

1. Courses Offered and Student Services

Full Time Courses offered at Sir Michelangelo Refalo Sixth Form

Course 1: Matriculation Certificate Course (MATSEC)

Course 2: Three Advanced Level Course

Course 3: Advanced/Intermediate/Ordinary Course

- Category A: Advanced/Intermediate Course
- Category B: Advanced/Intermediate/Ordinary Course

Course 4: MQF Level1/2/3/4

- Category A: Revision Subjects - Ordinary Level
- Category B: Comprehensive Core Subjects - Ordinary Level
- Category C: Proficiency in Foreign Languages
- Category D: Maltese as a Foreign Language, MQF Levels 1 & 2

Study options on a part time basis

Course 5: Part Time Academic Study

Course 6: Non-Formal educational courses. (MQF level 3 Non-Formal)

Students enrolling at Sir Michelangelo Refalo Sixth Form are binding themselves upon registration to abide by the Institute's rules and regulations as stipulated in this diary.

For the **Institute's prospectus**, please visit our website: <https://smarsf.edu.mt>

All regulations stipulated in it are binding.

The following are required to apply for one of our courses:

- Secondary Education Certificates
- School Leaving Certificates
- Digital passport photo in jpg.format
- e-I.D
- Online Payment of fifteen (15) euro for the Institute Diary for both years
- A Bank Account (Savings Account) will be needed if applying for the stipend

Prospective students can register online through the Institute website. One cannot register as a full time student at Sir M.A. Refalo Sixth Form if one is already registered in another Institution.

1.1. INSTITUTE'S COMMUNICATION

All students are to check their Ilearn email account on a daily basis, as all correspondence by the Institute and academic staff, including assessment results, will be sent through this official email account. Correspondence received from students from e-mail accounts other than Ilearn will not be considered. Students are also encouraged to visit the MySchool portal on a regular basis.

1.2. STUDENT SERVICES

At Sir M.A. Refalo Sixth Form the Student Services Department offers vocational/ career guidance as well as personal guidance and counselling. Vocational/career guidance includes helping the student explore different job opportunities, various career paths as well as exposure to work experiences. Prospective students are encouraged to make use of the services offered by the guidance teachers during the summer months to help them make the right choice of subjects. Guidance teachers will also be available throughout the year to help students acquaint themselves with the various courses offered by the University of Malta, MCAST, ITS and other tertiary Institutes.

On the personal level, students are encouraged to make use of the counselling service offered. The guidance teachers ensure that the service is available for all students throughout the whole academic year. The refurbished guidance block is easily accessible to all our students.

Follow us and keep in contact on Facebook:

<https://www.facebook.com/6thformgozo/>

<https://www.facebook.com/gozomarefaloalumni/>

1.3. MEDICAL CONDITIONS

Students with medical conditions (eg: asthma, allergies, diabetes etc.) are advised to confidentially inform the Head of Institute at the beginning of the course and fill in the relevant health form when registering with us.

2. Routine and Attendance

2.1. Daily Routine

The Institute works on a timetable of seven 55-minute lectures every day from Monday to Friday.

Lecture times are as follows:

Lecture 1: 08:00 - 08:55 hrs

Lecture 2: 08:55 - 09:50 hrs

Lecture 3: 09:50 - 10:45 hrs

BREAK

Lecture 4: 10:55 - 11:50 hrs

Lecture 5: 11:50 - 12:45 hrs

BREAK

Lecture 6: 13:00 - 13:55 hrs

Lecture 7: 13:55 - 14:50 hrs

Students may be refused admission to lectures if they are late for no valid reason.

Students are required to attend all their time-tabled lectures, tutorials and practical sessions.

Official Institute activities that involve the whole Institute during lecture time get precedence and lectures are cancelled. On such occasions, staff and students are informed beforehand.

2.2. Attendance and Punctuality

Irregular attendance is one of the major reasons for students underachieving or failing to complete their course. Consequently, this Institute demands a high level of attendance and punctuality from all students.

