

# Student Handbook

*Global College Programmes*

## **Global College Malta**

Smart City Malta, SCM1001, Ricasoli, Malta.

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## Welcome to Global College Malta

*Dear Student,*

*A warm welcome to Global College Malta. Studying at our College will equip you with the knowledge and competencies required to develop your current and future careers.*

*At Global College Malta we are committed to ensuring that our students develop skills of critical thinking and independent learning, in a safe and supportive environment.*

*The student handbook is designed to provide a quick reference guide to important information and obligations which come with being a student at Global College Malta. We believe that your experience will be more rewarding if you follow the advice and rules contained in this handbook.*

*We have a committed and approachable team of staff members who are always willing to help and support you in your studies. Everyone at the College wants you to thrive and to develop, sharing in your successes and journey to graduation.*

*The Global College Malta Team*

## Your College

Global College Malta (GCM) is located on the second floor of block SCM01, in Smart City. Ample parking facilities are available 24hrs.

As soon as you get out of the lift, the premises are on the left-hand side. The College boasts 8 fully-equipped lecture halls, library facilities and a break room. Reception and the main office are located at the furthest end of the corridor, where a staff member is always available to provide information and assistance when required.

Please make sure you always check the notice board to check for any last-minute lecture room changes, updates and other information provided by the GCM team. The time-table, lecture room allocation and important dates for your course are always available.

## Communication with GCM

Emails are the main form of communication between the College and all the students. It is important to check your inbox on a regular basis. Students are expected to check their e-mail daily in order to stay current with College-related communications, due to the fact that certain communications may be time-critical. Official College communications sent by e-mail are subject to the same public information, privacy and records retention requirements and policies as other official College communications.

It is also important to update the Administration team with any changes in contact details, especially for international students who are studying in Malta on a visa. Kindly ensure that any updates are advised in a timely manner.

Students are encouraged to call Reception on 21801252 between 09:00 and 19:00. Should email communication be preferable, kindly write to [helpdesk@gcmalta.com](mailto:helpdesk@gcmalta.com) and your email will be forwarded to the relevant staff member. Staff members at GCM adopt an open-door policy, however to ensure that the person required is free it is advisable to call or email in advance to ensure availability. Global College always welcomes your feedback and suggestions. Please feel free to submit any comments to [helpdesk@gcmalta.com](mailto:helpdesk@gcmalta.com) at any time.

## Financial Obligations

Students are required to follow deadlines for payments (fees, instalments or any other costs which occur during their studies at GCM) as indicated on their payment plans. Failure to meet the financial commitments may lead to late payment fee charges and, in extreme circumstance, the termination of their studies at GCM.

Regarding the scheduled fee payments that form part of your contract with GCM, cash payments can only be affected until 18:00. Bank transfers are the preferred method whenever convenient. Kindly ensure that when online payments and direct-debits are made, your student name, student number and course are indicated in the comments. For any queries, kindly contact Mr Venkat Shanmugavel on [finance@gcmalta.com](mailto:finance@gcmalta.com).

## Health

If your ability to study is seriously affected by illness or any communicable disease, you are required to inform Reception immediately on 21801252 or via email. For protracted absences a medical certificate will be required.

In case of bereavement, personal problems or other difficulties, you must ensure that the Academic Administration Officer is informed, and the Mitigating Circumstances Form is compiled. GCM's Academic Board takes any serious problems into account when assessing your module results, however this can only be done if the appropriate documentation is compiled and submitted in a timely manner. Issues reported weeks or months after exam and assignment submission dates will not be taken into account. A copy of the Mitigating Circumstances Form is available in the Appendices of this Handbook, please request a digital copy from your Academic Administration Officer at any time.

## Attendance and Punctuality

Students are required to be punctual and to arrive for their scheduled lectures on time. The lecturers reserve the right to refuse entry to any student who is more than 30 minutes late.

Students who are unable to attend a lecture, for whatever reason, are required to inform administration about their absence. An email needs to be sent to the lecturer, copying in the Registrar, Mr Owen Sevasta, on [o.sevasta@gcmalta.com](mailto:o.sevasta@gcmalta.com). A justification with formal supporting documentation may be requested.

Students are kindly reminded that they are still expected to attend a minimum of 80% of their lecturing hours for each module. Justification for exceptional cases of students who are unable to attend the minimum attendance requirement of 80% will be treated on a case-by-case basis. GCM reserves the right to take appropriate action, if and when necessary, to ensure that the contact learning hours are adhered to in line with the course specifications.

## Registration Period

Students enrolled on any foundation or degree programme at Global College Malta remain actively registered up to a period twice as long as the course duration, as indicated in the Student Contract. Students have the right to suspend their studies after course commencement, however must complete their course within the stipulated registration period. By means of example, post-graduate programmes with a duration of 18 months would have an active registration period of 36 months, calculated from the date of course commencement. CPD courses and Awards, or other short courses, have a maximum registration period of one year.

## Temporary Leave of Absence

For protracted absence, in the main part for medical reasons or for extraordinary compassionate reasons, the College requires a student to complete a Temporary Leave of Absence Form.

*See Appendix 1 for Temporary Leave of Absence Form.*

## Extension for Course Duration

Students, who complete a part of the course, including assessments such that credits have been earned, may be granted an extension of the duration of their course for extenuating circumstances, at the discretion of the Academic Board. Extensions are evaluated on an individual basis. In the case of sponsorships and/or students receiving any form of aid, please note that the course completion date will invariably be postponed which may negatively impact any agreement made with a sponsor.

