



Dear Students,

It is my pleasure to welcome you to the Alfred Nobel Business College and to the MSc in Information Technology programme. You are joining an institution committed to academic excellence, innovation, and student success, where learning is supported through high-quality online teaching and a strong culture of professional integrity.

This programme has been carefully designed to prepare you for advanced roles in the IT sector, equipping you with the critical skills, technical competencies, and analytical mindset required in a rapidly evolving digital world. Throughout your studies, you will engage with experienced faculty, participate in applied learning activities, and gain access to a wide range of digital resources.

We are dedicated to supporting you at every stage of your academic journey. If you need guidance—whether academic, administrative, or technical—our team is here to assist you.

I wish you a productive, inspiring, and successful learning experience with us.

Warm regards,

Dean

Alfred Nobel Business College

This Student Handbook is an official guide for all learners enrolled in the MSc in Information Technology at Alfred Nobel Business College. It provides essential information about the programme, academic expectations, online learning procedures, institutional policies, and the support services available to you.

The Handbook is designed to complement, not replace, the College's official policies and regulations. Where a specific rule or procedure is outlined in a formal policy document (e.g., the Study and Examination Regulations, Academic Integrity Policy, or Grievance Policy), that document shall take precedence in the event of any inconsistency.

The content of this Handbook applies to all students throughout the full duration of their studies, regardless of the semester of entry or mode of attendance. Updates may be issued by the College when necessary to ensure alignment with current policies, accreditation requirements, and best practices.

How to Use This Document

This document is intended to be your primary reference resource throughout your studies. We recommend that you:

- Read the entire Handbook at the beginning of your programme so you understand what is expected of you and what support is available.
- Refer back to specific sections as needed, especially on topics such as assessment, online learning, student rights, responsibilities, and programme structure.
- Follow the links or references to institutional policies for full details on procedures such as academic integrity, appeals, and complaints.
- Keep the digital version accessible on your device or in Moodle so you can consult it easily during the semester.
- Contact the relevant office or support service if something is unclear—this document is here to help you, but human assistance is always available.

The Handbook is meant to empower you to navigate your programme confidently and successfully. Understanding its contents will help you make the most of your learning experience at Alfred Nobel Business College.

Table of contents

1.	About Alfred Nobel Business College	7
1.1.	Mission, Vision and Values	7
1.2.	Legal Status and Accreditation	7
1.3.	Institutional Purpose and Activities.....	8
1.4.	Organizational Structure.....	8
1.5.	Cooperation, Quality Assurance, and Continuous Development.....	9
1.6.	Programmes Offered	10
2.	Programme Overview – MSc in Information Technology	11
2.1.	Programme Description.....	11
2.2.	Award, MQF/EQF Level and Credits	11
2.3.	Programme Structure.....	11
2.4.	Programme Learning Outcomes.....	12
2.5.	Teaching and Learning Approach	13
2.6.	Assessment Approach	14
2.7.	Specialisation Pathways.....	14
2.8.	Target Group and Career Pathways	14
2.9.	Language of Instruction	15
2.10.	Programme Rationale.....	15
3.	Teaching, Learning and Online Study	16
3.1.	Educational Philosophy.....	16
3.2.	Online Learning Environment (Moodle)	16
3.3.	Technical Requirements	17
3.4.	Synchronous and Asynchronous Learning.....	17
3.5.	Learning Resources and Digital Library	18
3.6.	Communication and Response Times.....	18
3.7.	Netiquette: Behaviour in Online Learning.....	18
3.8.	Student Engagement Expectations.....	19
3.9.	Support for Online Learning	19
4.	Student Rights and Responsibilities.....	20
4.1.	Student Rights.....	20
4.2.	Student Responsibilities.....	21
4.3.	Ethical Behaviour and Academic Integrity	22
4.4.	Plagiarism and Academic Misconduct Procedures	22
4.5.	Use of IT Systems and Digital Security.....	23
5.	Assessment and Examination Regulations	24

5.1.	Principles of Assessment	24
5.2.	Types of Assessment	24
5.3.	Submission and Deadlines	24
5.4.	Pass Mark and Assessment Requirements	25
5.5.	Resit and Retake Policy	25
5.6.	Examination and Assessment Misconduct	25
5.7.	Grading and Feedback.....	25
5.8.	Minimum Academic Requirements.....	26
5.9.	Appeals Process	26
5.10.	Attendance Requirement (Online Learning).....	26
5.11.	Module-Specific Assessment Overviews.....	27
6.	Academic Integrity and Plagiarism Policy	28
6.1.	Principles of Academic Integrity	28
6.2.	Definition of Academic Misconduct.....	28
6.3.	Use of Plagiarism Detection Tools.....	29
6.4.	Consequences of Plagiarism and Misconduct	29
6.5.	Expectations for Proper Referencing.....	29
6.6.	Academic Integrity in Online Learning	30
6.7.	Support for Students	30
6.8.	Appeals Related to Misconduct Decisions	30
7.	Attendance and Participation Requirements	31
7.1.	Principles of Online Attendance	31
7.2.	Minimum Attendance Requirement.....	31
7.3.	Not Cleared (NC) Status	31
7.4.	Excused Absences and Exceptions	32
7.5.	Monitoring of Attendance and Engagement.....	32
7.6.	Consequences of Poor Engagement	32
7.7.	Responsibilities of Students.....	33
7.8.	Responsibilities of Lecturers	33
8.	Student Support Services	34
8.1.	Academic Support.....	34
8.2.	Dissertation Supervision.....	34
8.3.	Technical Support (IT Helpdesk)	35
8.4.	Study Department (Registry) Support.....	35
8.5.	Library and Learning Resource Support	35
8.6.	Student Support and Wellbeing.....	36

8.7.	Special Needs and Reasonable Accommodation.....	36
8.8.	Communication and Response Times.....	36
9.	Equality, Inclusion and Accessibility.....	38
9.1.	Commitment to Equality and Non-Discrimination	38
9.2.	Inclusive Learning Environment.....	38
9.3.	Reasonable Accommodation	39
9.4.	Accessibility in Online Delivery.....	39
9.5.	Inclusive Communication.....	40
9.6.	Harassment and Misconduct	40
9.7.	Student Responsibilities in an Inclusive Community	40
10.	Data Protection (GDPR)	42
10.1.	Principles of Data Protection.....	42
10.2.	Types of Personal Data Collected	42
10.3.	Purpose of Data Processing	43
10.4.	Data Storage and Security	43
10.5.	Student Rights Under GDPR.....	43
10.6.	Data Retention	44
10.7.	Data Sharing and Third Parties	44
10.8.	Data Breach Procedures.....	45
10.9.	Contact for Data Protection Matters	45
11.	Complaints and Appeals Procedures	46
11.1.	Principles.....	46
11.2.	Differences Between Complaints and Appeals.....	46
11.3.	Complaints Procedure (Non-Academic Matters).....	47
11.4.	Academic Appeals Procedure	48
11.5.	Grounds for Appeals.....	48
11.6.	Support During the Process	49
11.7.	Record Keeping.....	49
12.	Financial Information.....	50
12.1.	Tuition Fees.....	50
12.2.	Payment Schedule.....	50
12.3.	Accepted Payment Methods	50
12.4.	Late Payment Policy	51
12.5.	Withdrawal and Refund Policy	51
12.6.	Financial Obligations and Continuing Studies.....	51
12.7.	Documents Issued After Payment.....	52

12.8.	Communication About Financial Matters	52
13.	Academic Calendar Summary (2026–2027)	53
	Academic Year Structure.....	53
	SEMESTER 1 — February 2026 to June 2026	53
	SEMESTER 2 — September 2026 to January 2027	53
	SEMESTER 3 — February 2027 to June 2027	54
	IMPORTANT DATES SUMMARY	55
14.	Key Contacts.....	56
15.	Useful Links and Platforms	57
16.	Glossary of Important Terms.....	58
17.	Final Notes and Version Control.....	59

Alfred Nobel
Business College

1. About Alfred Nobel Business College

1.1. Mission, Vision and Values

Mission

Alfred Nobel Business College aims to provide high-quality, accessible, and future-oriented higher education. Our mission is to equip students with advanced knowledge, practical competencies, and ethical responsibility while fostering innovation, research engagement, and lifelong learning.