2.2.1. Although this is a further education Institute, regular attendance is required by the rules and regulations of this Institute.

2.2.2. Moreover, students are expected to show interest, motivation and commitment in their lectures. In the case of prolonged

unsatisfactory progress, they may be asked to discontinue the course.

- 2.2.3. Students are expected to participate fully in Institute activities.
- 2.2.4. Students are duty-bound to follow their Institute timetable.
- 2.2.5. Attendance for tutorials and practical sessions is obligatory.
- 2.2.6. Students are to strictly abide by their officially issued timetable ONLY.
- 2.2.7. Unjustified absenteeism will lead to dismissal from this Institute and, eventually, to the termination of registration.
- 2.2.8. Unjustified absence of one or more lectures per day will result in having one day's stipend deducted.
- 2.2.9. An attendance report shall be issued when absenteeism rates start to increase. Upon verification that lectures have been missed without justification, an email will be sent to parents/guardians.
- 2.2.10. All emails sent shall contain an automatic confirmation of receipt and of having been read by the recipient.
- 2.2.11. The intervention of the guidance team will be sought (through a meeting between the student and a guidance teacher) to discuss the reasons leading to repeated unjustified absence.
- 2.2.12. The maximum threshold of absenteeism (unjustified absence from lectures) permitted is 15%. Once this 15% threshold has been reached, the students' file will be sent to DES informing of the students' risk of being expelled. A contemplation period allowing for a further 5% absenteeism will be granted by the Institute. No further allowances will be made after the contemplation period, as a total of 20% of lectures would have been missed without justification. The student will be expelled from the Institute.
- 2.2.13. Kindly refer to Section 7.1 of the Institute Diary regarding irregular attendance and final certification.
- 2.2.14. The Institute Administration will take any measures as deemed necessary to safeguard students' attendance irrespective of attendance thresholds as earmarked in this section.
- 2.2.15. Although the Institute will do its utmost to keep track of every student's attendance on a regular basis, parents/guardians are reminded of their responsibility to support the Institute Administration by logging into MySchool (mis.edu.mt) regularly. Within this context, every third Monday of the month, an email is to be sent to all parents/guardians as a reminder of the need to log on to MySchool to check their son/daughter's attendance.

- 2.2.16. Although the Institute will do its utmost to keep track of every student's attendance on a regular basis, parents/guardians are reminded of their responsibility to support the Institute Administration by logging into MYSCHOOL (mis.edu.mt) regularly.
- 2.2.17. It is also the parents'/guardians' responsibility to ascertain that the email addresses submitted during the registration process are the correct ones and that any updates to the same electronic address/es are made known to the Institute's Administration at once. Student attendance is recorded daily by every single teacher as per timetable.
- 2.2.18. Students are not accepted for lectures if they report late without justification. Parents are informed about students' habitual late attendance.
- 2.2.19. If not covered by a medical certificate, all requests for exemption from lectures for assessment sessions, interviews, medical appointments, or bereavement and other reasons must invariably be approved by the Head of Institute or Deputy Head i/c of Exemptions in order to be considered valid.
- 2.2.20. Students who need to be exempted from their lectures on the day, must first go to the Deputy Head i/c of Exemptions for an exemption note before leaving the premises to cover them for that day's absence. Parents/Guardians will be immediately informed of the request and the student concerned will not be allowed to leave before the parent/guardian has granted approval. This does not apply if the student is 18 years old.
- 2.2.21. Students are allowed 15 days of paid sick leave for each academic year against a medical certificate (as per Students' Maintenance Grants Board letter dated 19.10.00).
- 2.2.22. Medical certificates are to be scanned and sent by email to the administrative office (senior clerk i/c of medical certification) on the first day upon returning to the Institute, or on the Friday of that particular week in case of prolonged sickness. However, students on long sick leave must present a medical certificate every fortnight.
- 2.2.23. Except for medical reasons, or proven family events, participation in cultural and sports activities (with relevant documentation), travel abroad shall not be considered as a valid reason for exemption.
- 2.2.24. Every student is to note that it is only the Students Maintenance Grants Board which can exempt a student for stipend purposes. Within this context, a formal request for exemption has to be made from the student him/herself.