*See Appendix 2 for the Temporary Suspension of Studies Form.*

## Timetables

Your timetable can be viewed on the College notice boards, and will also be issued to you. Any changes to the timetable will be announced via your Global College Malta email (please check regularly) and on the notice boards at Global College Malta. All the changes will be announced not later than at least 1 day prior to the class. In case of last-minute changes due to sickness or emergency, you will be informed via email, call or a text as soon as possible.

## **ID and Security**

Students will be provided with a GCM student card, which should be carried at all times while at GCM. GCM is on the second floor of Smart City Building SCM01, and entry to GCM is via the ground floor of building SCM01 on the seaward side, and the ID card must be shown to security staff on entry. Students have no right to access to anywhere else other than the second floor of building SCM01 and the public area of Smart City Malta.

## **Smoking**

Smoking is not allowed anywhere with GCM nor elsewhere in the building of SCM01. A smoking point is located in front of SCM01 at the foot of the steps building leading to the car park.

## **Use of GCM Facilities**

GCM's IT facilities, including hardware, software and internet access, are to be used for valid College work only. This applies to GCM's fixed PC's and Wi-Fi access provided by GCM to the student's own device. GCM's IT facilities, including computers and Wi-Fi, cannot be used for any criminal activity. This includes downloading of pirate copies and illegal software.

Students can log-on to GCM Wi-Fi using the following details:

Network: GCM\_Students

Password: gcmalta19

## **Use of the Library**

The library is provided for quiet study and access to books and on-line resources. Students must respect this, and unless they get explicit allowance to the library, they will use other GCM space for breaks and discussions. The Wi-Fi access provided throughout GCM will also allow access to online materials from outside the library, using students' own devices.

Details on how to use EBSCO and the GCM online resources are explained in detail during induction week. In case a student encounters any problem, they can advise a member of staff or contact [helpdesk@gcmalta.com](mailto:helpdesk@gcmalta.com)

## **Monitoring by CCTV**

Certain areas of GCM are monitored by CCTV and are recorded for evidence of misconduct.

## Use of the Recreation Areas

Students may consume food and drink in the Break Room and the Reception area. Vending machines dispensing coffee and snacks are available in the landing, right outside the lift. The area should be kept clean and tidy, with any rubbish disposed of in the bins provided. Students can also avail of a 10% discount on any food items from Chocafe, an establishment found at the opposite end of the promenade from GCM.

## Important Dates

Your semester time-table is emailed to you before each module starts. Important dates and lecture rooms allocations are also displayed on the College notice boards.

GCM is closed on the following days:

New Year's Day	1st January
St. Paul's Shipwreck	10th February
St. Joseph Day	19th March
Freedom Day*	31st March
Good Friday	---
Workers' Day	1 <sup>st</sup> May
Sette Giugno*	7 <sup>th</sup> June
St. Peter and St. Paul's Day	29 <sup>th</sup> June
Assumption of the Virgin Mary	15 <sup>th</sup> August
Feast of Our Lady of Victories*	8 <sup>th</sup> September
Independence Day*	21 <sup>st</sup> September
Immaculate Conception	8 <sup>th</sup> December
Republic Day*	13 <sup>th</sup> December
Christmas Day	25 <sup>th</sup> December
Boxing Day	26 <sup>th</sup> December

Any lectures falling on the above dates will be rescheduled in advance whenever possible. The College is also closed for two weeks over Christmas and New Year's Eve, exact dates will be communicated before the start of your course. Any changes to the timetable will be communicated via your Global College Malta email and on the noticed boards at Global College Malta. Due to occasional circumstances out of our control, any last-minute changes due to staff-related emergencies or illness will be communicated over the phone as soon as possible.

## Health and Safety

In the unlikely event of a fire, everyone must exit the building through the nearest emergency exit using the stairs leading to ground floor. Under no circumstance is anybody allowed to use the lifts. Please proceed to the muster stations located outside the main building, marked by the sign, where a member of staff will ensure that everybody has exited the building. Please leave all your belongings behind and make your way out in an orderly fashion.

## Complaints

The College is dedicated towards providing a high level of support to all students. Student are encouraged to discuss any areas of disagreement with their lecturer or other students in private outside of the class. Any issues not resolved amicably in this manner may be discussed with the administration staff, and the Student commits to sincere participation in conflict resolution.

Students can lodge any complaints in person or in writing to [helpdesk@gcmalta.com](mailto:helpdesk@gcmalta.com) in the first instance. For complaints related to your course or lecturer, or anything related to your academic progress, you may also kindly contact your academic administration officer Julie directly on [j.coleiro@gcmalta.com](mailto:j.coleiro@gcmalta.com). Should your academic administration officer be unable to provide a suitable resolution, the matter will be escalated to the Registrar. Should this still not lead to a satisfactory outcome, the matter will be brought before the Academic Administration Board. Details about the meeting and by when a decision will be communicated to the student will be provided in writing within 48 hours. In such cases, the decision of the Board is to be considered final and cannot be appealed.

The College guarantees that any complaint, regardless of nature, will remain confidential and staff members will seek a resolution as quickly as possible.

## Code of Conduct

The College commits to providing a clean, safe environment conducive to learning at all times and to treat everyone with dignity and respect. Any student enrolled on courses at the College are expected to behave politely at all times towards both staff members and fellow students. Failure to comply with the following provisions may result in dismissal from the Programme:

- Students are expected to take active responsibility for their learning, and commit to be an active party during lectures.
- Students will not be a disruptive element during lectures or anywhere on College premises. The Student agrees to respect the need for cooperation among the College staff and students and will at all times refrain from instigating arguments and disturbances without due cause.