Vision

Our vision is to become a leading institution in online higher education, recognised for academic excellence, student support, strong digital infrastructure, and a commitment to quality assurance.

Core Values

- Excellence – High academic and operational standards.
- Integrity – Ethical conduct, fairness, and transparency.
- Innovation – Adoption of modern teaching technologies and forward-thinking practices.
- Student-Centred Approach – Personalised support and respect for student needs.
- Inclusivity – Equal opportunities and respect for diversity.

1.2. Legal Status and Accreditation

The College is a licensed higher education institution and a professionally independent legal entity, operating in accordance with Maltese law and MFHEA regulations

Registered address: SUITE 8 TA' MALLIA BUILDINGS, Triq in-Negojju, Mriehel Industrial Zone, BKR 3000, Malta

The College is maintained by Alfred Nobel Business College Ltd

The College offers accredited online higher education, including the MSc in Information Technology and its specialisations, in alignment with the Malta Qualifications Framework (MQF) and European Qualifications Framework (EQF).

The College conducts educational, research, and development activities as part of its core function and ensures the availability of all resources required for students to complete their studies.

1.3. Institutional Purpose and Activities

According to the Organizational and Operational Rules, the College performs the following core activities that directly relate to student learning

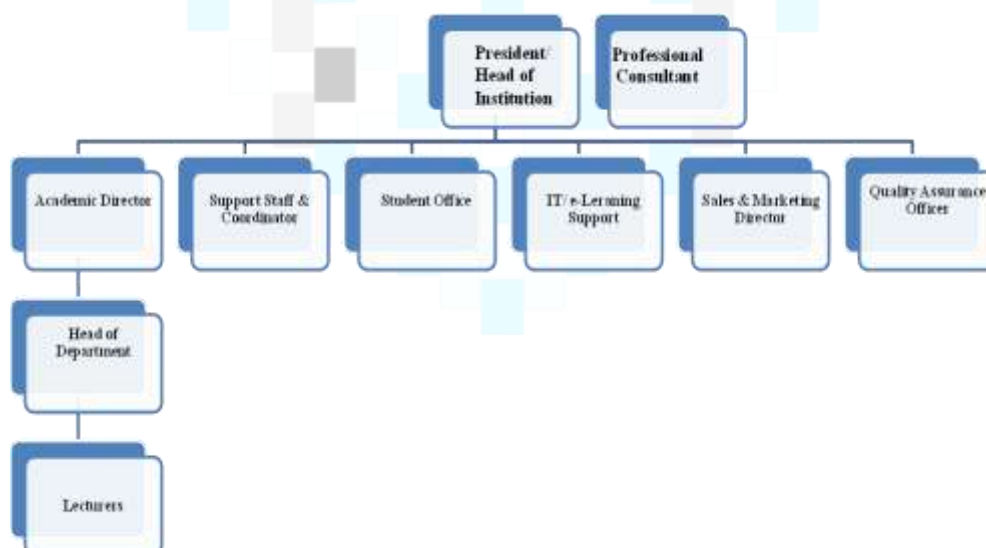
- Delivery of accredited higher education programmes (including the MSc in IT) in online mode.
- Supporting scientific research and research-related activities.
- Providing digital learning resources, online library access, textbooks, and learning materials.
- Ensuring administrative, technical, and organisational services for students.
- Offering additional academic and support services that help students progress and succeed.

1.4. Organizational Structure

The College operates with a clear governance and administrative structure to ensure effective programme delivery and student support. The Organizational and Operational Rules outline the College's internal bodies.

For Student Handbook purposes, only the roles relevant to learners are presented below.

Organizational chart



Main Governance and Academic Roles

Head of Institution

Responsible for the overall legal and professional operation of the College, ensuring that academic, research, and administrative processes function effectively .

Head of Department / Dean

Oversees academic quality, curriculum, teaching standards, and programme coordination in the relevant disciplinary area

Study Department (Registry)

Handles academic records, enrolment, student administration, information services, and support for the institution's quality assurance processes

Economic Directorate

Ensures sustainable financial and operational management
(Students interact with this unit only for fee-related queries.)

IT System Administrator

Supports the online learning platform (Moodle) and assists students with technical issues

Faculty Members

Responsible for teaching, assessment, supervision, and academic guidance.

1.5. Cooperation, Quality Assurance, and Continuous Development

The College maintains collaborations with external partners—including foreign higher education institutions, research centres, and businesses—to enhance educational quality and research activity

The institution also operates a structured quality assurance system, which includes:

- defined quality objectives,
- regular monitoring of teaching and student satisfaction,
- ongoing improvement of learning resources and services

Students contribute to the quality system through surveys, feedback, and participation in evaluation processes.

1.6. Programmes Offered

The College currently offers the following accredited programme

MSc in Information Technology

Specialisations:

- Business Data Analytics
- Advanced Artificial Intelligence
- Advanced Cybersecurity

Future expansion in management and finance programmes is planned.

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2. Programme Overview – MSc in Information Technology

2.1. Programme Description

The Master of Science in Information Technology (MQF Level 7, 90 ECTS) is a fully online postgraduate programme designed to equip learners with advanced, industry-relevant knowledge across major IT domains. The programme combines a strong foundational core with specialised pathways, enabling students to develop both broad competence and deep expertise in areas of critical importance to the digital economy.

The programme is delivered fully online through a blend of synchronous lectures, interactive workshops, asynchronous materials, and hands-on virtual laboratory activities. It is specifically developed to meet international quality standards and align with the Malta Qualifications Framework requirements.

The MSc in IT prepares graduates for leadership, research, and specialist roles across the IT sector, integrating advanced technical skills with analytical thinking, ethical responsibility, and professional practice.

2.2. Award, MQF/EQF Level and Credits

Qualification:	Master of Information Technology
Total Credits:	90 ECTS
Framework Level:	MQF Level 7 / EQF Level 7
Mode of Delivery:	Fully Online Learning
Mode of Attendance:	Part-time (18 months)*
Total Learning Hours:	2,250 hours (incl. contact, self-study, supervised and assessment hours)

2.3. Programme Structure

The MSc in IT programme is structured over three semesters, each worth 30 ECTS:

Semester 1 – Core Technical Foundation (30 ECTS)

- Advanced Data Analytics – 10 ECTS
- Cybersecurity and Information Assurance – 10 ECTS
- Cloud Computing and Virtualisation – 10 ECTS

These modules provide broad coverage of key IT areas and build hands-on competences in analytics, cybersecurity, and cloud environments.

Semester 2 – Advanced IT & Specialisation (30 ECTS)

- Software Engineering and Development – 10 ECTS
- One Specialisation Pathway (choose one):
 - Advanced Business Data Analytics – 20 ECTS
 - Advanced Artificial Intelligence – 20 ECTS
 - Advanced Cybersecurity – 20 ECTS

This structure allows students to deepen their expertise in a chosen field while reinforcing methodological and technical competence.

