



Admission Regulations

Version 1.9

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1. Admission

- 1.1 To be eligible for admission to a programme of study at the Institute for Education (IfE), a candidate must satisfy both the eligibility criteria for entry to the particular programme of study as indicated in the course outline available on the IfE website.

2. General Entry Requirements

The General Entry Requirements is a statement of minimum acceptable conditions.

- 2.1 *Entry requirements:* The term 'pass' denotes the minimum acceptable level of achievement in a particular examination. The IfE may prescribe different levels and grades for specified programmes. The minimum requirement for a course participant to be admitted for professional learning programmes/courses at the IfE is generally a relevant qualification at one MQF level lower than the MQF level of the course they apply for.
- 2.2 *Maturity Clause* (applicable only to short courses of more than 6 ECTS and full qualifications): This clause permits an applicant who satisfies the following conditions to apply for consideration to participate in a course as a mature student. Apart from any additional eligibility requirements, the candidate must at a minimum:
- be in possession of the School Leaving Certificate or Secondary School Certificate and Profile (SSC&P)
 - have on the date of application
 - attained the age of 23 for entry to courses at MQF Level 5 or higher
 - attained the age of 21 for entry to courses at MQF Level 4.
- 2.3 Applicants interested in the Bachelor Programmes, applying under the maturity clause, must also be in possession of an MQF Level 3 (minimum Grade 5 or C) in Maltese, English Language and Mathematics awarded by MATSEC or an equivalent examination body recognised by the IfE.
- 2.4 Applicants who apply under the maturity clause have to demonstrate academic potential and that they have gained academically relevant knowledge and work place experience. Applicants are required to sit for an interview where they will be need to present a portfolio including; full details of their career; a document outlining their knowledge development, employment record; certificates; documents; and references. The portfolio has to also include past academic assignments or documents/reports written by the applicant during employment. Following the interview, the Academic Board may require candidates to undertake additional studies

as a condition for their acceptance. The Board may even recommend an alternative programme where it considers appropriate.

- 2.5 Regular Course Participants: All applicants who satisfy the entry requirements and have been considered eligible to be admitted at the IfE will be classified as Regular Course Participants.
- 2.6 Probationary Course Participants: Applicants, applying under the qualification programmes, who by the closing date of applications would still be awaiting results for qualifications requested under the minimum entry requirements, may be accepted as Probationary Course Participants. These applicants will be required to provide proof that they are awaiting first-sitting results and consequently provide proof of successful attainment of these results. Probationary Course Participants who fail to obtain the necessary qualification/s, during the first attempt (not during re-sit examinations), will be considered ineligible on the basis of not meeting the minimum entry requirements. On the other hand, if a Probationary Course Participant, obtains all the necessary general entry qualifications by the deadline specified by the admissions board, they will be classified as a Regular Course Participant.
- 2.7 Concurrent Enrolment/ Candidature: A course participant cannot be enrolled concurrently in more than one qualification programme offered by the IfE.
- 2.8 EU/EEA/Home Applicants and International Applicants: The IfE welcomes applications from worldwide learners. For the purpose of admissions, applicants from EU and EEA countries are considered as nationals. Learners from countries outside EU/EEA/Home are classified as international applicants. International course participants who intend to move to Malta for study reasons, for the duration of the programme, require an authorisation from Identity Malta in order to be able to study locally.
- 2.9 Admission of Students from Countries other than Malta: When the IfE receives the completed application, including all academic records and letters of reference, it will evaluate the duration of primary, secondary, and university education, the nature of the institution(s) attended, the system of grading in that institution as recognised by the MQRIC, and to recommend admission or rejection of the candidate. Academic credentials must be originals written in the language in which credentials are normally issued. Certified translations must accompany credentials which are not in English. Each foreign applicant must provide clear evidence of proficiency in English.
- 2.10 Overseas qualifications: Qualifications equivalent to the required MQF Level as recognized by the Malta Qualification Information Centre (MQRIC) may be considered.
- 2.11 Other qualifications: The IfE may accept other qualifications and/or experience related to the course module applied for as sufficient for meeting the General Entry Requirements of certain courses. Applicants are exclusively responsible to provide evidence of any equivalence claimed for their certificates and/or diplomas. Only

recommendations made by the official recognition centre of Malta (MQRIC) shall be considered. The IfE shall not entertain any appeals in this regard.

- 2.12 Recognition of Prior Learning (RPL): Recognition of Prior Learning (formal and informal learning) is a formalised process through which credit may be awarded for learning undertaken prior to the commencement of a course offered by the IfE or learning completed together with, but not a part of the IfE course for which a prospective course participant has applied or is registered. Responsibility rests with the applicant for supporting the claim with appropriate evidence. The IfE retains the right to accept or reject any evidence provided.

3. Prospective Course Participants' recruitment and admissions

- 3.1 The IfE is committed to the provision of timely, accurate and appropriate pre-entry information and support to prospective course participants. This is ensured through the communication via multiple channels including the IfE's Website, the IfE's Facebook page, the Edukazzjoni page and through Letter Circulars sent to all Directorates, Colleges and Schools. Transparency and consistency is also ensured since, the IfE maintains individual course information profiles accessible in multiple locations on the website. The information includes: selection criteria, main objectives, learning outcomes, MQF level, total hours of learning, number of ECTSs, teaching methodologies, coursework and assessment procedures and suggested readings.
- 3.2 The IfE is committed to providing a fair and efficient admissions service that admits prospective course participants irrespective of their background, age, disability, ethnicity (including race, colour and nationality), gender (including gender reassignment, marital status, pregnancy or maternity), religion, belief, sexual orientation (including civil partnership status). Applicants will not be disadvantaged in any way provided they have used this procedure. The IfE is committed to the 5 key principles of Fair Admissions (Schwartz, 2004): transparency, minimising barriers to entry, selecting for merit, potential and diversity, professionalism and using assessment methods that are reliable and valid.
- 3.3 Applications will be generally assessed on criteria specific to the course of study for which an application has been made and then on a first come first served basis and. Prospective course participants are advised to check information on course specific entry requirements which are published on the IfE's website at ife.gov.mt.
- 3.4 The IfE reserves the right of refusal of admissions if applicants are found to be in breach of the principles outlined in the IfE [Code of Ethics](#).