- Students are to be dressed in attire appropriate and befitting an educational institution at all times when on College premises.
- Students are expected to make every effort to attend 100% of their classes. In the eventuality that it is impossible to attend lectures for any reason, students are advised to contact the College in advance as soon as possible. Students whose attendance falls below 80% without any justifiable reason may be asked to withdraw from their studies.
- The College adopts a zero-tolerance policy towards bullying, racism and/or discrimination of any kind. In cases where there is clear and documented evidence of any behaviour outlined above towards another student, or a member of staff, the student will be expelled. No refund will be issued.
- Students are welcome to use any of the library, IT and other equipment provided by the College. However, students are legally liable for any damage, whether wilful or through neglect, to any damage done to College property.
- Students are expected to check their College email on a daily basis. Important, official communications will not be sent to the student's personal email address.

## Other Misconduct

The following misconduct may result in termination of a student's study programme and/or visa cancellation with immediate effect:

- Forgery of academic qualifications
- Physical or verbal abuse which endangers the safety of any student or staff member
- Theft or wilful damage to College property
- Unauthorised possession of College keys
- Unlawful use, possession or sale of controlled substances
- Bringing weapons on campus
- Using computer facilities which violate copyright materials or use of obscene material
- Unauthorised access to another user's online accounts
- Bullying of any form

## Sanctions

All cases of alleged misconduct or misbehaviour will be treated with the utmost urgency. The College operates on a system where, depending of the seriousness of the offence, a student is issued:

- a verbal warning
- formal written warning
- suspension of studies
- expulsion from Global College Malta

In more serious instances, the College reserves the right to forego verbal and written warnings and present the case before a Disciplinary Committee. In such case where suspension or expulsion are being considered, evidence will be evaluated and the student will be given the opportunity to present their case in front of the Committee.

## Academic Consultations

Individual student consultation with the subject lecturer or other academics are part of the learning experience available for each student. Appointments are made subject to tutors' availability, and it is advisable to approach the lecturers directly as and when required to ask for assistance related to course content, assignments and any areas of concern related to the module.

## Correspondence and Learning Resources

### GCM Email Address

Students are given their GCM email address together with Wi-Fi and Moodle Access when signing the student contract. It is mandatory for students to use their GGM email in any correspondence, as all communications from the College will be done via GCM email. Students are advised to check their GCM email regularly for updates.

Link: <https://login.microsoftonline.com/>

Your GCM Webmail Login Credentials	
Email Address	
Password	

**\* Please ensure not to share your password with anyone.**

## Moodle

Learning materials for your modules can be located on GCM Moodle. Students will be given a Username and Password for GCM Moodle access.

Link: <https://moodle.gcmalta.com>

Your GCM Moodle Login Credentials	
Username	
Password	

**\* Please ensure not to share your password with anyone. Also download any notes or material available on the platform as a softcopy to be readily available at a later date. Access to the Moodle platform may be terminated immediately upon course completion and further access will not be possible.**

## EBSCO

EBSCO is your online library, accessible remotely. This database has abundant reputable sources for your research, assessments and learning.

Link: <http://search.ebscohost.com>

EBSCO Login Credentials	
Username	ns232338main
Password	Main2020!

## Turnitin

All assignment submissions have to be submitted through Turnitin. Students receive all the required information regarding how to create their profile and to use Turnitin throughout their course during their induction session.

## Programme Assessments

The main purpose of assessments is to enable the students to demonstrate that they have fulfilled the learning outcomes of the course.

Any assessment on the course is designed to be an integral part of the learning process for students and to enhance and confirm their knowledge and practice. Formative feedback will be provided to students through a combination of self-reflection, peer group and tutor feedback. Summative assessments will provide a measure of the extent to which students have achieved the learning outcomes of the modules.

Assessment within the modules will take various forms. Throughout the course, students, as part of their personal development, will be offered ample opportunities to improve their transferable skills. In addition, students will also develop their research skills.

All modules, with the exception of the Dissertation, will be assessed through a combination of mid-module and end-of-module assessments, weighing up as follows:

- 100% of the final grade
- 50% and 50% of the final grade

Your lecturer will advise the breakdown of the marks at the beginning of the module

Assessments may vary for each module, however as a general rule they are comprised of:

- Assignments
- Examinations
- Case studies
- Project work
- Group presentations

Students are allowed to submit an assignment up to three times on Turnitin. Each time, the similarity report will be available. Please note the similarity report might take up to 24 hours to become available every time you submit a new version of your assignment. The third submission is final. Students will be provided with written feedback and, where applicable, provided with strategies to implement to ensure that they are fully prepared for the end of the course assessments.

The College strives to make results and feedback for each submission available on Turnitin after four weeks of submission. However, due to circumstances out of the College's control this may not always be possible. Students are advised to take note of each result, once released, for ease of reference.

## **Moderation**

As part of the College's Internal Quality Assurance Policy, each modules' assessments go through a process of 2<sup>nd</sup> marking as part of the moderation process before final marks are released to students. In the case where a cohort consists of more than 20 students, a sample of 20 scripts spanning across different marking bands will be moderated. For groups comprised of fewer than 20 students, all scripts will be 2<sup>nd</sup> marked. All dissertations across all programmes are 2<sup>nd</sup> marked.

## Programme Award Criteria - Undergraduate

Qualification	ECTS Credits	Criteria for Award
Diploma	60	Successful completion of 4 modules.
Higher Diploma	120	Successful completion of 8 modules
Degree	180	Successful completion of 12 modules.