- 2.2.25.** Students participating in any courses/programmes/activities which clash with the Institute's official time-table will not be excused from lectures.
- 2.2.26.** Students who disagree with any absenteeism report issued by the Institute are to submit their complaint within 15 days from the issue of the same report.

3. Assessment Sessions and Re-sits

3.1. Assessment sessions

- 3.1.1.** All Institute assessment sessions are obligatory. It is a must that students sit for their respective assessments.
- 3.1.2.** Remember assessments are important for: 1st Year students to proceed to 2nd Year.
- 3.1.3.** 2nd Year students to obtain their Institute-Leaving Certificate.
- 3.1.4.** Students are to wait in the entrance (Foyer) and only proceed silently to their assigned classrooms when told to do so by the Deputy Head i/c of Assessment.
- 3.1.5.** Students who arrive more than 30 minutes late for their assessment session will not be accepted in class. Students cannot leave class before 1 hour has elapsed in both Intermediate and Advanced Level assessment sessions.
- 3.1.6.** Students who leave class early may not loiter in corridors but must go to the Institute grounds or canteen or exit the premises.
- 3.1.7.** Anyone caught copying will be sent out of class and his/her papers crossed out in red and marked zero.
- 3.1.8.** All students are to put their bags and belongings near the Teacher's desk.
- 3.1.9.** Mobile phones must be switched off or they will be taken to the Head's Office. Students caught using mobile phones in any way during an assessment session will have that same session terminated and their script forfeited.
- 3.1.10.** Use of rough paper is not allowed. Please use the official assessment papers and then cross out with a pencil.
- 3.1.11.** No borrowing is allowed.
- 3.1.12.** If you need anything always ask the class invigilator.
- 3.1.13.** When the particular subject is taught by more than one teacher, students are asked to specify the name of the teacher on the assessment script.
- 3.1.14.** Students who fail to attend for a particular assessment session will have a note on their Institute leaving certificate declaring that they were absent for that assessment session.

- 3.1.15. Students who report sick are to do so by sending a scanned copy of the medical certificate via email to the senior clerk i/c of medical certificates. All cases will be investigated. Medical certificates are to be presented by not later than a week after the assessment session is held. Late medical certificates will not be accepted.
- 3.1.16. Students who are sick for all their end-of-year assessment sessions and have abided by regulation 3.1.14 must sit for a minimum of three (3) re-sits and obtain the established percentage pass mark of 40% overall to be promoted.
- 3.1.17. Students who have sought and obtained approval from us to be exempted from a particular assessment session for valid reasons shall have
- 3.1.18. their result marked as E with a note explaining this as an Exemption.
- 3.1.19. Students who sit for only a part of an assessment session where such a subject has more than one paper/component/practical session/oral session and who have consequently submitted a medical certificate to justify absenteeism as per Institute's regulations shall have their mark awarded and a note added explaining the result as 'Partial'.
- 3.1.20. Students who attend the minor component of an assessment session will still be awarded marks on the official transcript. A partial result will not contribute to the overall threshold for progression to the second-year of study.
- 3.1.21. Students who sit for only a part of an assessment session and do not justify their absenteeism, shall have the actual mark obtained awarded without any explanatory note.
- 3.1.22. For Guidelines regarding Exemptions following a change in subject/s, please refer to 3.3.2 below.
- 3.1.23. Students who have obtained a concession from the Institute to attend both 1st and 2nd year lectures in a particular subject will need to sit for the assessment session in the same subject at 2nd year level. An exception will be if classes are only being offered for 1st years.

