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	77/2025	15.12.2025	Mr Ramon Mangion; Mr Marius Mifsud; Mr Albert Agius	
	Change history (Section/change details)			
	a) Removed references to Academic Calendar - this will be revised and included in a future revision			
	b) Updated 2.1 with a list of MCAST accredited programmes			
5	c) Updated 3.1 Changed the Cyclical Review timeframe to 5 years			
	d) Reviewed document in order to align to Programme Accreditation Standards namely in 3.3, 3.4			
	e) Updated document to include references to the work of the APC namely in par 3.5			
	f) Updated document with references to new Cyclical Review Form DOC 168			
	g) Updated table in 3.8 showing the type and nature of individual changes which can emerge from Cyclical Reviews taking into consideration the new MFHEA guidelines			
	h) Replaced the EMT as approver of DOC 168 requests with the VPC as per requirements of the MCAST ACT of 2023			
	i) Updated section 4 - approval process to match the new process with the inclusion of the APC and informed by the MCAST Act of 2023			
	j) Added 5.1			
	k) Added a definition of the colour coding of the CPSR in 5.3			
	l) Updated the titles and numbers of Reference Document to reflect latest versions			
	m) Updated the Appendix Section with an updated flowchart (appendix 1) and CPSR sample (appendix 2)			

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1. POLICY

It is the College policy that:

- Accredited programmes, including Full-Time, Part-Time, Bespoke, and foreign programmes are to be reviewed regularly to ensure that the programme objectives are relevant and responsive to the needs of the various internal and external stakeholders;
- Review of programmes takes cognisance of the feedback from internal and external stakeholders;
- The cyclical reviews are conducted in compliance with the requirements of the MFHEA QA Framework and Internal Quality Assurance Standards.

2. PURPOSE AND SCOPE OF DOCUMENT

2.1. This procedure applies to the cyclical review of all MCAST accredited programmes:

- Full-time Prospectus
- Part-Time Prospectus (MG2I)
- Non Full-Time Prospectus
- Training for Industry (MG2I)
- International programmes
- Bespoke programmes

3. CYCLICAL REVIEW PROCESS

3.1. Cyclical review of the programme is to be conducted for active programmes, at a frequency of at least every 5 years. Moreover, institutes / centres / departments have the opportunity to carry out a cyclical review at the end of the first programme cycle or as the need arises (unscheduled).

3.2. Each Institute / Centre / Department is responsible to ensure that cyclical reviews are carried out in a timely manner and that the required documentation is submitted in accordance with the timeline and deadlines provided. Proposals for cyclical review that are submitted outside the deadlines stipulated will be accepted by the APC. However, their implementation (i.e. start date) and the allocation of new course code and unit codes will come into effect in the next cyclical review period (i.e. postponed to the next academic year).

3.3. Institute / Centre Department Directors are responsible for the cyclical review of programmes hosted by their respective Institutes and Centres. Institutes shall ensure that they are effectively monitoring and reviewing each programme in order to:

1. Ensure that it achieves its objectives and is still aligned with the strategic goals;
2. Review its content, structure and methodologies in light of the latest research/practice in the sector to ensure that it is up to date;
3. Responds to the changing needs of students and society in general.

3.4. The cyclical review process needs to take cognisance of feedback from internal and external stakeholders that are received during the previous years of programme delivery, as well as the Annual Programme Reviews (APRs) carried out by the Institute on an annual basis. Programme monitoring carried out by Institutes shall include:



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- a) Analysis of admissions, progression, drop-outs, completion and student achievement;
- b) Analysis of student, student bodies, graduate and employer feedback (through surveys, focus groups, etc.);
- c) Employer, Industry / Business / NGO stakeholders feedback (through surveys, focus groups, etc.);
- d) Lecturing staff reflections and observations;
- e) External academic/examiner/peer reviews/reports, where applicable;
- f) Programme self-assessment reports;
- g) College staff, Institute Directors, Coordinators and IVCs, QA, Apprenticeship and WBL Department, Education and Training Programmes Department, and other internal stakeholders;
- h) Other metrics providing objective input into the validation of quality.

3.5. At the end of each calendar year (November), the Academic Programmes Committee (APC) shall forward to the Institute Directors the list of programmes that are due for cyclical review. The list of programmes is also minuted and presented to the VPC.

3.6. Based on the feedback from internal and external stakeholders (refer to paragraph 3.4), the Institute Management shall determine which programmes / units are eligible for (refer to Table 1):

- a) revision and amendments (major, minor, re-write),
- b) withdrawal, or
- c) no changes

3.7. The Institute Management shall submit Doc 168 – Cyclical Review Report Form for each of the programme due for cyclical review. The Form indicates the information that is required to be submitted as part of the cyclical review, and all sections of Doc 168 are to be completed in full prior to the submission of the Form for evaluation and consideration. If the Form is submitted with missing or incomplete information, the Form will not be processed.