## Programme Award Criteria - Postgraduate

Qualification	ECTS Credits	Criteria for Award
Certificate	30	Successful completion of 4 modules.
Diploma	60	Successful completion of 8 modules
Degree	90	Successful completion of 8 modules & dissertation

## Grade Classification

For all coursework and exams, students will receive the following scores:

Mark	Grade	Interpretation
70% and above	A	Excellent
60% to 69%	B	Very Good
50% to 59%	C	Good
40% to 49%	D	Satisfactory
39% and below	F	Fail

The pass mark for any module is a Grade D (40%) and above. Please note that, in the case of a fail in a particular assessment, a pass mark might still be achieved if the overall grade for the module is 40%. Should a pass mark still not be obtained for the whole module, the student is only required to resit an exam, or resubmit an assignment, of the failed component. Pass marks for any resit/resubmission are capped at 40% regardless of the grade obtained. A student's right to appeal any academic decision is never affected in any way. A copy of the Appeals form related to Academic decisions can be found in the Appendices, and this needs to be submitted to the Academic Administration Officer within 48 hours of the results being issued.

The College only issues one final transcript at the end of the course, denoting the module title, mark, grade, number of credits obtained and whether it was the first sit or a re-sit.

## Coursework

### Referencing

Referencing is a system used in assignments to indicate where evidence, ideas, theories, facts, or any other information was found. You should provide enough information for anyone reading your work to be able to find your sources. References follow the basic structure of Author/s. (Date). Title, with additional information depending on the item. Referencing is important because it indicates which sources you have used in your work and, by acknowledging all the sources used in your submission, helps to avoid academic malpractice.

GCM follows the Harvard referencing style. Students must ensure to following this reference style for all assessments, and to reference a suitable number of reputable academic texts which include books, peer reviewed journals, and online sources. On the following pages please find a quick reference guide for your kind perusal. For a more detailed reference guide, please access: <https://www.mendeley.com/guides/harvard-citation-guide>

Source	In-text citations		Reference list
	Paraphrase	Quote	
Book: one author	... (Cottrell 2005). or Cottrell (2005) asserts ...	'...' (Cottrell 2005, p. 10). or Cottrell (2005, p. 10) asserts '...'.	Cottrell, S 2005, <i>Critical thinking: developing effective analysis and argument</i> , Palgrave Macmillan, New York.
Book: two authors (for two or more authors, retain the order of authors given by the source)	... (Peck & Coyle 2005). or Peck and Coyle (2005) report ...	'...' (Peck & Coyle 2005, p. 55). or Peck and Coyle (2005, p. 55) report '...'.	Peck, J & Coyle, M 2005, <i>Write it right: a handbook for students</i> , Palgrave Macmillan, New York.
Book: three authors	... (Rao, Chanock & Krishnan 2007). or Rao, Chanock and Krishnan (2007) argue ...	'...' (Rao, Chanock & Krishnan 2007, p. 16). or Rao, Chanock and Krishnan (2007, p. 16) argue '...'.	Rao, V, Chanock, K & Krishnan, L 2007, <i>A visual guide to essay writing: how to develop and communicate academic argument</i> , Association for Academic Language and Learning, Sydney.
Book: more than three authors	... (van Krieken et al. 2010). or van Krieken et al. (2010) contend ...	'...' (van Krieken et al. 2010, p. 18). or van Krieken et al. (2010, p. 18) contend '...'.	van Krieken, R, Habibas, D, Smith, P, Hutchins, B, Haralambos, M & Holborn, M 2010, <i>Sociology: themes and perspectives</i> , 4th edn, Pearson Longman, Frenchs Forest. • <i>Retain lower case letter for surname if given that way in source</i>
Book: edition (other than the first edition; later editions have major updates)	... (Barrass 2005). or Barrass (2005) claims ...	'...' (Barrass 2005, p. 12). or Barrass (2005, p. 12) claims '...'.	Barrass, R 2005, <i>Students must write: a guide to better writing in coursework and examinations</i> , 3rd edn, Routledge, London.
Edited book (editor collates material by other authors)	... (Winterfeldt, Bogle & Ebro eds 2014). or Winterfeldt, Bogle and Ebro (eds 2014) contend ...	'...' (Winterfeldt, Bogle & Ebro eds 2014, p. 30). or According to Winterfeldt, Bogle and Ebro (eds 2014, p. 30), '...'.	Winterfeldt, EA, Bogle, ML & Ebro, LL (eds) 2014, <i>Nutrition and dietetics: practice and future trends</i> , 4th edn, Jones & Bartlett Learning, Burlington.
Chapter from an edited book	... (Uskul 2010). or Uskul (2010) demonstrates ...	'...' (Uskul 2010, p. 350). or Uskul (2010, p. 350) claims '...'.	Uskul, A 2010, 'Sociocultural aspects of health and illness', in D French, K Vedhara, A Kaptein & J Weinman (eds), <i>Health psychology</i> , BPS Blackwell, Chichester, pp. 347-59.
Citation in a source from another source	... (Rubin, cited in Redman 2006). or Rubin (cited in Redman 2006) shows ...	'...' (Rubin, cited in Redman 2006, p. 63). or Rubin (cited in Redman 2006, p. 63) argues '...'.	Redman, P 2006, <i>Good essay writing</i> , 3rd edn, Sage Publications, London.
More than one book by the same author in the same year	... (Blainey 2003a). or Blainey (2003a) argues ...	'...' (Blainey 2003a, p. 5). or Blainey (2003a, p. 5) argues '...'.	Blainey, G 2003a, <i>Black kettle and full moon: daily life in a vanished Australia</i> , Penguin/Viking, Camberwell.
	... (Blainey 2003b). or Blainey (2003b) contends ...	'...' (Blainey 2003b, p. 27). or Blainey (2003b, p. 27) contends '...'.	Blainey, G 2003b, <i>A game of our own: the origins of football</i> , Black Inc., Melbourne.
Electronic book (ebook)	... (Carroll 2011). or Carroll (2011) describes ...	'...' (Carroll 2011, p. 3). or Carroll (2011, p. 3) describes '...'.	Carroll, L 2011, <i>Alice in Wonderland</i> , Bookbyte Digital, Salem, viewed 21 November 2013, <a href="https://itunes.apple.com/us/book/alices-adventures-in-wonderland/id510986661?mt=11">https://itunes.apple.com/us/book/alices-adventures-in-wonderland/id510986661?mt=11</a>

