

18 February 2025

This is a one-time agreement between MCAST and MUT without any prejudice to any future discussion or collective agreement.

Guidelines for the way forward regarding missed assessments of semester 1 of the academic year 2024-2025, dissertations originally planned for handing in at the end of semester 2 of the academic year 2024-2025, and students who missed assessments and/or synoptics during and at the end of semester 2 of the academic year 2023-2024.

Recovering missed assessments of semester 1 of the academic year 2024-2025

1. Regarding courses regulated by laws, regulations, or agreements enforced by outside stakeholders given work licences, professional warrants, or similar, everything should be carried out as per the unit descriptor or practices agreed upon with these external stakeholders. These courses include inter alia:
 - a. Advanced Diploma in Health Sciences
 - b. Advanced Diploma for Dental Surgery Assistants
 - c. Advanced Diploma for Pharmacy Technicians
 - d. BSc (Hons) Nursing
 - e. Master in Veterinary Medicine
 - f. Extended Diploma in Foundation Studies for Security, Enforcement and Protection
 - g. Diploma in Social Care
 - h. Advanced Diploma in Social Care
 - i. Diploma in Early Years
 - j. Advanced Diploma in Children’s Care, Learning and Development
 - k. BA(Hons) in Early Years
 - l. B.Vet(Hons)
 - m. BA(Hons) Social Work
 - n. MVEAR
 - o. B.Eng(Hons) (4 streams)
 - p. Advanced Diploma in Electrical Systems
 - q. BSc(Hons) Civil and Structural Engineering
 - r. Aviation Maintenance Courses
 - s. Maritime Navigation Courses
 - t. Undergraduate Diploma in Occupational Health and Safety
 - u. Undergraduate Diploma in Foundations of Engineering (both streams)
 - v. Bachelor in Conservation (Hons)
 - w. BSc (Hons) in Animal Management and Veterinary Nursing

This provision might apply to some or all of the units of the course. Each of the above courses will be expanded to the unit level in order to decide which units will follow this provision.

2. Lecturers will prepare an assessment plan which will be discussed with the respective coordinator in order to make sure that there is an even distribution of load for the student and that the requirements of the unit are covered. This does not hold for units that are usually assessed by a project.

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3. Where possible and feasible, lecturers should consider conducting TCAs in the form of open-book examinations.
4. MCAST will make arrangements for invigilators where required in order for assessments to be spread out over the second semester to avoid cramming assessments and close deadlines. The Institutes may hold classroom/institute-based assessments in the afternoon and on Saturdays where needed. In some instances, the lecturers will need to be present because of the nature of the evaluation or the unit content. In such cases, the lecturer will be compensated at the applicable rate for additional hours.
5. LSEs assisting in access arrangements during such sessions will also be compensated at the applicable overtime rate.
6. Institute management required on Saturdays to manage such process shall be entitled to a disturbance allowance of €100 per day (3 hours), which can be split between different persons.
7. For all assessment sessions pertaining to Semester 1, the lecturer will need to hold one tutorial session to explain the assessment brief to cover all classes where possible. Such tutorials will be held online, where possible and shall be recorded and made available to students for the benefit of those who might not be available on the day. Such tutorials will be compensated at the applicable rate for additional hours.
8. The institute directors or their deputies will approve the assessment plans per unit and the overall spread of assessment deadlines per programme as prepared by the Vocational Coordinators of the respective areas.
9. The Institutes must be more flexible regarding Erasmus students who have already left Malta. We can consider online TCAs, alternative written take-home assignments, or sending TCA papers to the sending institutions so they can hold the TCA and send back the scripts for correction and marking.
10. In all cases, the QA processes must be followed, including inter alia, verification and the use of the appropriate approval systems on Classter to ensure an audit trail is possible. This is necessary to provide credibility for the qualifications the College offers. The maximum sample for marks verification per unit shall be eight scripts.
11. Lecturers shall support students through the process and in preparation for assessment.

Dissertations were planned to be handed in at the end of semester 2 of the academic year 2024-2025.

1. In cases where students are being helped and are proceeding with their dissertations as planned. In these cases, the directors of institutes will proceed with the process as initially planned, and students will submit it in May/June as planned.
2. In other cases, all work related to dissertations is on hold at different stages: filling in the Statement of Intent, approval by the Institute Research Committee, approval by the Ethics Board, and supervision by dissertation supervisors that allows the students to move ahead.

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3. We propose that Students in the predicament of point 2 above will be given an extension IF they request it (by the end of May) without capping the mark. The target date for submission will be extended to 15 September 2025. This will give the students a breather for two weeks, particularly students whose supervisors will not make themselves available during the Summer. The institute's deadline to finalise the administrative process and pass on all documentation to the Registrar's Office will be mid-October.
4. Successful students will be graduating in November 2025.
5. Should a student fail the dissertation and be given a Short Cycle resubmission, the deadline will be December 2025. These students will either graduate in an extra graduation ceremony held in March 2026 or graduate with the others in November 2026. The transcript will be made available as soon as the degree ratification board is concluded.

Students who either followed prescribed courses (mentioned in point 1 on page 1 of this document) and did not have the opportunity to sit for the assessment process by the end of semester 2 of the academic year 2023-2024 or students who failed assessments in the second semester and were not allowed to sit for a synoptic, or students who were given administrative passes (APs).

1. The directors of the Institute will consider several options as applicable in the context of every institute. These will include:
 - a. Asking lecturers to follow the assessment mode of 2024-2025 so that students will be allowed to join lectures (where possible, viable or necessary) and sit for the assessments that are earmarked for students who are currently following the same units.
 - b. Similarly, students who were not allowed to follow synoptic assessments will be allowed to sit for synoptic assessments by joining the synoptic assessment sessions that will be held at the end of this current academic year.
 - c. Where these solutions are not feasible or possible, institute directors will consider the situations on an ad hoc basis and organise assessment as necessary, considering the suggestions already made in the section above regarding missed assessments of semester 1 of the academic year 2024-2025.
2. A call for expression of interest will be issued to students who got an AP to see whether they are interested in sitting for the missed assessments and/or synoptics since these students were promised to be given a choice between keeping the AP or sitting for the missed assessments so that they would be in a position to replace the AP with a proper mark. This will enable the institute directors to plan the sessions where and as necessary.
3. For students following prescribed courses, as mentioned in point 1 on page 1 of this document, the College is bound to provide the opportunity to close off any pending assessments, including the Synoptics.
4. In all cases, the QA processes need to be followed, including inter alia, verification and using the appropriate approval systems on Classter so that an audit trail is possible. This is necessary to ensure the credibility of the qualifications offered by the College.

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5. Lecturers required to set extra papers due to not being able to utilise assessments being set for semester 2 of 2024-2025 shall be entitled to a flat-rate compensation of €50 per unit.
6. Lecturers shall also be entitled to a compensation of €5 per extra script corrected.
7. In cases where the unit is no longer available and taught, the person teaching the unit during 2023-2024 shall have the right of first refusal. In the case of more than one lecturer teaching the same unit, the most senior lecturer will be the assessment. In the event that none of last year's lecturers agree, an internal expression of interest will be issued and assigned to the most senior lecturer.
8. A flat rate of €10 per unit shall be applicable for the internal verification process. The same allocation process shall apply as per clause 7 above for the selection of the verifier.

Apprenticeships

As soon as directives are lifted, in cases where apprenticeship visits were not being carried out, these shall resume as soon as possible in order to ensure that students can submit their reports and/or portfolios at the end of the apprenticeship period. Directors are to ensure that students get the necessary help from their supervisors in time for them to compile the documents.