3.8. The Table below provides the possible scenarios that describe the extent and nature of cyclical review options:

Scenario	Type of change	Nature of change
1	No Changes Required	No changes are proposed to the unit/programme. Programme/Unit will remain unchanged. In such cases, the submission of Doc 168 is still required.
2	New /Re-write Unit / Programme	A new unit / programme is to be introduced as a result of the cyclical review. An existing unit is to undergo a complete overhaul of all sections within the unit specification due to cyclical review.
3	Major Changes	Major Changes to an existing unit/programme are required. Instances of what can typically be considered as 'Major' changes: <ul style="list-style-type: none">1. Transposition of an existing unit specification to the latest version of the unit writing template.2. Change in the purpose and rationale of the unit/programme.3. Changes in the number of ECTS or MQF Level.



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		<ol style="list-style-type: none">4. Change in a Learning Outcome and the KSCs (Knowledge, Skills, and Competences) which had an impact on other sections within the unit specification.5. Change in the mode of delivery, i.e. from face-to-face and blended learning arrangements to fully online provision, and vice-versa.6. Change in the allocated Contact Hours or WBL Hours.7. Changes in the degree awarded (ex. Change from Master of Science in Management to MBA; changes from LLM to Master of Science in Law).8. Changes to the entry requirements to the programme.9. Substantial changes and/or re-writing of over 50% of the assessment criteria.10. Any changes to study programmes falling under the EU Directive 2005/36/EC and affecting implementation of studies leading to state regulated professions.11. Programmes for which drop-out rates surpass 1/3 of the yearly student cohort.12. Programmes for which there were no admissions over the course of 2+ years.13. Any other substantial changes to the extent that it would not be possible to ensure parity for any student retaking the programme in a subsequent year.
4	Minor Changes	<p>Minor changes are alterations to any existing, already accredited units/ programme that do not materially change the unit/programme and/or do not significantly alter the design of the unit/programme and the participation / engagement of students. Instances of what can typically be considered as 'Minor' Changes:</p> <ol style="list-style-type: none">1. Minor revision in title of existing unit/programme only.2. Duration of a programme (i.e. the period required for the completion of the programme).3. Addition of exit awards/qualifications or micro-credentials from already accredited units.4. Minor changes (also due to grammatical and/or errors) in the title of the programme.5. Minor changes to the general unit/programme description.6. Changes in the allocation of the total learning hours (not impacting the contact hours or WBL Hours).7. Minor updates to the unit content to ensure the relevance in view of new developments in the area of study.8. Minor changes in up to 50% of the assessment criteria.9. Changes / updates in the list of resources required, including reading list and suggested textbooks.10. Grammatical and/or formatting errors identified within the existing unit specification.11. Any other minor changes to the extent that it will still be possible to ensure parity for any student retaking the programme in a subsequent year.
5	Withdrawal	The outcome of the cyclical review is that the unit/programme is no longer relevant / necessary, and should therefore be withdrawn and/or terminated.



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Note 1: Approvals by VPC that are conditional do not need to be re-submitted to VPC once the conditions are met unless so requested by VPC.

Note 2: Changes proposed to bespoke, commercial courses do not automatically apply for the same or equivalent course delivered as non-commercial courses, unless this is made explicit in the documentation submitted and approved.

4. APPROVAL PROCESS (Refer to Appendix 1)

- 4.1.** The Institute Management shall compile and submit the Doc 168. The completed Form together with any substantiating documentation is to be submitted by the programme proposer to the Institute Director (or Delegate) and subsequently to the Deputy principal VPET for approval. Prior to filling in and submitting the Form (Doc 168), the review proposal must be approved by the Board of Studies (BOS). In the case of programmes at MQF 7, the review proposal must also be approved by the Masters Degree Committee (MDC).
- 4.2.** Upon approval by the Institute Director (or Delegate) and DP VPET, the Form is forwarded to the Education and Training (E&T) Programmes Department for preliminary review as per the means directed by the department
- 4.3.** Once the preliminary review process is complete, the form is presented to the Academic Programmes Committee (APC) for review.
- 4.4.** The APC will review and provide feedback accordingly. Once all feedback is addressed, the Education and Training Programmes Director, Quality Assurance Director and the Registrar will sign the Form (Doc 341) on behalf of the APC, advising the Vocational Professional Council (VPC) as to whether the proposal should be: either approved and thus the Institute / Centre / Department may proceed with implementation of the changes proposed (if any); or rejected. The final decision lies with the VPC as per the authority granted by the MCAST Act.
- 4.5.** The A&R Deputy Registrar will assign a Programme Code on the Form (Doc 168). The A&R Deputy Registrar will not assign a Programme Code unless all the required information is available in the Form (Doc 168). The Programme Code will only become effective after the document is approved by VPC.
- 4.6.** Upon endorsement by the APC, the APC will present its decisions for VPC approval either by inclusion in the VPC Agenda for discussion and approval or via written procedure as per DOC 299. The decision taken is to then be included in the minutes of next VPC meeting. Should there be any comments and/or feedback provided by the VPC, the APC is to review such comments and/or feedback and act accordingly and liaise with the Institute Management as needed.
- 4.7.** Approval by VPC of a course intended for marketing by MG2i does not necessarily imply that the course is suitable for delivery as a course for non-paying students.
- 4.8.** Following VPC approval, the Institute / Centre / Department may then proceed with the full implementation of the approved proposed changes. Where applicable, the Education and Training Programmes Department will assign a new unit code for each unit that will be impacted by the proposed changes. Where applicable, the Education and Training Programmes Department will also update and issue a new 'Course Specification', containing the Course Description, Programme Learning Outcomes, and the full Course Structure of the programme as approved in the Form (Doc 168). The Course Specification is uploaded on the