Semester 3 – Research and Dissertation (30 ECTS)

- Research Methods – 10 ECTS
- Dissertation in Information Technology – 20 ECTS

Students conduct supervised research, develop a research proposal, submit preliminary chapters, and undertake a viva voce defence as part of the dissertation assessment.

2.4. Programme Learning Outcomes

The programme learning outcomes are aligned to MQF Level 7 standards and cover Knowledge, Skills, and Competences.

Knowledge

Graduates will be able to critically analyse and evaluate advanced concepts across:

- data analytics,
- cybersecurity,
- software engineering,
- cloud computing,
- artificial intelligence.

Students will also examine theoretical frameworks, methodologies, and emerging technologies shaping IT practice and research.

Skills

Graduates will be able to:

- design and implement predictive models, secure systems, cloud architectures, and software solutions,

- deploy applications using industry-standard tools (Python, R, VMs, cloud platforms, DevOps tools),
- apply research methods, data analysis techniques, testing, and evaluation frameworks,
- communicate findings effectively to technical and non-technical audiences.

Competences

Graduates will be able to:

- lead interdisciplinary teams and IT projects,
- integrate ethical reasoning and regulatory compliance (GDPR, security standards),
- exercise autonomy in designing and executing research or applied IT solutions,
- advise decision-makers and contribute to organisational IT strategy.

2.5. Teaching and Learning Approach

The programme uses a blended online pedagogy built on:

Synchronous Learning

- Weekly live online lectures, tutorials and workshops
- Real-time discussions, breakout activities, peer collaboration
- Recorded sessions for flexible access

Asynchronous Learning

- Pre-recorded video lectures
- Reading packs, datasets, coding notebooks
- Structured module pathways on Moodle (VLE)

Practical/Applied Learning

- Cloud-based labs
- Data analytics projects
- Ethical hacking simulations (sandboxed)
- Software development and CI/CD pipelines
- Case studies and applied industry problems

Feedback and Support

- Formative quizzes and checkpoints
- Supervisor consultations

- Virtual office hours
- Online library access
- IT helpdesk support

2.6. Assessment Approach

Assessments include:

- online quizzes and tests
- case study analyses
- practical lab portfolios
- technical assignments
- applied projects
- research papers
- presentations and vivas
- dissertation proposal, chapters, final thesis and oral defence

Pass mark: **50%**, with **40%** minimum in each assessment component.

2.7. Specialisation Pathways

Students choose one of the following specialisations:

- Advanced Business Data Analytics
- Advanced Artificial Intelligence
- Advanced Cybersecurity

Each specialisation is worth 20 ECTS and includes advanced theory, intensive laboratory training, applied projects, and a capstone project aligned with industry standards.

2.8. Target Group and Career Pathways

The programme is suitable for:

- graduates with IT or related Level 6 qualifications,
- early and mid-career IT professionals,
- career changers into IT,
- international students seeking flexible online study.

Career opportunities include:

- Data Scientist, Business Intelligence Specialist
- Cybersecurity Analyst, Security Architect
- AI Engineer, Machine Learning Specialist
- Software Engineer, DevOps Engineer
- IT Project Manager, Systems Architect
- Digital Transformation Consultant

2.9. Language of Instruction

English

2.10. Programme Rationale

Unlike specialised MSc degrees focusing on a single IT domain, this programme provides:

- comprehensive coverage of all major IT fields,
- deep specialisation in a chosen area,
- practical competence through real-world labs and projects,
- research readiness through structured Research Methods and Dissertation modules.

This integrated structure ensures graduates are technologically versatile and able to manage complex, interdisciplinary IT environments — a critical requirement in modern digital ecosystems.

3. Teaching, Learning and Online Study

3.1. Educational Philosophy

The MSc in Information Technology is delivered using a student-centred, outcomes-based educational philosophy that emphasises active learning, applied practice, and continuous development of professional skills. The programme encourages independent inquiry, critical thinking, and hands-on problem-solving, aligning learning activities with the Programme Learning Outcomes and MQF Level 7 expectations.

Teaching and learning are guided by the following principles:

- Relevance – All content reflects current and emerging industry needs.
- Accessibility – Learning materials are available online and accessible anytime.
- Flexibility – Students can combine synchronous and asynchronous learning to suit their schedules.
- Interaction – Regular engagement with lecturers and peers supports a collaborative learning community.
- Authenticity – Practical projects, case studies, labs and simulations mirror real-world IT environments.

3.2. Online Learning Environment (Moodle)

All teaching, learning and assessment activities are delivered through the College's Virtual Learning Environment (VLE), Moodle. The platform serves as the central hub for:

- access to weekly learning materials and resources
- uploading assignments and assessments
- online quizzes, tests and lab tasks
- lecture recordings and asynchronous videos
- participation in discussion forums
- communication with lecturers and the Programme Coordinator
- receiving feedback and grades
- accessing digital library resources

Each module includes a structured "Weekly Learning Pathway" so that students can easily follow the required content, assignments and activities.

Moodle is accessible 24/7 from any device with an internet connection.

3.3. Technical Requirements

To ensure smooth participation in online learning, students are expected to have access to:

- a laptop or desktop computer (minimum 8 GB RAM recommended)
- stable broadband internet
- webcam and microphone for live sessions and assessments
- updated browser (Chrome, Firefox or Edge recommended)
- productivity tools (Office suite or equivalent)
- specialised software as required by certain modules (e.g., Python, R, Jupyter, cloud SDKs, cybersecurity sandbox tools)

Technical onboarding sessions are provided at the start of the programme.

3.4. Synchronous and Asynchronous Learning

The programme follows a blended online approach combining:

Synchronous (Live Online) Learning

- weekly interactive lectures
- real-time demonstrations and coding sessions
- tutorials, problem-solving activities and Q&A
- breakout room discussions
- virtual lab guidance
- supervisor consultations

Attendance at synchronous sessions is strongly encouraged, though sessions are recorded for students who cannot attend due to time zones or work obligations.

Asynchronous Learning

- recorded lectures and micro-learning videos
- guided reading packs
- datasets, coding notebooks, lab instructions
- interactive tasks and formative quizzes
- individual and group assignments

Students may engage with asynchronous materials at their own pace but are responsible for meeting deadlines.

3.5. Learning Resources and Digital Library

Students have access to:

- online academic library with journals, e-books and databases
- open educational resources curated by faculty
- software tools and cloud environments used in modules
- templates, guides and exemplars (e.g., research templates, documentation formats)

Additional resources are uploaded weekly to support deep engagement with the content.

3.6. Communication and Response Times

Clear and reliable communication is an essential part of online learning.

- Lecturers respond to student emails within 2–3 working days.
- Assignment feedback is normally provided within 10–15 working days after submission.
- The IT Helpdesk responds to technical issues within 24–48 hours.
- Important announcements are made through Moodle and sent to the student's institutional email.

Students are expected to check their Moodle notifications and institutional email regularly.

3.7. Netiquette: Behaviour in Online Learning

To ensure a respectful and productive learning environment, students must follow the College's digital conduct expectations:

- behave respectfully during live classes and online discussions
- use professional language when communicating with lecturers and peers
- participate actively without interrupting others
- mute microphones when not speaking
- avoid sharing inappropriate or copyrighted materials
- respect confidentiality and privacy of others
- comply with academic integrity rules in all online interactions

Breaches of online conduct may be subject to disciplinary procedures as outlined in the Academic Integrity and Student Conduct policies.