3.2. Re-sits

- 3.2.1. In order to be promoted, from their first to their second year of study, a total of 40% out of the total possible amount of marks must be obtained. If a student is sick for a particular assessment session, the total possible amount of marks will reflect the assessment sat for.

- 3.2.2. Students failing more than half of their subjects and not obtaining a minimum of 40% overall will not be promoted and will not be allowed to sit for re-sits.
- 3.2.3. Students failing to achieve 40% overall in their End-of-Year assessment session may opt to either:
 - a. Drop the failing subject/s so that an average of 40% is achieved and thus change the course they are studying (ex from Matsec to AI). Students will then proceed to their second year of study upon approval from the Admissions Acceptance Board (AAB);
 - b. Re-sit up to half of the subjects studied in order to bring their overall average up to at least 40%.
- 3.2.4. Re-sits will take place at the end of August/early September.
- 3.2.5. Re-sits are only allowed in the subject/s failed.
- 3.2.6. A student may attempt to re-sit up to a maximum of half of the subjects studied.
- 3.2.7. A deposit of €20 **per re-sit applied for is to be paid. This will be refunded to the student in full upon sitting for the re-sit(s)**

3.3. Request for Change of Subject/s

- 3.3.1. Students have the possibility to change their subject/s or subject/s level up to the first month of their second academic year. Those who wish to do so are requested to complete an 'Option Amendments Form' available from the Guidance Room by not later than the end of October. Students wishing to change their subject/s or subject/s level during their summer recess need to fix an appointment with guidance through the Institute administration.
- 3.3.2. Students registering in November or who change their subject/s during the same month will not be allowed to sit for their Mid-Term Evaluation session/s in the newly chosen subjects.
- 3.3.3. Students who change their subject/s during or after the month of January will not be able to sit for their Mid-Year assessment session/s in the newly chosen subject/s. Similarly, those who change their subject/s during or after the month of May shall not be allowed to sit for their End-of-Year assessment session/s in the newly chosen subject/s.

3.4. Special Arrangements for Assessment Sessions

Students who qualify for special arrangements in public examinations may also be provided with the same arrangements for our Institute assessment sessions. Such support may include (where appropriate):

- Additional time in assessment sessions
- The use of a reader, prompter or scribe
- Large print format for assessment papers
- An alternative venue for the conduct of the assessment

Students wishing to receive support during assessment sessions must state so on their registration form and contact the Deputy Head i/c Assessment at least one calendar month prior to the assessment session so that appropriate arrangements can be made. In such cases, students and/or their parents will need to provide all relevant supporting documentation – including medical/education psychologist reports (where appropriate) before any support during assessments can be provided.

3.5. Exemptions

Students who succeed in obtaining a pass in any subject of the MATSEC examinations can be exempted from the subject during their course of study at Sir M.A. Refalo Sixth Form. Applicants are to fill in an exemption form available online on the Institute's website [Application Forms \(smarsf.edu.mt\)](http://smarsf.edu.mt). This form must be submitted together with a scanned copy of the result slip. Exemption forms are to be submitted as indicated on the form itself by not later than ten (10) working days from the publication of the 2nd MATSEC sitting. Students are however encouraged to present requests for exemptions at their earliest convenience if they receive the relevant result in the first sitting.

Any of these students who then wish to study another subject instead of the exempted one, will need to apply for a special concession and obtain approval from the Admissions Acceptance Board (AAB).

Lectures in a new subject, for students promoted from their first to their second year of study, can be studied at both first and second year level time table permitting.

Any new subject/subjects chosen following an exemption can be studied at any level (Advanced-Intermediate-Ordinary).

