



Procedure for the overlapping of semesters/ failed study unit/s at the UM prior to their mobility:

1. Students would need to check whether they can go later than the start date of the Orientation day/ start of the semester abroad. Approval in writing is to be obtained by both the host University and the UM.

2. If the above is not possible, students would need to check whether they can do an alternative method of assessment. Students would need to fill in the Exchange Students (Outbound) Application form. **Proof that you cannot go later than the start date of the semester is to be attached to the form itself:**

<https://www.um.edu.mt/registrar/exchangestudents/outboundform>

Permission is to be granted by the respective lecturer, Head of Department and Registrar's Office.

3. If none of the above is allowed, students would need to check if they can do their examinations by correspondence. Permission is to be granted by the host University. If the host University approves to this, the students need to contact the Registrar's Office (info.registrar@um.edu.mt) for their approval. Students would need to fill in the Exchange Students (Outbound) Application form:

<https://www.um.edu.mt/registrar/exchangestudents/outboundform>. Procedures by the Registrar's Office are to be sent via email to the student whilst keeping the Faculty Office in copy.

4. If all the above procedures are not possible, the students would need to consult and check with the Registrar if the examination can be done as a first sit/re-sit in September.

Students would need to explain that all of the above procedures have been followed.

Students would need to fill in the Exchange Students (Outbound) Application form:

<https://www.um.edu.mt/registrar/exchangestudents/outboundform>.