3.8. Student Engagement Expectations

Students enrolled in the MSc in IT are expected to:

- actively participate in synchronous and asynchronous learning
- complete assigned readings and weekly tasks on time
- collaborate with peers when group work is required
- attend scheduled consultation meetings with supervisors
- maintain regular progress in their modules and dissertation
- seek support early if facing learning difficulties

Consistent engagement contributes significantly to academic success in an online programme.

3.9. Support for Online Learning

The College provides comprehensive support to ensure students succeed in a fully online environment:

- IT Support – resolving platform or access issues
- Module Academic Support – clarifying concepts, explaining tasks
- Programme Coordination – guidance on progression and study planning
- Library Support – help with using the digital library
- Student Support Services – assistance for wellbeing, special needs, or personal challenges

Where necessary, reasonable accommodations are provided in accordance with the College's Equality and Inclusion policies.

4. Student Rights and Responsibilities

4.1. Student Rights

All students enrolled in the MSc in Information Technology at Alfred Nobel Business College are entitled to the following rights:

Academic Rights

- To receive high-quality teaching and access to well-designed learning materials.
- To be taught and assessed according to the published module descriptions and programme structure.
- To receive timely, constructive feedback on assessments.
- To be assessed fairly, transparently and without discrimination.
- To access digital library resources, Moodle platform materials and required software tools.
- To receive academic guidance and support from lecturers and the Programme Coordinator.

Participation and Information Rights

- To be informed in advance of major academic deadlines, assessment criteria, syllabus changes or programme updates.
- To participate in class discussions, forums and academic activities in a respectful environment.
- To express opinions regarding teaching quality, learning resources and programme organisation through surveys and feedback mechanisms.

Support and Inclusion Rights

- To receive reasonable accommodations if they have special needs or disabilities, in accordance with the Equality and Inclusion Policy.
- To request guidance from Student Support Services for academic, administrative or personal matters.
- To access IT assistance when facing technical problems.

Rights Related to Personal Data

- To have personal data processed securely in compliance with GDPR.
- To request information about how their data is stored and used.
- To give or withdraw consent where applicable.

Rights to Complaints and Appeals

- To submit academic or administrative complaints following the official procedures.
- To appeal assessment decisions in accordance with the Assessment and Examination Regulations.

To receive a response within the established timeframes.

4.2. Student Responsibilities

Alongside their rights, students are expected to act responsibly, ethically and professionally.

Academic Responsibilities

- To engage actively in both synchronous and asynchronous learning activities.
- To complete assignments, projects and reading tasks within the given deadlines.
- To understand and follow module requirements and assessment criteria.
- To attend scheduled virtual sessions and consultations whenever possible.
- To maintain satisfactory academic progress each semester.

Behavioural Responsibilities

- To treat lecturers, staff and fellow students with respect at all times.
- To contribute positively to the learning environment, both in live sessions and online forums.
- To follow netiquette guidelines and maintain professional digital communication.
- To avoid disruptive behaviour, offensive language or inappropriate content.

Responsibilities in Online Learning

- To ensure access to the required technical equipment and internet connection.
- To keep login credentials secure and not share account access.
- To check Moodle and institutional email regularly for updates.
- To back up files, assignments and important documents.
- To report technical issues promptly to the IT Helpdesk.

Administrative Responsibilities

- To provide accurate personal information and notify the College of any changes.

- To comply with fee payment deadlines.
- To familiarise themselves with relevant institutional policies.
- To uphold confidentiality when participating in group work or viewing peer presentations.

4.3. Ethical Behaviour and Academic Integrity

The College holds academic integrity as a core value. Students must adhere to the principles of honesty, fairness and responsibility in all academic work.

Prohibited Academic Misconduct Includes:

- Plagiarism – presenting another person’s work, ideas, code or text as one’s own without proper acknowledgment.
- Unauthorised collaboration on individual assessments.
- Cheating during tests or exams.
- Fabrication or falsification of data, results or academic records.
- Impersonation or allowing someone else to complete work on one’s behalf.
- Copying or sharing assessment answers without permission.
- Using AI tools improperly, e.g. generating entire assignments without transparency where this is prohibited.

Breaches of academic integrity may lead to penalties such as:

- grade reduction,
- assignment failure,
- module failure,
- suspension, or
- dismissal,
- depending on severity and repeat offences.

4.4. Plagiarism and Academic Misconduct Procedures

Alfred Nobel Business College follows a structured procedure for handling academic misconduct:

- Identification – A lecturer or examiner identifies potential misconduct.
- Review – Evidence is collected and analysed.
- Notification – The student is informed of the concern and given an opportunity to respond.

- Decision – A formal decision is made according to the Academic Integrity Policy.
- Outcome – Penalties are applied where necessary.
- Right to Appeal – Students may appeal the decision under the official Appeals Procedure.

Tools such as plagiarism-detection software may be used to verify originality.

4.5. Use of IT Systems and Digital Security

Students must use the College's digital systems responsibly and in line with IT and data protection policies.

Students must:

- use Moodle, email and digital platforms only for academic purposes,
- keep passwords confidential and secure,
- avoid sharing or distributing copyrighted, harmful or unlicensed materials,
- follow cybersecurity best practices,
- respect the privacy and confidentiality of others.

Misuse of the College's IT systems may result in disciplinary action.

5. Assessment and Examination Regulations

5.1. Principles of Assessment

Assessment in the MSc in Information Technology programme is designed to ensure:

- fairness, transparency, and consistency,
- valid measurement of learning outcomes aligned with MQF Level 7,
- varied methods reflecting the balance of theory, applied practice, and research,
- constructive, timely feedback,
- academic integrity and originality.

Assessment methods are defined for each module in the Programme Application and include case studies, lab portfolios, technical assignments, applied projects, and dissertation components.

5.2. Types of Assessment

In line with the existing Student Handbook and the Programme Application module tables, assessments may include:

- Written assignments and analytical reports
- Case study analyses
- Lab portfolios / practical demonstrations
- Technical projects and capstone projects
- Oral presentations, viva voce examinations
- Quizzes and formative assessments
- Dissertation deliverables (proposal, chapters, final thesis, defence)

Each module specifies its exact assessment components and their weighting.

5.3. Submission and Deadlines

- All assessments must be submitted through Moodle by the published deadlines.
- Late submissions may incur penalties unless an extension is approved.
- Work submitted more than 5 days late without valid justification may receive a failing grade.

5.4. Pass Mark and Assessment Requirements

- The minimum overall pass mark is **50%** for each module.
- Students must also achieve at least **40%** in each assessment component to demonstrate balanced achievement across knowledge, skills, and competences.
- Certain modules may have additional requirements; these are listed in the module descriptions.

5.5. Resit and Retake Policy

- Students who fail a module are entitled to one resit attempt, typically during the next available assessment session.
- If the resit is failed, the student must retake the module in full.
- Resit grades may be capped at a pass mark, unless the Academic Board decides otherwise.

5.6. Examination and Assessment Misconduct

Misconduct includes:

- cheating or using unauthorised materials during an exam,
- plagiarism or self-plagiarism,
- collusion without permission,
- falsifying data or outputs,
- impersonation or allowing others to complete work on one's behalf.

Penalties may include:

- written warning,
- grade penalties or zero for the component,
- failure of the module,
- suspension or expulsion in severe or repeated cases.

The institution uses plagiarism-detection software for all major submissions.

5.7. Grading and Feedback

Feedback

Assessment feedback is normally provided within three weeks of submission.