4. Admissions complaints procedure

- 4.1 A complaint must be made on an individual basis by the applicant. Complaints made by a third party will not normally be considered.
- 4.2 Complaints arising from decisions by MQRIC regarding equivalence of qualifications are excluded and shall not be considered.
- 4.3 These procedures set out how an applicant may raise a complaint about the admission process. In the vast majority of cases an applicant's complaint can be handled fairly, amicably and to the satisfaction of all concerned without the necessity of a formal complaint.
- 4.4 The IfE will ensure that all complaints are dealt with promptly and with fairness and with consistency. There will be no discrimination against any applicant who makes a complaint.
- 4.5 If a complaint is upheld, the IfE will take the appropriate action and will do so promptly. If the complaint is not upheld, the reason for the decision will be communicated in a timely manner to the applicant.
- 4.6 An applicant making a complaint, and those whom the complaint is made about, can expect the complaint to be dealt with confidentially. It may be necessary however, to disclose information to others in order to deal with the complaint and in these circumstances the parties concerned will be informed of such disclosure.
- 4.7 A complaint should be made by the applicant. Complaints made on behalf of the applicant by representatives, school or another third party will only be considered in exceptional cases where there are clear reasons for doing so. Complaints that are made anonymously cannot be dealt with under this Complaints Procedure.
- 4.8 This Complaints Procedure covers both the informal and formal stages in handling a complaint.

5. Informal Complaint

- 5.1 Most complaints can be resolved satisfactorily at this stage.
- 5.2 The applicant should first raise their complaint in writing to the secretary of the IfE (ife.courses@ilearn.edu.mt) who will refer it to the Senior Manager Quality Assurance.

- 5.3 A complaint must be made within 7 days of the admissions decision or any other action of which the applicant wishes to complain. Complaints made outside of this timeframe will not be considered, unless there are valid reasons why the complaint could not be made within the time scale. The Senior Manager Quality Assurance of the IfE will respond to the complaint within 10 working days of the complaint being made and shall retain a record of the correspondence and any action taken. If it is not possible to fully respond within the 10 days, the complainant will be advised of the timescale for a full response.
- 5.4 Where the complaint concerns non-selection and the secretary is satisfied that the application was considered fairly and that the decision complies with the selection policy, they will respond explaining the context of the decision and any selection processes that were applied. The secretary will also at this stage draw to the attention of the complainant the Complaints Procedures, should they wish to pursue the matter further.
- 5.5 In relation to complaints about all other matters relating to the admissions process, the secretary of the IfE will provide written reasons for their decision.

6. Formal Complaint

- 6.1 If the applicant is dissatisfied with the response received from the secretary of the IfE, they should complete, within 10 working days of receiving the response, the [Complaints Form](#). Any complaints received out of the timeframe will not be considered.
- 6.2 The complaint should be set out to include the informal steps that have already been taken and details of any response received, a statement as to why the applicant remains dissatisfied and the outcome the applicant is seeking.
- 6.3 The Chief Executive Officer will acknowledge in writing a receipt of the complaint within 5 working days. The Appeals Board will then investigate the complaint and submit a written response to the complainant within 14 working days from acknowledgment of receipt of the complaint.
- 6.4 The Chief Executive Officer's decision following completion of this process will be considered as final.

7. Fraudulent information used to gain admission

- 7.1 The discovery of any form of fraudulent information used to apply for courses offered by the IfE will result in the immediate withdrawal of any offer of a place. Fraudulent

information in this context includes the use of fraudulent documentation, or any untrue or misleading statement or one which omits pertinent facts on an application or enrolment form or made at interview or over the telephone in the clearing process.

- 7.2 Where it is intended to ask an already enrolled student to withdraw from a course offered by the IfE, the secretary of the IfE shall refer the matter to the Chief Executive Officer for a decision before any communication of such intent is made to the course participant. If the Chief Executive Officer decides that the course participant shall be excluded, the applicant shall not receive a refund of any fees paid. Any credit already achieved, or any qualification awarded, may be withdrawn depending on the seriousness of the deception and the view of any Professional Body or Inquiry involved.

8. References

Admissions to Higher Education Steering Group (2004) Fair admissions to higher education: Recommendations for good practice. The Schwartz Report. Nottingham: Department for Education and Skills

9. Version history

Originator	Version	Date	Changes Done
Quality Assurance Department	1.0	19/02/2017	Initial Release
Quality Assurance Department	1.1	12/03/2019	Updating of Maturity Clause Article
Admissions Department	1.2	16/04/2019	Updating of General Entrance Requirements
Admissions Department	1.3	14/12/2020	Updating of Maturity Clause
Admissions Department	1.4	26/01/2021	Updating of General Entry Requirements
Admissions Department	1.5	15/02/2021	Updating of General Entry Requirements
Admissions Department	1.6	07/10/2021	Updating of General Entry Requirements
Admissions Department	1.7	03/02/2022	Inclusion of Article 3.4
Admissions Department	1.8	30/03/2022	Updating of Article 2.6 within the General Entry Requirements
Admissions Department	1.9	16/05/2023	Updating of Article 2.3 and 2.6 within the General Entry Requirements