Our Institute has a special board - **Admissions Acceptance Board (AAB)** - to consider and evaluate particular application requests. The AAB shall comprise the Head as Chairperson, a Deputy Head, another member from the teaching staff, one member from the Guidance Team and an education professional external to the Institute. The decision of the Board is final. Requests to the AAB are to be made on the email address smr.registration.sixthform@ilearn.edu.mt

4. Co-Curriculum (*AcademiaPlus*)

Alongside formal study, Sir Michelangelo Refalo Sixth Form offers students a variety of opportunities for further learning and personal growth. Students can optionally choose one programme annually from the following four (4) categories:

Category A1: Complementary Curricular Activities (CCA)

A variety of activities held 5 times annually. Attending 8 CCA sessions over two years will lead to a certificate of attendance.

Category A2: Life Skills

These are a broad set of abilities, and skills important for success in today's world. These talks are held 5 times annually. Attending 8 talks over two years will lead to a certificate of attendance.

Category B: Accredited Non-Formal education courses (MQF Level 3 Non-Formal)

Lectures are held twice a week over a period of a year leading to credits in non-formal education at MQF Level 3.

Category C: Student Enrichment Programmes

Our programmes include: NSTF Mini European Assembly; Euroscola; The Duke of Edinburgh's International Award; NSTF Science Forum; Junior Achievement Young Enterprise; Model European Parliament.

Category D: ASDAN short courses

ASDAN internationally recognized certificate courses to further develop students' talents.

Councils and Teams

School Council, Students' Representative Council and EkoSkola Committee. Being part of a council or committee entitles the student to a certificate of recognition.

5. Students' Code of Conduct

5.1. Code of Conduct

This code is based on the National Policy Document (2002) and has been compiled after full consultation with the Institute Council, teachers, parents and students. Students at Sir Michelangelo Refalo Sixth Form have the right to an education, which offers them the best opportunity to attain their potential. Academic staff are here to create the circumstances for this to happen.

5.2. Standards of Behaviour

5.2.1. Whether certain behaviour is considered acceptable or not depends on the situation and the circumstances of the case, but there are certain types of misdemeanour which can never be tolerated on Institute premises. These include:

- disturbing the class, disrupting the lecture or disobeying specific instructions of the teacher,
- eating in class, in the administration block and the library
- damaging Institute property, scribbling on desks or committing acts of vandalism
- littering
- fighting
- improper language
- intimate behaviour
- smoking
- playing cards for money

5.2.2. Mobile phones cannot be used in class unless instructed to do so by the teacher. A teacher may also allow the use of a laptop or similar gadget.

Incidents of misbehaviour will be referred to the Head of Institute or if severe to the Disciplinary Board.

Punishments may include suspension, loss of the maintenance grant (stipend) and also expulsion.

Students who have any query regarding these guidelines are to speak to their teachers, guidance teachers, Deputy Heads or the Head of Institute or to the Student' Representative Council.

5.3. Dress Code

Casual wear is the standard gear for students. The Institute is aware of the importance of clothes for students with regards to their self-presentation. However, suitability and propriety in dress and appearance are expected.

Students are definitely ***not allowed*** in the Institute if they are improperly dressed. More specifically, this includes:

5.3.1. For male students:

- sleeveless tops
- t-shirts with offensive or political slogans
- shorts (knee-length shorts are allowed)
- piercing
- caps during lectures
- visible underwear
- Flip-flops

5.3.2. For female students:

- strapless/narrow straps, low-cut tops and transparent clothing
- bare midriffs
- miniskirts/dresses/shorts (knee-length shorts allowed)
- heavy jewellery
- piercings
- visible underwear
- flip-flops

5.4. Non-Smoking Regulations

Sir Michelangelo Refalo Sixth Form has a non-smoking policy for students, both inside and outside the building that is in accordance with Maltese law dealing with the issue. Students are not permitted to stand or congregate near the Institute's entrance to smoke. Students found not following the Institute's policy with regards to smoking will be subject to disciplinary procedures.

5.5. Using the Internet

Internet access is available at the Institute library, in the Institute Canteen and generally throughout the Institute. This service is provided free of charge for all teachers and students.