Grading Scale

Based on the existing policy:

Percentage	Grade
85–100%	A
70–84%	B
55–69%	C
45–54%	D
0–44%	Fail

5.8. Minimum Academic Requirements

Students must:

- maintain acceptable performance across modules,
- respond to academic alerts,
- meet all programme progression requirements.

5.9. Appeals Process

Students may:

- submit a formal appeal within 5 working days of receiving a grade,
- include relevant evidence supporting the claim,
- expect review by the Academic Appeals Committee.
- Appeal decisions are final.

5.10. Attendance Requirement (Online Learning)

For programmes using continuous evaluation:

- Students are expected to participate regularly in online sessions and activities.
- A minimum of 75% participation in scheduled online components may be required to sit assessments.

- Students falling below this threshold may be marked “Not Cleared (NC)” and required to repeat the module.

(Note: For the fully online MSc IT, this rule is adapted to virtual attendance and engagement metrics.)

5.11. Module-Specific Assessment Overviews

Here the Handbook lists, module by module, the real assessment components exactly as accredited (e.g., Advanced Data Analytics, Cybersecurity & IA, Software Engineering etc.).



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6. Academic Integrity and Plagiarism Policy

6.1. Principles of Academic Integrity

Alfred Nobel Business College is committed to upholding the highest standards of academic integrity. All students are expected to:

- produce original work,
- acknowledge sources appropriately,
- avoid misconduct in any form,
- act honestly and ethically in all academic activities.

Academic integrity is central to MFHEA Standards and essential to maintaining credibility, fairness, and academic quality throughout the MSc in Information Technology programme.

6.2. Definition of Academic Misconduct

Academic misconduct includes (but is not limited to):

Plagiarism

Using another person's words, ideas, data, or work without proper acknowledgment.

This includes:

- copying from published sources without citation,
- copying from peers,
- using AI tools without disclosure,
- reusing one's own previous work without permission (self-plagiarism).

Collusion

- Working with another person on an assignment that is meant to be completed individually.

Fabrication / Falsification

- Inventing or altering data, results, citations, or information.

Contract Cheating

- Submitting work created by another person or service, including paid services.

Exam Misconduct

- Using unauthorised materials, communicating with others, impersonation, or breaching examination rules.

6.3. Use of Plagiarism Detection Tools

All major written submissions—including assignments, case study reports, and dissertation components—are automatically screened through Turnitin for originality checking, as outlined in the Programme Application requirements for digital tools .

Students have access to originality reports prior to final submission where permitted.

6.4. Consequences of Plagiarism and Misconduct

According to the existing Student Handbook regulations , penalties follow a progressive model:

First instance

- Written warning
- Mandatory resubmission within one week (with or without penalty)

Second instance

- Zero marks for the assessment component

Third or subsequent instance

- Registration Cancelled (RC) for the course

Serious misconduct (e.g., cheating during an exam, contract cheating) may result in:

- failure of the module,
- academic suspension, or
- expulsion (extreme cases), as stated in the existing exam misconduct policy .

6.5. Expectations for Proper Referencing

Students must correctly reference all sources using a recognised academic style (e.g., APA, Harvard), unless specific module guidelines require otherwise.

Referencing must be applied to:

- direct quotations,

- paraphrased ideas,
- diagrams, tables, code snippets,
- data, figures, or digital content.

6.6. Academic Integrity in Online Learning

Given that the MSc in IT is delivered fully online, students must also comply with digital integrity norms:

- assignments must be completed independently unless group work is formally required,
- online exams and vivas must follow authentication and proctoring rules,
- no unauthorised software, scripts, or tools may be used unless permitted.

The Programme Application emphasises that originality and ethical conduct are core to all assessments, including research methods and dissertation components .

6.7. Support for Students

The institution provides:

- guidance on referencing and plagiarism avoidance,
- Turnitin practice submissions (where available),
- tutorials on academic writing and digital research tools (SPSS, R, NVivo) as described in the Research Methods module documentation .

Students are encouraged to seek academic support early if unsure about referencing or proper use of sources.

6.8. Appeals Related to Misconduct Decisions

Students may appeal decisions related to academic misconduct following the Academic Appeals process described in section 5.9.

Appeals must be submitted in writing, with evidence, within the specified timeframe.

7. Attendance and Participation Requirements

7.1. Principles of Online Attendance

As the MSc in Information Technology is delivered fully online, attendance is measured not only through participation in live (synchronous) sessions but also by engagement with asynchronous activities. These rules are derived from the existing Student Handbook (Section 5.3 – Attendance) which states that students must meet the minimum participation requirements to be “cleared” for examinations or final submission.

Attendance is defined through a combination of:

- participation in live online lectures and tutorials,
- completion of weekly learning activities on Moodle,
- engagement in discussion forums,
- submission of formative tasks,
- participation in consultation meetings when required.

7.2. Minimum Attendance Requirement

For the MSc in IT, this is applied as follows:

A student must:

- participate in at least 75% of live (synchronous) sessions, OR
- demonstrate equivalent engagement through Moodle activity logs, including:
 - viewing recorded lectures,
 - completing weekly tasks,
 - participating in online discussions,
 - completing formative assessments.

7.3. Not Cleared (NC) Status

A student receives NC if they:

- attend/engage less than 75% of structured online learning,
- fail to complete required weekly activities,
- do not participate in mandatory project or lab sessions,
- repeatedly miss scheduled consultations (especially for dissertation).

Students with “NC” must repeat the module in the next semester or next available cycle.

7.4. Excused Absences and Exceptions

Students may request justified exceptions in the following cases:

- medical reasons supported by documentation,
- family emergencies,
- technical failures beyond student control (e.g., prolonged internet outage),
- work duties if officially documented.

In such cases, students must notify the lecturer or Programme Coordinator within 48 hours and provide evidence.

Approval of exceptions follows the procedures outlined in the Assessment Regulations.

7.5. Monitoring of Attendance and Engagement

Monitoring is conducted through multiple data sources:

Synchronous Sessions

- Zoom / MS Teams attendance logs
- Participation in breakout sessions
- Activity in guided discussions

Asynchronous Engagement

- Moodle activity logs (views, submissions, time spent)
- Completion of weekly tasks
- Participation in forums
- Submission of formative quizzes

The Programme Coordinator periodically reviews student engagement, especially for at-risk students.

7.6. Consequences of Poor Engagement

Students who demonstrate insufficient engagement may receive:

- *Early Warning:*

A notification from the lecturer or Programme Coordinator.

- *Academic Alert:*
Formal communication requiring immediate action.
- *NC Status:*
If engagement does not improve and 75% minimum is not met.
- *Repeat of the Module:*
Required for all NC-designated modules.

Continuous lack of participation may affect academic standing and progression.

7.7. Responsibilities of Students

Students must:

- attend as many live sessions as possible,
- complete asynchronous activities weekly,
- follow posted deadlines,
- communicate proactively when encountering difficulties,
- ensure proper technical setup (internet, software, devices),
- check Moodle and email regularly.

7.8. Responsibilities of Lecturers

Lecturers must:

- provide clear weekly schedules and expectations,
- upload materials to Moodle promptly,
- record live sessions and make them accessible,
- monitor engagement and notify students of concerns,
- offer reasonable opportunities for catch-up,
- maintain accurate attendance and activity records.

8. Student Support Services

Alfred Nobel Business College provides a comprehensive range of support services to help students succeed academically, technically and personally throughout the MSc in Information Technology programme. All services are accessible online, ensuring full support for remote and international learners.