Source	In-text citations		Reference list
	Paraphrase	Quote	
Journal article: print	... (Gardiner 2011). or Gardiner (2011) found ...	'...' (Gardiner 2011, p. 48) or Gardiner (2011, p. 48) found '...'	Gardiner, M 2011, 'Portrait of the artist as a goat', <i>Social Alternatives</i> , vol. 30, no. 4, pp. 46-49.
Journal article: with doi	... (Minkov & Hofstede 2011). or Minkov and Hofstede (2011) claim ...	'...' (Minkov & Hofstede 2011, p. 12). or Minkov and Hofstede (2011, p. 12) claim '...'	Minkov, M & Hofstede, G 2011, 'The evolution of Hofstede's doctrine', <i>Cross Cultural Management</i> , vol. 18, no. 1, pp. 10-20, doi:10.1108/135276011111104269 • <i>Some journals may not have both volume and issue numbers.</i>
Journal article: with URL (only if no doi)	... (Carroll 2008). or Carroll (2008) hypothesises ...	'...' (Carroll 2008, p. 73). or Carroll (2008, p. 73) hypothesises '...'	Carroll, M 2008, 'Identities in dialogue: patterns in the chaos', <i>The Writing Centre Journal</i> , vol. 28, no. 1, pp. 72-79, viewed 6 September 2009, <a href="http://www.english.ucl.edu/wcj/">http://www.english.ucl.edu/wcj/</a> • <i>Some journals may not have both volume and issue numbers.</i>
Website: with a corporate author, government department or agency (organisation) as author	<i>For single in-text citation:</i> ... (World Health Organization 2016). or The World Health Organization (2016) found ...  <i>For first of two or more in-text citations</i> ... (The World Health Organization [WHO] 2016). or The World Health Organization [WHO] (2016) found ...  <i>Subsequent in-text citations use initials only</i> ... (WHO 2016). or WHO (2016) found ... or ... (Coxhead 2008). or Coxhead (2008) found ...	<i>For single in-text citation:</i> '...' (The World Health Organization 2016, p. 27). or The World Health Organization (2016, p. 27) found '...'.  <i>For first of two or more in-text citations</i> '...' (The World Health Organization [WHO] 2016, p. 27). or The World Health Organization ([WHO] 2011, n.p.) found '...'.  <i>Subsequent in-text citations use initials only</i> '...' (WHO 2016, p. 27). or WHO (2016, p. 27) reports '...'. or '...' (Coxhead 2008, n.p.). or Coxhead (2008, n.p.) found '...'. • <i>n.p. for no page numbers.</i>	<i>For single in-text citation:</i> World Health Organization 2016, <i>Ambient air pollution: a global assessment of exposure and burden of disease</i> , viewed 17 November 2016, <a href="http://apps.who.int/iris/bitstream/10665/250141/1/9789241511353-eng.pdf?ua=1">http://apps.who.int/iris/bitstream/10665/250141/1/9789241511353-eng.pdf?ua=1</a> • <i>Retain source spelling for corporate author.</i>  <i>If there are two or more in-text citations</i> World Health Organization (WHO) 2013, <i>Diabetes</i> , fact sheet no. 312, viewed 26 November 2013, <a href="http://www.who.int/mediacentre/factsheets/fs312/en/">http://www.who.int/mediacentre/factsheets/fs312/en/</a>
Website: Author	IBISWorld (1999-2016) lists ... or ... (IBISWorld 1999-2016).	IBISWorld (1999-2016) reports '...'. or '...' (IBISWorld 1999-2016).	Coxhead, A 2008, <i>Sublist families of the academic word list</i> , viewed 27 July 2016, <a href="http://www.victoria.ac.nz/lalis/resources/academicwordlist/sublists">http://www.victoria.ac.nz/lalis/resources/academicwordlist/sublists</a>
Website: Sponsor/Owner (particularly if there is no designated author)	IBISWorld (1999-2016) lists ... or ... (IBISWorld 1999-2016).	IBISWorld (1999-2016) reports '...'. or '...' (IBISWorld 1999-2016).	IBISWorld 1999-2016, <i>Specialist medical services in Australia</i> , viewed 29 November 2016, <a href="http://clients1.ibisworld.com.au/reports/au/industry/default.aspx?entid=612">http://clients1.ibisworld.com.au/reports/au/industry/default.aspx?entid=612</a> • <i>Year range if given in source.</i>

## Academic Integrity

Academic integrity is important for each piece of work submitted. Academic integrity entails submitting your own work, ensuring that you reference your academic sources appropriately and not to pass off other people's work as your own, which is defined as plagiarism. To avoid any Academic integrity issues for any of your work, please:

- Use reputable academic sources
- Reference sources using the Harvard Referencing system throughout the text, including the bibliography
- Do not copy and paste any text, unless it's a direct quote. Make sure you paraphrase everything you read when writing your paper
- Do not use any previous work submitted on Turnitin at any time prior to your course

Global College Malta treats all academic misconduct very seriously. All assignments are checked via Turnitin for evidence of plagiarism (copying) and/or collusion (working with other people to submit an individual assignment). Those students found to have plagiarised their work will be subject to the College's disciplinary procedures outlined below:

### Suspected Plagiarism, Collusion and Misconduct during Examinations

In cases of suspected plagiarism or collusion, as well as misconduct during examinations, the staff member completes the necessary paperwork to the attention of the Registrar, who in turn brings it forward to the Disciplinary Committee. A student hearing will be made whereby they will have the opportunity to defend their case. If the Disciplinary Committee concludes that either plagiarism, collusion, copying, or any other form of misconduct have occurred, the following actions will be taken:

#### ***Undergraduate level***

First offence : Re-do the assessment with a cap of 40%.  
Second offence : Fail the module

#### ***Postgraduate level***

First offence : Re-do the assessment with a cap of 40%.  
Second offence : Fail the module

In the student transcript, it will be noted that the student has committed academic misconduct.

