper	148-175 points
2 nd Class Lower	113-147points
3 rd Class	97-146 points
Fail	96 points or less

G Conduct of examinations

- G1.1** Students who require special examination arrangements should inform the Director of Institute as soon as possible in the academic year and again a few days before the examination session, so that special arrangements can be made.
- G1.2** It is the students' responsibility to find out examination dates and locations from the designated institute notice boards and/or the institute administration if necessary.
- G1.3** Students must arrive outside the exam room at least 10 minutes before the start time of the examination.
- G1.4** Smoking is prohibited on MCAST premises and at all MCAST examinations. Consumption of food is not permitted in the examination rooms. Non-alcoholic drinks are allowed.
- G1.5** Students are only permitted to use books, instruments including electronic calculators, notes or other materials or aids that have been specifically permitted for use in the examination in question. A random check of electronic calculators may be carried out. No other books, instruments, notes, loose paper (written or blank), other materials or aids whatsoever may be handled or consulted during an examination. The use of electronic personal organisers is

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prohibited and mobile phones must be switched off.

- G1.6** Students must not pass any information to one another, work in collusion with any other person, copy from another student or engage in any activity deemed unacceptable. Failure by any student to observe this and any other instruction shall be regarded as a serious matter by MCAST and may result in the student being referred to the MCAST Disciplinary Board.
- G1.7** Students who fall ill during an examination must inform the invigilators of their condition. They may also wish to submit a Consideration of Special Factors Form (CSFF) to the Registrar.

H Assessment Results

H1.1 Results shall not be published until these are confirmed and signed by the Institute Vocational Degrees Board of Studies. In the case of Fraunhofer run degrees, the results and final degree classification has to be signed by the MCAST Programme Degree Classification Board. The results are posted on the institute notice boards. An individual result sheet detailing each student's performance for all modules which have been assessed shall be issued by the Institute responsible for the programme.

H1.2 Communication of final results

Student shall receive an official result sheet detailing their performance in all modules, by not later than twenty-one working days of such decision by the Board.

I Plagiarism

I1.1 Plagiarism is defined in the Assessment Regulations as the deliberate and substantial unacknowledged incorporation in students' work of material derived from the work (published or unpublished) of others. It is considered by MCAST to be a very serious offence and can result in unpleasant consequences. In this regard students are advised to study MCAST's policy on plagiarism (AC/PO/005/08).

J Absence from a scheduled examination / Notification of special factors

J1.1 Any student who considers that their performance in an assessment has been adversely affected by circumstances beyond their control, including absence from any formal, written paper, must inform their Director and copy the MCAST Registrar, using the Consideration of Special Factors Form (CSFF), available from the Institute.

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K Appeals

K1.1 Appeals against the decision of Assessment Boards can be considered on the following grounds:

1. Administrative and/or clerical error;
2. Extenuating personal circumstances which for good reason were not notified to the Institute within seven days of the assessment date.

Where students have grounds for appeal (cf. Regulations 'Final Assessments Levels 1,2,3,4 and 5, Clauses 10 and 11), they must write to the Director and copy the Registrar within ten working days of receiving notification of the decision of the Institute Degree Assessment Board, setting out the grounds for appeal in full and enclosing any supporting documents or medical certificates. All appeals for both the original submission of assignments and the resit have to be dealt with before the MCAST and or Fraunhofer Vocational Degree Boards convene to conclude the degree programme results and classification.

During the Institute Degree Assessment Board session, the student lodging the appeal is entitled to be present during the entire hearing session. The student may be accompanied by a person of his/her choice and he/she may also wish to produce any witnesses she/he chooses.

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APPENDIX 1

Admission to the Degree Programmes

- 1.1 Applicants to the vocational degree programmes will be ranked on the basis of their result on the Higher National as follows:

An HND Pass is equivalent to MCAST 6 points.

An HND Merit = MCAST 8 points.

An HND Distinction = MCAST 10 points.

The minutes of the 70th COI Meeting, dated 7th April 2009, state:

“Applicants must have a minimum of 106 points to be considered for admission to the MCAST Vocational Degrees.”

A student may apply to join the vocational degree year provided the total number of points amounts to not less than 106 points. (11 Passes (66) + 5 Merits (40) totalling 106 points)

- 1.2 Students with not less than 102 points together with 48 months of related work experience after acquiring the HND may apply. Candidates will be allocated 1 point for every full year of experience to a maximum of 4 points.
- 1.3 Applicants with equivalent HNDs from approved Further Education Institutions may be considered for eligibility.