8.1. Academic Support

Module Lecturer Support

Each module lecturer is available to:

- clarify concepts
- provide academic guidance
- answer questions related to assignments, labs and weekly tasks
- offer consultation hours (online)

Lecturers respond to student emails within 2–3 working days.

Programme Coordinator

The MSc IT Programme Coordinator provides:

- academic guidance on progression
- support with programme structure
- monitoring of student engagement and attendance
- follow-up with students at risk
- coordination of resits, retakes and module scheduling

8.2. Dissertation Supervision

Students enrolled in the Dissertation module receive individual academic supervision from an assigned supervisor.

Supervisors provide:

- guidance on topic selection
- research planning and methodological support
- feedback on proposal and chapters

- preparation for the viva voce examination
- scheduled online consultations

Supervisors respond to draft submissions and questions within the agreed timeframe (typically 10–15 working days).

8.3. Technical Support (IT Helpdesk)

The IT System Administrator supports students with all technical issues related to:

- Moodle access
- login and authentication problems
- video conferencing tools
- software installation where required
- cloud lab environments
- system errors or platform outages

Students can request support by email and usually receive a response within 24–48 hours.

8.4. Study Department (Registry) Support

The Registry provides assistance with administrative matters, including:

- enrolment and re-enrolment
- academic records and transcripts
- issuing of official documents
- exam registration
- module selections
- student status and progression queries

This department is the primary point of contact for formal academic administration

8.5. Library and Learning Resource Support

Students have access to:

- online library databases
- e-books, journals and academic articles
- guidance on academic referencing

- research support tools (as listed in the Research Methods module, pl. SPSS, NVivo, R, Python)
- librarian assistance where relevant

Learning resources are provided weekly through Moodle and regularly maintained by faculty members.

8.6. Student Support and Wellbeing

The College provides general support to students experiencing academic, personal or work–study balance difficulties. Support may include:

- one-to-one consultation with the Programme Coordinator
- referral to specialised support if needed
- guidance on workload planning
- flexible arrangements (when justified)

Where appropriate, students may be referred to additional external support services.

8.7. Special Needs and Reasonable Accommodation

In line with the Equal Opportunities and Inclusion principles students with disabilities, learning difficulties or temporary health conditions may request reasonable accommodations.

This may include:

- extended assignment deadlines
- adjusted assessment formats
- adapted learning materials
- alternative participation methods
- additional time for online tests

Requests must be submitted with supporting documentation, and the College will ensure fair and appropriate arrangements without compromising academic standards.

8.8. Communication and Response Times

To ensure consistent and transparent support, the following response times apply:

- Lecturers: 2–3 working days
- Programme Coordinator: 2–3 working days
- IT Helpdesk: 24–48 hours
- Registry: 3–5 working days
- Supervisors: based on dissertation timeline (usually 10–15 days for draft feedback)

Students are encouraged to contact the appropriate department depending on the nature of their request.



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9. Equality, Inclusion and Accessibility

Alfred Nobel Business College is committed to ensuring that all students have equal access to learning opportunities, resources and support throughout the MSc in Information Technology programme. The College upholds fairness, non-discrimination, and respect for all individuals, in alignment with Maltese legislation, MFHEA Standards, and European equality principles.

The College operates as a legally compliant, professionally independent educational institution which includes the obligation to provide educational and administrative services in a fair and equitable manner to all learners.

9.1. Commitment to Equality and Non-Discrimination

The College does not tolerate any form of discrimination based on:

- gender
- age
- disability
- race or ethnic origin
- religion or belief
- sexual orientation
- health condition
- socioeconomic background
- nationality
- any other protected characteristic

All students are treated with dignity and respect in every aspect of their studies, including admission, teaching, assessment, support services and participation in the learning community.

9.2. Inclusive Learning Environment

The MSc in IT programme is designed to be fully accessible in an online setting, ensuring that:

- all learning materials are available digitally via Moodle,
- recorded lectures support students in different time zones,
- resources comply with accessibility standards (readability, alternative formats where possible),

- assessments do not disadvantage students with learning differences or disabilities.

The College aims to remove learning barriers and provide an equitable learning environment for all students, including international learners and those balancing work and study commitments.

9.3. Reasonable Accommodation

Students with disabilities, temporary health issues or specific learning needs may request reasonable accommodation to support their academic progress. Examples include:

- extended deadlines
- additional time for online assessments
- alternative assessment formats
- adapted learning materials
- flexibility for synchronous attendance
- enhanced support for technology use

Requests must be submitted to the Student Support Services or the Programme Coordinator, accompanied by appropriate supporting documentation.

The College reviews each request individually and ensures accommodations do not compromise academic standards or learning outcomes.

9.4. Accessibility in Online Delivery

Since the MSc in IT is delivered fully online, accessibility includes digital and functional considerations:

Digital Accessibility

- All materials are provided in electronic format.
- Recorded sessions include clear audio; captions are added where possible.
- Documents follow accessible formatting (font size, contrast, structured headings).
- The Moodle VLE supports screen readers and standard accessibility tools.

Functional Accessibility

- Students may study from any location with internet access.
- Live sessions are recorded for later viewing.
- Tools and software used in modules follow industry-standard usability expectations.

The IT System Administrator provides assistance with accessibility-related technical issues.

9.5. Inclusive Communication

Staff members are trained to communicate respectfully and inclusively.

The College ensures:

- clear, accessible instructions for assessments and tasks,
- availability of multiple communication channels (email, Moodle, IT Helpdesk),
- flexibility for students with work obligations or time-zone differences,
- consistent response times to student inquiries .

Communication respecting students' backgrounds, experiences and needs is a core expectation for all academic and administrative staff.

9.6. Harassment and Misconduct

The College maintains a zero-tolerance policy for harassment, bullying or discriminatory behaviour in any online or offline context. This includes:

- inappropriate communication
- discriminatory remarks
- harassment in discussion forums
- hostile or unsafe behaviour during online sessions
- disrespect towards peers or staff

Violations are addressed under the Academic Integrity and Student Conduct procedures and may result in disciplinary action.

9.7. Student Responsibilities in an Inclusive Community

Students are expected to:

- engage respectfully with peers and staff,
- use professional and inclusive language in online interactions,
- respect different perspectives and cultural backgrounds,
- avoid discriminatory or harmful behaviour,

- uphold College values of fairness, respect and integrity.

Building an inclusive online community is a shared responsibility.



10. Data Protection (GDPR)

Alfred Nobel Business College is committed to protecting the personal data of all students in accordance with the General Data Protection Regulation (EU 2016/679), Maltese data protection laws, and the College's internal GDPR Policy.

The College collects and processes personal data only for legitimate educational and administrative purposes and ensures that all data is handled securely, lawfully, and transparently.

10.1. Principles of Data Protection

The College follows the core GDPR principles:

- Lawfulness, fairness and transparency
- Purpose limitation (data is collected only for clear educational/administrative purposes)
- Data minimisation (only the minimum required data is processed)
- Accuracy (data must be correct and up to date)
- Storage limitation (data is not kept longer than necessary)
- Integrity and confidentiality (protection against unauthorised access or loss)
- Accountability (the College is responsible for compliance)

10.2. Types of Personal Data Collected

The College may collect and process the following categories of personal data:

- Personal identification data (name, date of birth, nationality)
- Contact information (email, address, phone number)
- Academic records and qualifications
- Enrollment and progression data
- Assessment submissions and grades
- Attendance and Moodle activity logs
- Financial/payment information (if applicable)
- Special needs documentation (only when voluntarily disclosed)
- Communication with staff and support services
- Technical data related to access (login logs, IP address)
- Sensitive personal data is collected only when necessary and handled with enhanced protection measures.