## Coursework Submission Requirements

All coursework submissions must consist of the following:

- Softcopy via Turnitin before the deadline
- Softcopy sent to the Academic Officer together with the Similarity Report in a separate email

### Late Submission

It is each student's responsibility to submit their work by the deadline given. The penalty for late submission is a 5% deduction in marks for every 24 hours submitted after the deadline.

### Word Count

It is each student's responsibility to ensure that work submitted follows the guidelines and adheres to the work count provided in the assessment brief. Students have an allowance of +/- 10% on the word count for each assessment. The penalty will be as follows:

- 5% deduction in marks for every 1000-word bracket the submission is over/under the stipulated word count allowance

### Re-assessments

If you fail a module on the first attempt, you will be given a second opportunity to re-sit the examination and/or coursework. You will be informed and given a set time to improve your grades. However, if you fail the resits, you would have to repeat the module.

1 <sup>st</sup> Submission	1 <sup>st</sup> opportunity
1 <sup>st</sup> Re-assessment	2 <sup>nd</sup> opportunity
2 <sup>nd</sup> Re-assessment	3 <sup>rd</sup> opportunity
Repeat module	4 <sup>th</sup> opportunity (final opportunity)

### Eligibility to Resit

Criteria for re-assessment is 39% and below (F grade). Student who have passed with a mark of 40% and above are not allowed to take re-assessments.

### Resit Fees

For every resit, the reassessment fee is €75.

## Revision of Paper

Students are allowed to request a revision of paper against a non-refundable fee of €75.

## Dissertations

The dissertation is the final piece of work submitted throughout your course and is an important part of your academic degree. Your dissertation is an opportunity to work on a research topic that you are particularly interested in, and to present your strongest academic piece of work in terms of research and findings. This part of your course comprises the final 12 weeks of a students' course.

All the required information, including document templates, word count and deadline, are sent via email upon completion of the Research Methods module once the proposal is approved. The selection of a dissertation/thesis tutor is taken by the Academic Board based upon the tutor workload, having the relevant subject expertise and having extensive knowledge of the research process. The supervisor will keep a written record of student supervision meetings. Whilst students will be given an opportunity to express their preference for any particular tutor, the Board will have the final say with regards to tutor allocation and the decision cannot be appealed.

## Ethics Approval System and Standards

The policy for all research/projects conducted by either students or staff is that it must be approved prior to undertaking the field research. This is to protect the welfare and rights of both the researcher(s) and the participants. Both students and staff must complete the Ethics Approval Form for each dissertation, and students must obtain approval from their academic supervisor on a signed document.

All dissertations submitted through the College need to adhere to basic ethical principles:

Confidentiality: participants have a right to remain confidential

Informed consent: all participants must be kept informed of the study and what is required from them

Benefit of the research and no harm to any individual: research undertaken must benefit society and ensure that no risk is posed to any of the participants at any time

*See Appendix 3 for an Ethics Approval Form.*

## Policies

Global College Malta adopts clear processes which are used to ensure that academic standards are met consistently across all the courses offered. Enhancing the quality of the overall student learning experience is a major component of our overall strategy. The Policies set hereunder are in place to ensure fair treatment of all our students at all times. For any queries or further information regarding Policies and Procedures, kindly contact your Academic Administration Officer.

### Mitigating Circumstances Policy

There are occasions when a student is unable to sit for an examination or to submit their assessment due to serious circumstances out of their control. Such circumstances do not match the student's ability or hinder expected level of performance. In such cases students need to advise their Academic Administration Officer as soon as possible, and submit the required form together with any additional documentation required.

*See Appendix 4 for the Mitigating Circumstances Form.*

#### Acceptable circumstances

The following circumstances would be accepted as grounds for mitigating circumstances:

- Illness or accident
- Bereavement of a close relative, partner or spouse
- Significant circumstances of a personal nature
- Significant circumstances involving work
- Circumstances which prevented the College from conducting an examination (e.g. a power cut)
- Extreme, adverse weather conditions

The following circumstances would not be considered as mitigating circumstances:

- Leisure holidays and travel
- Last minute travel arrangements
- Assessments that are scheduled closely together or exams on the same day
- Poor time management
- Exam stress (not supported by medical evidence)
- Religious or cultural observances

All mitigating circumstances will be held in confidence and on a strictly 'need to know' basis between the Academic Administration Officer and the Registrar. Evidence must be supplied as indicated on the Mitigating Circumstances Form.

## Appeals

A student academic appeal is a formal request made by the student to review an academic decision taken by Global College Malta. The academic appeals process cannot be used to overturn academic judgement. The College has in place robust mechanisms to ensure that marking standards are fair, appropriate and consistent.