Certain categories of websites are banned due to their content and you are not permitted to visit inappropriate sites here at the Institute. Web access is monitored and if you are seen or found to be using the internet inappropriately, restrictions and disciplinary procedures will be brought against you.

Finally, if you do find a web site that is blocked or is disallowed here at the Institute but feel it has content related to your subject for research purposes, then please feel free to talk to a member of the Computer Department or Administration about the issue.

6. Policies

6.1. Physical Education Policy

Our P.E. policy has been created as part of a holistic strategy meant at creating healthier lifestyles. P.E. sessions are by attendance. P.E. remains compulsory throughout the two years, even if a pass in SOK has been obtained after the first year of study and the student has duly obtained an exemption from the Institute. The student's stipend is deducted for every session missed. During their two-year course, every student is obliged to accumulate 25 hours of sports: 15 hours during 1st year and 10 hours during 2nd year. Students who successfully accumulate a total of 25 hours over the two-year period will be awarded formal recognition on their Institute- Leaving Certificate, under the sub-heading "Sports Activities".

6.2. Anti-Bullying Policy

Sir M.A. Refalo Sixth Form has formulated new guidelines to provide a safe environment for all the students. The Institute chose the following slogans to explain better the zero tolerance approach to bullying:

- Just Say NO to BULLYING
- Bully-Free Zone
- Be the change you wish to see in the world

The guidelines state that the school does not tolerate any form of bullying amongst and /or between students, teachers or other staff whether it be:

- Direct bullying (physical or verbal)
- Indirect bullying (e.g. isolating, ostracising and spreading rumours)
- Cyber bullying
- Racial and religious discrimination
- Sexual bullying

The designated member of staff to whom all form of bullying is referred to is the Deputy Head. All cases will be dealt with individually, in cooperation with the Guidance team. When necessary and according to each case, relevant measures of restorative justice will be applied. Students are encouraged to speak up if confronted by any form of bullying.

As a school we are committed to prevent bullying by raising awareness and celebrating diversity through a variety of activities both among students and staff throughout the whole academic year.

6.3. Environmental Awareness Policy

It is the Institute's policy to encourage all members of our community to play an active role in ensuring that resources are not wasted and that the building and grounds remain unpolluted by litter, noise and graffiti.

Each student is expected to:

- be aware of our Institute's policy and respect the Institute's environment.
- dispose of litter in a responsible way and place recyclable items in the appropriate bins.
- save energy by switching off computer monitors when not in use and helping to ensure that lights are off when rooms are vacated.
- keep noise to a minimum so that others are not disturbed.

Students are encouraged to respect the Campus area which is a pedestrian zone by disposing of litter diligently and taking good care of all outside furniture.

6.4. Safety of Students and Personal Effects

Sadly, all educational buildings must guard against theft and vandalism, and there is no exception. Fortunately, through the vigilance of staff and students, we deter intruders. To maintain security, we insist on the following measures:

- If you see someone that you don't recognise behaving suspiciously don't approach them but notify any member of staff immediately.
- Your friends from outside the Institute are NOT permitted on site.
- Only enter and leave our Institute through the pedestrian entrance in Fortunato Mizzi Street.
- The Institute cannot accept responsibility for personal property. Do not bring valuables or large sums of money to the Institute. Mobile phones are also brought into our premises at the student's own risk. Sir MA Refalo Sixth Form will not be responsible for the loss of mobile phones under any circumstances.

6.5. Fire Drill

Everybody is obliged to familiarise themselves with the evacuation procedures. Notices regarding the procedure are found in every corridor. On hearing the alarm, staff and students MUST leave the building via the nearest staircase and assemble in one of the areas named below:

The side yard The area outside the main entrance.

