



Queen Mary

University of London

Malta Campus

**Queen Mary University – Malta Campus
Transport Policy 2024-2025**

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Queen Mary University – Malta Campus Transport Policy

1 Introduction

- 1.1.1 This policy statement applies to all students participating in the use of travel provided by Queen Mary – Malta Campus. Funding for travel is subject to annual budgets and financial affordability. The Transport Policy will be reviewed annually. This version covers the academic year 2024-25.

2 Year 2 MedSoc Transport to SVP

- 2.1 MedSoc 2 Students on placement at St Vincent De Paul residential home will be:

- Picked up 6:00am from outside the Refalo 6th Form College, Gozo.
- Picked up at 13:30pm from St Vincent De Paul residential home, Malta.

Students will be notified via e-mail of the transport information and of any changes to times or pick up points.

- 2.2 Students must book themselves on to the transport **both ways** by filling in the Google Sheets document, which can be found on QM+ by 12:00pm (noon) on Fridays.
- 2.3 For students who do not confirm their requirement for transport by the 12:00 pm deadline, it will be assumed that transport is not required.
- 2.4 Should any student that has booked transport no longer require it, please let the Student Office know as soon as possible. (Please see Appendix 1 for Transport Signup Sheet example).
- 2.5 Students should please ensure they are ready for transport pick-ups at least 5 minutes before the designated departure time. Transport will not leave unless those who have signed up for the transport have arrived and / or all students have completed placement at SVP.
- 2.6 Please note that students who have not listed their name by the deadline, will not be able to use the transport and will have to make their own way to Malta and back to Gozo.
- 2.7 Transport must be booked for each week in advance as stated in point 2.2.

3 Clinical Years 3, 4 & 5 Transport

- 3.1 Bookings for transport are made using Google Forms, a link to which is sent via email 10 days prior to the travel date.
- 3.2 Emails are sent only to students who are starting or finishing a placement.

- 3.3 Travel occurs on a Saturday except on occasion where it is deemed more convenient to be on an alternative day (end of term for example).
- 3.4 The deadline for booking travel is 2pm on the Thursday preceding the day of travel (Saturday).
- 3.5 Pick -up Points and times:
- **QMUL Malta Campus: 11:50am.**
 - **Refalo College: 12pm (Noon).**
 - **Campus Hub: 1:40pm (if no students are travelling to Malta from Gozo then transport from Campus Hub takes place at 10am).**
- 3.6 Guidelines are included in the Google Forms and in each email sent to students.
- 3.7 Transport data is then collated and sent to transport provider
- 3.8 Example Email:

Dear Students,

I hope this email finds you well.

Please kindly refer to the below information and links to book your transport for Saturday 10th June. The deadline for bookings is Thursday 8th June at 2pm.

As per the previous conditions; if you do not fill the form by this deadline we will assume that you do NOT require transport.

We have been informed by our transport provider that there have been instances of students arriving for transport who have not booked a place. Please note that if you do not confirm with us that you will require transport, you will not be allowed to use transport.

There will be two links for transport bookings each week, one for travelling from Gozo to Malta, and one for travelling from Malta to Gozo, with the specified date of travel. Please ensure you select the correct booking form below:

[Malta to Gozo Transport 11.6.24](#)

[Gozo to Malta Transport 11.6.24](#)

PLEASE NOTE: The transport provider has requested that pick up from Campus Hub is at the earlier time of 1:40pm therefore please ensure you are ready to leave by 1:30pm at the latest.

Timings and location information leaving from Gozo remain the same (11.50am/12pm), and all information is also contained within the above forms should you need it.

Kindly indicate all required information, including the number and size (small, large, etc) of your luggage, so that we can book accurately.

Please do not hesitate to contact myself or Francine if you have any queries regarding our travel policy or if you need any support whilst on your clinical placements.

Kind regards,

- 3.9 Students are not to contact the Transport provider directly to request:
- An alternative pick-up point
 - Pick up when they have not confirmed with the Student Office

3.10 Example Google Forms – Shown at Appendix 2:

<https://forms.gle/fdgoiZdPpGGrZnrF9>

<https://forms.gle/MtkvvUu2jgUEyayo9>

4 Out of Hours Placements – General Practice (or SSC5a on agreement)

4.1 For out of hours placements students will be required to pay for their transport and apply for reimbursement of cost via a reimbursement form (which can be found at Appendix 3).

4.2 Students must ensure that their tutor sign the reimbursement form in order to authorise the out of hours date(s) and times.

4.3 Students are required to attach the receipt(s) for transport to the Reimbursement form and e-mail to Mr Tyler Rapa – Finance Administrator [Tyler Rapa](#) for reimbursement, copying in the relevant Student Office Year Manager:

- Years 3 and 4 – [Francine Cauchi](#)
- Year 5 – [Debra Grech](#)

4.4 Out of Hours times are defined as between **10:00pm and 06:00am** for authorisation of any travel reimbursement.

4.5 Students are only eligible for reimbursement of their travel if it takes place out of hours, as has been clearly delineated in point 4.4. It must be travel to or from the accommodation in which you are staying based on your placement allocation. Therefore, if you are in Malta, you are eligible for transport back to Campus Hub. If you are in Gozo, you are eligible for transport back to your apartment (In Gozo). Any other requests will not be processed.

5 The Transport Provider

5.1 The transport provider will not assist with the loading and unloading luggage.

5.2 The transport provider will not admit any student onto the transport, that has not previously booked a place via the Student Office.

6 Behaviour Expectations

6.1 Students are expected to arrive at least 5 minutes before the transport is due to depart.

6.2 Students must follow the current Malta COVID Regulations related to Transport Services.

6.3 Students must leave the bus whilst on the ferry.

Example of Transport Sign in Sheet Year 2

Please write down your full name if you need transport.

Please confirm your attendance for transport both ways by **12:00pm noon on Friday 20 January 2023**. If your name is not listed, then it will be assumed that you do not require transport.

Students who have not filled in their name by the deadline will not be able to use the transport, and will have to make their own way to Malta and back. Transport needs to be booked every week. There will be no reminders to book transport, and late requests will not be acknowledged.

We will email students who are on this list on Friday 20 January 2023 to confirm that they are booked.

Transport to SVP	Transport from SVP	School Email Address (not ha or personal email address)

Example of Transport Sign up Sheet Years 3- 5

QMUL Transport: Gozo - Malta 11.6.23

There will be **2** pick-ups available from Gozo, which were agreed by the students representatives at the SSLC Meeting. These will be as follows:

QMUL Malta Campus: at 11:50am.

Refalo College: at 12pm (Noon).

Students **CANNOT** call transport to be picked-up from a different location. You can **ONLY** be picked up from these 2 locations.

Transport will leave immediately from Refalo College at 12pm to catch the 12:45pm Ferry which will go straight to Campus Hub. Kindly ensure you are ready to leave as soon the transport arrives.

*****THIS FORM WILL AUTOMATICALLY CLOSE AT 2PM EACH THURSDAY*****

* Indicates required question

Email *

Your email address

Please select your year of study. *

Year 3

Year 4

Year 5

Next

Clear form



Please fill out the form completing all information required. **All receipts should be attached to the form** and e-mailed to: Tyler Rapa tyler.rapa@qmul.ac.uk

Please note that the out of hours times are between 10:00pm – 6:00am.

Date	
Date and time of Journey	
Name of and signature of Placement Tutor	
Submitted by	
Email	
IBAN	
BIC / SWIFT	
Address	
Post Code	

Details of Transfer for reimbursement(s)	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____