### Grounds for an Academic Appeal

There are specific grounds in which a student can make an appeal if one or more of the following exists:

- Special circumstances(s) were not taken into account before the Module and Examination Boards have taken place
- Approved policies and regulations have not been followed, or there has been lack of clarity which has resulted in affecting student performance
- Bias or unfairness in the process of making an academic decision
- Where there have been irregularities in the conduct of an assessment/examination or following procedures
- If any of these cases exist, students have the right to appeal (see Student Appeal Form), which will be heard by the Appeals Committee

The following are considered **invalid** cases for an appeal:

- When an academic decision has not yet been taken or confirmed
- The student did not follow the Mitigating Circumstances Policy or completed an Appeal Form
- The student did not provide relevant evidence to support their mitigating circumstance
- Circumstances such as illness that were not reported
- Planned holidays during assessment periods
- Poor time management
- Work exigencies
- Multiple assessments which were scheduled on the same day
- Examination stress (not supported by medical evidence)
- Academic judgement based on personal opinions
- More than two days after the results have been released
- Claims of poor lecturing, invalid course content, or inadequate preparation for the assessments without any formal complaints being lodged throughout the module

## Lodging an Appeal

It is recommended that the student acts promptly and contacts their mentor or any other academic counsellor to discuss the issue in the first instance. They should also familiarise themselves with the appeals procedure. The appellant must apply to the Academic Administration Officer within two days of notification of results. If the appellant is unsuccessful, they have the right of appeal to the Registrar within five days.

*See Appendix 5 for an Academic Student Appeal Form.*

## Letters

Should you require any status letters from the College to apply for study leave, sponsorships or any other work-related exigency kindly contact the Academic Administration Officer via email outlining the type of document and details required. Due to operational constraints during specific periods, it is advisable to log in requests early on. The Officer will confirm by when the letter student can expect to receive the document via email and/of pick up the document in person.



**Student Declaration:** I agree that the above information provided are accurate.

<b>Signature</b>		<b>Date</b>	
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Please return the completed form to the Academic Administration Office.

**SECTION C: Review by Registrar**

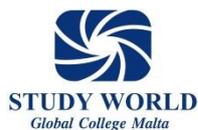
<b>Comments</b>
<b>Decision</b>
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not approved</b> <input type="checkbox"/> <b>Approved – subject to conditions</b>

<b>Signature</b>		<b>Date</b>	
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**SECTION D: For Academic Administration Office use only**

<b>Updated on the system (Date)</b>	
<b>Comments</b>	
<b>Staff Name &amp; Signature</b>	

## Appendix 2: Temporary Suspension of Studies Form



### Temporary Suspension of Studies Form

#### SECTION A: Student Details

<b>Student Number</b>		<b>Intake</b>	
<b>Name</b>			
<b>Programme Code</b>		<b>Programme Title</b>	
<b>Mode of study</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Year of Study</b>	<i>Only applicable for undergraduate:</i> <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3
<b>Email address</b>		<b>Contact Number</b>	

#### SECTION B: Information for temporary suspension of studies

<b>Duration of suspension</b>	<input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year		
<b>From (dd/mm/yyyy)</b>		<b>To (dd/mm/yyyy)</b>	
<b>Reason for temporary suspension of Studies</b> (Please ensure to attach your supporting documents)			

**Student Declaration:** I agree with this application to amend my registration and if it is approved, will abide by its conditions.

<b>Signature</b>		<b>Date</b>	
------------------	--	-------------	--

Please return the completed form to the Academic Administration Office.

**SECTION C: Review by Registrar**

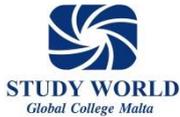
<b>Comments</b>
<b>Decision</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Approved – subject to conditions

<b>Signature</b>		<b>Date</b>	
------------------	--	-------------	--

**SECTION D: For Academic Administration Office use only**

<b>Updated on the system (Date)</b>	
<b>Comments</b>	
<b>Staff Name &amp; Signature</b>	

## Appendix 3: Ethics Approval Form



### Ethics Approval Form

Forms must be completed in Word Format:

<b>Name</b>	
<b>Student Number</b>	
<b>GCM Email address</b>	
<b>Research type (please tick box)</b>	<input type="checkbox"/> Undergraduate student <input type="checkbox"/> Postgraduate student <input type="checkbox"/> Staff member
<b>Supervisor</b>	
<b>Title of Research</b>	
<b>Expected date of commencement</b>	
<b>Approximate duration</b>	

<b>1) Briefly describe the rationale of your research proposal.</b>

<b>2) What are the research aims?</b>

<b>3) Describe your research design.</b>

**4) Methods to be used for data collection and analysis.**

--

**5) Will vulnerable groups be used as participants in your study?**

- Yes
- No

**6) Briefly describe the participant characteristics to be involved in the research.**

--

**7) How will participants be selected?**

--

**8) What potential risks to the participants do you foresee?**

--

**9) How do you propose to deal with any potential risks to participants?**

--

**10) What potential risks do you foresee for the researcher(s)?**

--

**11) How do you intend to deal with any potential risk to the researcher(s)?**

--

12) Will informed consent be asked from participants?	
<input type="checkbox"/> Yes	Please attach the consent form
<input type="checkbox"/> No	Please give reasons below:
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

13) Will participants be given the right to withdraw throughout the research process?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	If <i>No</i> , please give reasons below:
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

14) How do you ensure the anonymity and confidentiality of participants?	

**Supervisor's support**

Signed :

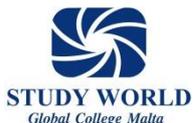
Date :

**Applicant's support**

Signed :

Date :

## Appendix 4: Mitigating Circumstances Form



### Mitigating Circumstances Form

#### SECTION A: Student Details

<b>Student Number</b>		<b>Intake</b>	
<b>Name</b>			
<b>Programme Code</b>		<b>Programme Title</b>	
<b>Mode of study</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Year of Study</b>	<i>Only applicable for undergraduate:</i> <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3
<b>Email address</b>		<b>Contact Number</b>	

#### SECTION B: Details of the Mitigating Circumstances

Period covered by mitigating circumstances:

From (dd/mm/yyyy)		To (dd/mm/yyyy)	
Module Code	Module Title	Assessment Title	Date

**Please provide your details of mitigating circumstances**

(Ensure to provide your supporting documents)

--

**Student Declaration:** I declare that the information contained above in this statement is accurate and complete to the best of my knowledge. I consent to my information being used by the Mitigating Circumstances Committee and understand that the information will be treated in confidence.