10.3. Purpose of Data Processing

Personal data is used only for purposes directly connected to the student's education, including:

- admissions and enrollment
- creation and maintenance of academic records
- teaching, learning and assessment
- access to Moodle and online resources
- communication with lecturers and support departments
- monitoring academic progress and attendance
- provision of student support services
- issuing certificates, transcripts and official documents
- financial administration (if applicable)
- compliance with legal and regulatory requirements

No personal data is processed for unrelated or commercial purposes.

10.4. Data Storage and Security

The College ensures data security through:

- encrypted digital systems
- password-protected accounts
- restricted staff access based on role and responsibility
- secure storage of assessment submissions and results
- regular data backups
- secure processing by IT administrators

The College does not share student data with third parties unless:

- legally required, or
- necessary for accreditation/regulatory compliance, or
- the student has given explicit consent.

10.5. Student Rights Under GDPR

Students have the following rights regarding their personal data:

Right to Access

To request a copy of personal data held by the College.

Right to Rectification

To correct inaccurate or outdated information.

Right to Erasure (“Right to be forgotten”)

Applicable when data is no longer required or consent is withdrawn (unless legal obligations prevent deletion).

Right to Restrict Processing

Students may request limited use of their data.

Right to Data Portability

To receive personal data in a standard digital format.

Right to Object

Students may object to data processing in specific cases.

Right to Withdraw Consent

Where processing relies on explicit consent.

All requests must be made in writing to the Data Protection Officer/Registry.

10.6. Data Retention

Personal data is stored only for as long as it is needed:

- Academic and qualification records are kept permanently (as legally required).
- Administrative and correspondence records are kept for a limited period.
- Assessment submissions and Moodle activity logs are retained according to internal policy timelines.

Details are available in the full GDPR Policy.

10.7. Data Sharing and Third Parties

The College may share limited personal data with:

- MFHEA (for accreditation and reporting)
- external examiners or academic auditors
- service providers supporting Moodle or IT infrastructure

- Any sharing is strictly controlled and compliant with GDPR.

The College never sells or discloses student data to commercial entities.

10.8. Data Breach Procedures

In the unlikely event of a data breach:

- the College will act immediately to contain and resolve the incident,
- affected students will be informed promptly,
- corrective and preventative measures will be implemented,
- authorities will be notified if required by law.

10.9. Contact for Data Protection Matters

Questions or requests related to GDPR should be addressed to:

Data Protection Office / Registry

Email: info@nobeluniv.com

The Data Protection Officer ensures compliance with legal obligations and institutional policy.

11. Complaints and Appeals Procedures

Alfred Nobel Business College is committed to providing a fair, transparent, and accessible system for resolving concerns, complaints and appeals. These procedures ensure that students' rights are protected and that issues are addressed promptly, professionally, and without prejudice.

This section summarises the procedures applicable to all students enrolled in the MSc in Information Technology programme, based on the Student Handbook's existing policies

11.1. Principles

complaints and appeals are handled according to the following principles:

- Fairness – All students are treated equally and impartially.
- Transparency – Procedures, timelines and outcomes are clearly communicated.
- Confidentiality – Information is handled sensitively and only shared where necessary.
- Non-retaliation – Students raising concerns are protected from negative consequences.
- Timeliness – Issues are addressed as quickly as possible.

11.2. Differences Between Complaints and Appeals

Complaint

A complaint concerns:

- administrative issues
- lecturer or staff behaviour
- communication problems
- access to resources
- technical or administrative errors
- dissatisfaction with services

Appeal

An appeal concerns:

- an assessment decision

- a misconduct decision
- academic progression decisions
- an NC (Not Cleared) status

Appeals challenge academic judgments or penalties, while complaints address service or procedural issues.

11.3. Complaints Procedure (Non-Academic Matters)

Based on the Student Handbook's process .

Step 1 – Informal Resolution

Students are encouraged to resolve concerns informally by contacting:

- the lecturer (for module-related issues), or
- the relevant department (Registry, IT Helpdesk, Programme Coordinator).

If the issue is not resolved:

Step 2 – Formal Complaint

The student submits a written complaint to the Programme Coordinator or the appropriate administrative unit.

The complaint must include:

- student name and ID
- module (if applicable)
- description of the issue
- dates and evidence
- attempts at informal resolution

Step 3 – Investigation and Response

The responsible office reviews the complaint and provides a written response within 5–10 working days.

Step 4 – Escalation

If the student remains dissatisfied, the complaint can be escalated to the Head of Institution, who issues a final decision.

11.4. Academic Appeals Procedure

Students may appeal:

- a grade they believe was awarded unfairly,
- a penalty for academic misconduct,
- an NC (Not Cleared) status,
- a decision affecting progression.

Step 1 – Submission of Appeal

The student must submit a written appeal within 5 working days of receiving the decision.

The appeal must include:

- specific decision being challenged
- reasons for believing the decision is incorrect
- supporting evidence (emails, feedback, medical documents, etc.)

Step 2 – Review by Academic Appeals Committee

The Academic Appeals Committee:

- reviews the case
- consults the lecturer or examiner if necessary
- may request additional documentation or clarification
- ensures academic standards and fairness

Step 3 – Outcome

The Committee may:

- uphold the original decision
- amend the grade or penalty
- request reassessment
- allow a resit without penalty
- overturn the misconduct finding (if justified)

Step 4 – Final Decision

The Committee's decision is final and communicated in writing.

11.5. Grounds for Appeals

Acceptable grounds include:

- procedural error,
- clear evidence of unfair treatment,
- inconsistency with published assessment criteria,
- new evidence not available earlier,
- incorrect application of misconduct rules.

Not acceptable grounds:

- disagreement with the lecturer's academic judgment,
- dissatisfaction with a passing grade,
- personal preference for a different mark.

11.6. Support During the Process

Students may seek assistance from:

- Programme Coordinator
- Student Support Services
- Registry (documentation, records)

All support is confidential.

11.7. Record Keeping

The College maintains records of all complaints and appeals in accordance with GDPR and internal retention rules.

Records are stored securely and accessed only by authorised staff

12. Financial Information

This section provides an overview of the financial obligations of students enrolled in the MSc in Information Technology programme.

Detailed fee schedules, invoices, and payment plans are available through the College's administrative office or on request from the Registry.

12.1. Tuition Fees

Tuition fees for the MSc in IT are set annually by the College.

The total programme fee covers academic instruction, access to Moodle, digital library services, supervision, assessment, and use of online learning resources.

Fees must be paid according to the official payment schedule issued at enrolment.

Students receive an invoice outlining amounts and due dates.

12.2. Payment Schedule

The College provides a tuition fee schedule that may consist of:

- full payment at registration, or
- instalments, depending on the chosen plan.

All payment deadlines will be communicated by the Registry.

Students are responsible for ensuring payments are made on time.

12.3. Accepted Payment Methods

Payments may be made through:

- bank transfer,
- online payment systems
- other officially approved methods as communicated by the Finance Office.

Payment instructions and banking details are included in each invoice.

12.4. Late Payment Policy

If payment is not made by the deadline:

- a late payment reminder is issued;
- administrative charges may be applied;
- access to Moodle, assessments, or supervision may be temporarily restricted;
- the student may be prevented from submitting assessments or progressing to the next semester;
- persistent non-payment may result in suspension or termination of enrolment.

These measures ensure fairness toward all enrolled students and support responsible financial management.