7. Others

7.1. Institute-Leaving Certificate

- Students attending our Institute shall be awarded a certificate upon successful completion of their two years of study.
- An award will be given to the student achieving the highest mark in each
- subject provided that the threshold of 80% is reached.
- The Institute-Leaving Certificate is only issued once.
- The Certificate shall include a Record of Achievement (transcript) with details of subjects studied throughout the two years at Sixth Form and will also indicate whether the student has participated in Complementary Curricular Activities and Sports Activities.
- The Certificate shall reflect actual lectures attended over the span of the
- two years of study at Sir M.A. Refalo Sixth Form.
- The Awards Ceremony's time and date at the end of the two-year academic course shall be declared well in advance.

7.2. Printing Services

Students attending Sir Michelangelo Refalo Sixth Form can avail themselves of printing services within the Institute's premises.

7.3. Library Services

Our Library staff would like to acquaint the readers with services rendered in the recently upgraded library of Sir Michelangelo Refalo Sixth Form. Students are encouraged to make full use of the library for study and research. One can also make use of computers, borrow books and skim through magazines and journals.

The library collection is catalogued online, and books can be searched by visiting the website maltalibraries.gov.mt under Search the Public Libraries Catalogue. We are now members of the Malta Libraries entity and for actual borrowing of books, one needs to have a valid Membership Card (Karta ta' Shubija). With the Libby App, one can access free eBooks, audiobooks and eMagazines. Now, Maltese language digital books can also be borrowed by creating an Octavo account.

Our library does not offer the sale of books. Nonetheless, you can buy online from the main bookshops: www.agendatextbooks.com <https://bdlbooks.com/>

<https://www.merlinlibrary.com/>

The 2023 - 2025 Students' Textbook List can be viewed at our Institute's website https://smarsf.edu.mt/downloadable_files/textbooklist.pdf

Our Library aims to be a resource of information, open to ideas and imagination and an instrument of cultural and educational development. It fosters a love of reading and a climate of lifelong learning to enrich the lives of students and teachers. It offers spaces for all to meet and connect, to learn and to teach and to inspire creativity. We are here to help you achieve your academic dream.

Thank you for using our library services and we hope that the years you will be spending with us will be fruitful and enjoyable

7.3.1. Library Policies

To maintain our library's collections, furnishings and study environment, we have adopted the following policies:

1. Borrowed items must be checked out and returned to the *circulation desk*.
2. You are welcome to use the library *computers* for Institute related work.
3. Food and drinks are prohibited. No bottled water is allowed near keyboards.
4. Do not leave personal belongings unattended as staff cannot be held responsible for stolen items. You may consider requesting a locker. If you are searching for a lost item go the *lost and found* location.
5. Opening Hours:

Summer 08:00 - 12:00 or the hour at which it closes, whichever is earlier. Other 07:30 - 16:00 or the hour at which it closes, whichever is earlier.

Monday to Friday except public holidays.
6. Any person whose conduct is disturbing to others or detracts from research, scholarship and study environment will be *denied access* to our library.
7. Be reasonably quiet and respect colleagues.

7.4. Using the Notice Boards and Electronic Screen

Every student must keep abreast of important information that is displayed daily on the Institute's notice boards and electronic screen in the Institute foyer. Students cannot expect to be spoon-fed information: they must be constantly on the look-out for it. The notice boards are a vital link to the daily routine and must be checked regularly.

7.5. Transport

Further education Students, being above the age of 16, are not entitled to free Institute transport and are therefore requested to use Public Transport.

8. Councils and Alumni Society

8.1. The Institute Council

The Institute Council is composed of a President, a secretary and six members: three elected from the teaching staff and three elected from among current students. At Sixth Form level, elections are held annually.

The secretary and treasurer of the Council is the Head of Institute.

The Council's aims are among others to promote the ethos of Sir M.A. Refalo Sixth Form, to organise events related to the dissemination of the role of the Sixth Form beyond its inner confines and to discuss ways in which the educational life of both educators and students can be improved.