<b>Signature</b>		<b>Date</b>	
------------------	--	-------------	--

*Please return the completed form along with the supporting documents in an envelope labelled as 'CONFIDENTIAL'. The sealed envelope must be submitted to the Academic Administration Office.*

**SECTION C: Review of the Mitigating Circumstances Committee**

Recommendation of the Mitigating Circumstances Committee:

(Please )

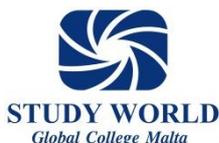
<input type="checkbox"/>	<b>1) Approved</b> The mitigating circumstances presented are sufficient on the basis of the evidence provided. <i>Our recommendation:</i>
<input type="checkbox"/>	<b>2) No supporting evidence provided</b> Incomplete paperwork submitted
<input type="checkbox"/>	<b>3) Rejected</b> The mitigating circumstances presented are insufficient on the basis of the evidence provided.
<input type="checkbox"/>	<b>4) Others</b> <i>Please specify:</i>
<b>Signed by Chair of MC Committee</b>	

<b>Name</b>		<b>Date</b>	
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**SECTION D: For Academic Administration Office use only**

<b>Updated on the system (Date)</b>	
<b>Comments</b>	
<b>Staff Name &amp; Signature</b>	

## Appendix 5: Academic Student Appeal Form



### Academic Student Appeal Form

Before completing this form, you are strongly advised to consult with your mentor or other relevant member of staff in an attempt to informally resolve the issue/matter. If you are appealing against an award decision, you will not be entitled to receive an award until the matter has been concluded or if the appeal is withdrawn.

<b>Name</b>		<b>Student Number</b>	
<b>Programme</b>		<b>Year of Study</b>	
<b>GCM Email Address</b>			

#### Grounds of Appeal

*(Please tick the box applicable)*

- GCM Regulations or procedures have not been followed.
- There has been lack of clarity on the part of the GCM.
- There is evidence that bias has been given in the academic decision.
- Mitigating circumstances could not be provided at the time and affected my academic performance.

#### Review of Decision

*(Please tick the box applicable)*

- A decision to terminate my studies due to academic failure.
- Incorrect marks/grades provided.
- A decision about progression or transfer.
- Procedural irregularities in the examination, assessment or dissertation supervision.

**Please provide case details**

--

**Supporting documents**

**Student declaration**

I confirm that the information provided is correct.

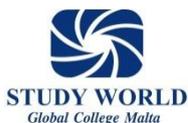
I confirm that I have supplied all correct paperwork as evidence.

**Student Signature:**

**Date:**

Please forward this form to the Academic Officer: [j.coleiro@gcmalta.com](mailto:j.coleiro@gcmalta.com)

## Appendix 6: Examination Conduct and Policy



### Examination Conduct and Policy

#### **Before the day of Examination**

Students must check the date and time of their examination.

Students are to ensure that they bring the necessary stationery for their exams (e.g. pens, pencils, rulers, calculators) as no stationeries will be supplied by the invigilator.

Programmable calculators are not allowed into the examination room.

Mobile phones are not allowed to be used as calculators in the examination room.

Students must ensure to bring their GCM Student Card for verification during the examination.

#### **On the day of Examination**

Please ensure to arrive at the College at least 15 minutes before the start of the exam.

A Student Seating Plan list will be posted outside the examination room and students are required to sit at their allocated seat numbers.

All personal belongings must be placed at the front of the examination room.

All mobile devices (e.g. mobile phones, music player, tablets) must be stored in your bags and placed at the front of the examination room before the start of the exam.

No books or notes are allowed to be brought into the exam rooms. All of these must be stored in your bags and placed at the front of the examination room before the start of the exam.

No food is to be allowed into the examination room. If taking drinks, all plastic coverings must be removed before entering the examination room.

#### **During the Examination**

Students will not be allowed into the examination room 15 minutes after the start of the examination. No extra time will be given to students who are late for the exam.

Students are not allowed to leave the examination in the first 30 minutes or the last 10 minutes of the examination duration.

Students are not allowed to speak to other students.

If you have any query, kindly raise your hand to get the invigilator's attention.

Students must not remove any question papers or examination answer booklets from the examination room.

Unused examination answer booklets must be left on the desk and this will be collected by the Invigilator.

If students are caught cheating, the Invigilator will report the matter to the Registrar and this will be forward to the Disciplinary Committee for action.

## Important Contacts

Global College Malta Reception: +356 21801252

SmartCity Malta Security Emergency Hotline: +356 23608888

Global College Malta Helpdesk: [helpdesk@gcmalta.com](mailto:helpdesk@gcmalta.com)

Academic Dean: Professor Dr Chris Haslam [chaslam@gcmalta.com](mailto:chaslam@gcmalta.com)

Academic Administrator Officer: Ms Julie Coleiro [j.coleiro@gcmalta.com](mailto:j.coleiro@gcmalta.com)

Academic Administration Officer: Ms Vanessa Fardell [v.fardell@gcmalta.com](mailto:v.fardell@gcmalta.com)

Registrar: Mr Owen Sevasta [o.sevasta@gcmalta.com](mailto:o.sevasta@gcmalta.com)

Finance: Mr Venkat Shanmugavel [finance@gcmalta.com](mailto:finance@gcmalta.com)