12.5. Withdrawal and Refund Policy

Students who withdraw from the programme may be eligible for a partial refund, based on the College's official refund rules.

General principles:

- refund eligibility depends on withdrawal timing;
- after a specific point in the semester (as defined in the financial policy), fees become non-refundable;
- administrative fees are generally non-refundable;
- refunds are not granted for students expelled due to academic misconduct or non-compliance.

To request a refund, students must submit a written application to the Registry.

12.6. Financial Obligations and Continuing Studies

To remain in good financial standing, students must:

- pay all tuition and administrative fees on time,
- clear any outstanding balances before module registration,
- meet payment conditions before scheduling a dissertation defence.

Failure to meet financial obligations may prevent the student from:

- attending classes,
- accessing Moodle,
- submitting assignments,
- sitting exams,
- receiving official documents,
- progressing to the dissertation stage,
- receiving the final award.

12.7. Documents Issued After Payment

Depending on the payment type, students may receive:

- invoice,
- receipt,
- certificate of payment (upon request),
- financial status confirmation (if required for employers or sponsors).

The Registry may issue official documentation once the payment has been fully processed.

12.8. Communication About Financial Matters

All financial communication is handled through the:

Registry / Finance Office

Email: marina.galgoczi@nobeluniv.com

Students are responsible for:

- checking institutional email regularly,
- responding promptly to payment reminders,
- notifying the College if they anticipate delays or issues,
- keeping copies of all receipts and confirmations.

13. Academic Calendar Summary (2026–2027)

MSc in Information Technology — Online Programme Programme Start: **February 2026**
 Programme Duration: **18 months (3 semesters)**

Academic Year Structure

- **Semester 1:** February 2026 – June 2026
- **Semester 2:** September 2026 – January 2027
- **Semester 3:** February 2027 – June 2027

SEMESTER 1 — February 2026 to June 2026

Semester Duration

- **Start:** 15 February 2026
- **End:** 30 June 2026

Teaching Period

- **15 February – 31 May 2026**

Spring Break

- **13 April – 19 April 2026 (1 week)**

Assessment & Examination Period

- **1 June – 30 June 2026**

Module Example (Core Modules):

Advanced Data Analytics, Cybersecurity & IA, Cloud Computing (30 ECTS)

SUMMER BREAK — July 2026 to August 2026

- **1 July – 31 August 2026**

No teaching, no assessments (except *resits* if applicable).

SEMESTER 2 — September 2026 to January 2027

Semester Duration

- **Start:** 15 September 2026
- **End:** 31 January 2027

Teaching Period

- **15 September – 15 December 2026**

Winter Break

- **23 December 2026 – 6 January 2027**

Assessment & Examination Period

- **7 January – 31 January 2027**

Modules (Advanced + Specialisation):

Software Engineering + Specialisation Modules (AI / Cybersecurity / Business Data Analytics)

SEMESTER BREAK — February 2027

- **1 February – 9 February 2027**

Transition period into dissertation stage.

SEMESTER 3 — February 2027 to June 2027

Semester Duration

- **Start:** 15 February 2027
- **End:** 30 June 2027

Teaching & Supervision Period

- **15 February – 31 May 2027**
 - Research Methods (first 6–8 weeks)
 - Dissertation supervision (continuous)

Assessment Period

- **1 June – 30 June 2027** Includes:
 - Dissertation submission
 - Viva voce examination
 - Final evaluation

IMPORTANT DATES SUMMARY

Period	Dates	Notes
Programme Start	15 Feb 2026	Semester 1 begins
Semester 1	15 Feb – 30 Jun 2026	Core Modules
Spring Break	13–19 Apr 2026	No classes
Exam Period (S1)	1–30 Jun 2026	Online exams & submissions
Summer Break	1 Jul – 31 Aug 2026	No teaching
Semester 2	1 Sep 2026 – 31 Jan 2027	Specialisation modules
Winter Break	23 Dec – 6 Jan	No classes
Exam Period (S2)	7–31 Jan 2027	Assessments
Semester 3	15 Feb – 30 Jun 2027	Research + Dissertation
Dissertation Submission	June 2027	Final thesis
Viva Voce	June 2027	Oral defence

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14. Key Contacts

Below are the main points of contact for academic, administrative and technical matters. Students are advised to use their institutional email for all communication.

Programme Coordinator – MSc in Information Technology

Email: zsuzsa.galgoczi@nobeluniv.com

Responsible for academic guidance, module progression, attendance monitoring and overall programme administration.

Registry / Student Administration

Email: marina.galgoczi@nobeluniv.com

Enrolment, academic records, transcripts, official documents, payment-related confirmations.

Academic Lecturers (per module)

Contact details provided on Moodle at the start of each module.

Dissertation Supervisor

Assigned individually to each student at the beginning of Semester 3.

Contact details provided via Moodle.

IT Helpdesk / System Administrator

Email:

Technical assistance related to Moodle, access issues, online platforms and software tools.

Library / Learning Resources Support

Email:

Guidance regarding online databases, reading materials and referencing.

Head of Institution / Academic Governance

Email: ferenc.galgoczi@nobeluniv.com

Escalation of formal complaints or unresolved issues.

15. Useful Links and Platforms

The MSc in IT programme is fully online. All teaching, learning and communication occur through the following platforms:

Moodle Virtual Learning Environment (VLE)

Main access point for weekly materials, lecture recordings, assignments, announcements, grades and communication.

Link: <https://elearning.anbc.mt/>

Email :

Official communication channel for all academic and administrative notices.

Video Conferencing Tool (Zoom / MS Teams)

Used for live lectures, tutorials, workshops and dissertation supervision.

Digital Library Access

E-books, journals and research databases available through the online library portal.

Link:

Turnitin Plagiarism Detection System

Used for assignment and dissertation originality checking.

Link:

Cloud-Based Lab Environments

Used in analytics, software engineering, AI and cybersecurity modules (AWS / Google Cloud / Azure / Virtual Labs depending on module requirements).

16. Glossary of Important Terms

This glossary explains key terms used throughout the Handbook and programme.

Assessment

Any graded activity such as assignments, case studies, tests or practical work.

Asynchronous Learning

Self-paced learning through recorded lectures, readings, tasks and online materials.

Attendance (Online)

Participation in live sessions and engagement with Moodle activities.

Dissertation

A major independent research project completed in Semester 3.

ECTS (European Credit Transfer System)

Standard credit system used across Europe; 1 ECTS = 25 hours of learning.

Engagement

Active online participation: viewing content, submitting tasks, attending sessions.

Formative Assessment

Non-graded activities designed to help students improve.

Moodle

The online platform used for all course delivery, communication and assessment.

NC

A status applied when attendance or engagement requirements are not met.

Plagiarism

Using someone else's work without proper acknowledgment.

Resit

A second attempt at an assessment after failing the first one.

Retake

Repeating the entire module due to unsuccessful assessments or NC status.

Synchronous Learning

Live, scheduled online sessions.

17. Final Notes and Version Control

This Student Handbook serves as a guide for all students enrolled in the MSc in Information Technology programme.

The College reserves the right to update or revise policies, procedures and timelines as needed to ensure academic quality and compliance with MFHEA standards.

Any changes will be communicated through:

- institutional email,
- official Moodle announcements,
- updated versions of the Handbook.

Students are responsible for familiarising themselves with the latest version.

Version Control

Version	Date	Description	Approved By
1.0	January 2026	Initial publication for MSc IT (Online)	Head of Institution
1.1	[add]	Minor updates to policies or dates	Programme Coordinator
1.2	[add]	Annual revision	Academic Board