8.2. The Students' Representative Council

The aim of the Students' Representative Council is to provide a source of communication between students and the administration of the Institute. The council provides the opportunity for students to participate in the infrastructural progress of the Institute and the development and management of school activities whilst providing inclusion for all.

8.3. Friends of the Gozo Sixth Form – Sir MA Refalo Sixth Form's Alumni Society

Linking Past with New Experiences

The Friends of the Gozo Sixth Form Alumni Society was formed through the Institute's Council 2014/15 and was launched on the 10th April 2015.

The Friends of the Gozo Sixth Form is an Alumni Society which seeks to bridge the experiences of its alumni with present day realities, hence the chosen motto.

It also has the aim of reaching out towards society and bringing together past and present students.

Follow us on www.facebook.com/gozomarefaloalumni//

8.4. Affiliation in Student Bodies/Organisations outside of our Institute

It is not permissible for students registered with this Institute to act as members or pertain to groups, committees, or subcommittees of tertiary education students' organizations/bodies that have not been officially granted permission by the Institute's Administration to operate within Sir MA Refalo Sixth Form. Students found not to be abiding by this regulation shall be immediately expelled from our Institute.

8.5. Online Learning Protocol (*if the need arises*)

8.5.1. Session Commencement

- 8.5.1.1. Be online and on time for your (online) session.
- 8.5.1.2. Remember it may take your teacher a few minutes to connect with you, as he/she will most probably be coming from a previous lecture in another room.
- 8.5.1.3. Do not leave the session simply because it may have been interrupted due to some technical fault or internet disruption, which can often be remedied within a few minutes.
- 8.5.1.4. Submit all learning tasks when requested.
- 8.5.1.5. Check your email (ilearn) everyday
- 8.5.1.6. Communicate with your teacher regularly via email
- 8.5.1.7. Follow the schedule given to you via ilearn as this clearly illustrates when online sessions will be held.
- 8.5.1.8. **It is obligatory to turn on your camera throughout the whole lecture. Teachers have the right to mark you as absent if you do not turn on your camera.**

8.5.2. Standard Procedures

- 8.5.2.1. Only turn your microphone on when you are asked to speak or when answering questions.
- 8.5.2.2. Ascertain you are dressed appropriately for learning since you have to turn your camera on.
- 8.5.2.3. Keep your online chat focused on the learning.
- 8.5.2.4. Ensure chat is respectful to all participants.
- 8.5.2.5. Do not fiddle with your mobile whilst the teacher is talking. Keep your mobile phone off and away from you while following the online session.

8.5.3. Basic Duties

- 8.5.3.1. Complete all online and offline learning tasks
- 8.5.3.2. Discuss technical issues - do not miss out on sessions/online lectures.
- 8.5.3.3. Do not check social media while simultaneously trying to follow the session.

8.5.4. Sense of Belonging, Contribution to the Online Class & Ethical Behaviour

- 8.5.4.1.** Contribute to online discussions as far as possible.
- 8.5.4.2.** Offer support and assistance to your colleagues even after the session has ended.
- 8.5.4.3.** Remember to be patient as this is a new way of attending lectures.
- 8.5.4.4.** Be patient with your teachers as online teaching is new to them too.
- 8.5.4.5.** Do not hold back from making suggestions for improvement.
- 8.5.4.6.** There is to be no filming, recording or sharing content on social media or anywhere else (you cannot take screenshots or record teachers or staff members presenting information to you).
- 8.5.4.7.** Please note that any form of misbehaviour or abuse during online delivery of lectures will lead to immediate expulsion from our Institute. We will not tolerate those who rather than appreciating our commitment and dedication to learning, try to abuse the online system of teaching and learning.

8.6. Stipends

In accordance with the Government Legal Notice, students who follow a full-time course at our Institute are entitled to apply for a stipend. To receive a stipend, students must apply online with the Students' Maintenance Grants' Board. Further information can be found on the Institute's website [Stipends \(smarsf.edu.mt\)](http://smarsf.edu.mt)