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MCAST repository and Classter. The Education and Training Programmes Department then notifies the IS Department and the respective Institute(s) of the new course specifications created and uploaded on Classter via a 'Classter Updates' email.

4.9. In the Doc 168, Institutes / Centres / Departments have the possibility to simultaneously accredit units as stand-alone micro-credentials or awards. In such cases:

- a) The declared parameters outlined for each unit in the original accreditation of the 'main' programme cannot change. If any deviations from the original accreditation are envisaged for the micro-credentials / award, a new proposal form (Doc 341) would need to be submitted for approval.
- b) All micro-credentials / awards are to be assigned the nomenclature of "Award in ..." as part of the official programme title.
- c) The micro-credential / award cannot be marketed until the full programme (unit) description and main learning outcomes are developed and approved.
- d) The micro-credential / award cannot be sold and offered until the full unit specification is developed and approved.
- e) The A&R Deputy Registrar will assign a unique Programme Code for each micro-credential / award that is identified and approved as part of the Doc 168.

4.10. For Scenario 1: No Changes Required to Programmes

4.10.1. In the case of programmes that do not require any changes, the Institute / Centre / Department is still required to submit a Doc 168. Upon approval of Doc 168, the Education and Training Programmes Department will update and issue a new 'Course Specification' with the new Course Code issued by the Office of the Registrar. The new Course Specification is uploaded on the MCAST repository and Classter. The Education and Training Programmes Department then notifies the IS Department and the respective Institute(s) of the new course specification created and uploaded on Classter via a 'Classter Updates' email.

4.11. For Scenarios 2-4: Implementation of Changes Proposed

4.11.1. Following the approval by VPC, the Programme Proposer will identify unit writers to implement the changes proposed to existing units and develop new units proposed as per standard 'Unit Specification Template' (Doc 338) and in compliance with the 'Manual of Standards for Writing of Unit Specifications' (Doc 339).

4.11.2. The 1st draft of the unit is forwarded by the Unit Writer to the Institute Director (or Delegate) for endorsement. Unit writers shall ensure that the draft versions of the unit specifications are submitted in a timely manner prior to the commencement of the admissions process.

4.11.3. Subject to endorsement by the Institute Director (or Delegate), the 1st draft of the unit is submitted by the IVC to the Education and Training Programmes Department for internal review.

4.11.4. Subsequent to the necessary iterations between the Education and Training Programmes Department and the Unit writer, the units are individually internally reviewed and finalised by the Education and Training Programmes Department.

4.11.5. The finalised unit specifications are uploaded on the MCAST Repository and Classter by the Education and Training Programmes Department. The Education and Training



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Programmes Department then notifies the IS Department and the respective Institute(s) / Centre(s) / Department(s) of the new units created and uploaded on Classter via a 'Classter Updates' email.

4.11.6. The APC, through the Education and Training Programmes Department, is to provide a follow up on the status of unit development to the VPC.

4.11.7. Once all units are finalised by the Education and Training Programmes Department, the APC, with the support of the respective Institute / Centre / Department, presents the full programme structure and each individual unit specification for the approval of the VPC.

4.11.8. Following the final approval of the VPC, the Programme Outline is compiled by the Education and Training Programmes Department and forwarded to the Office of the Registrar. The Programme outline shall contain the details pertaining to each individual unit that forms part of the programme, including the unit description and learning outcomes. The Programme Outline is to be made public on the MCAST website together with the Public Information Template (PIT), which is prepared by the Office of the Registrar.

4.11.9. The necessary updates are also inputted and uploaded on the MFHEA Qualifications Database by the Quality Assurance Department, where applicable.

4.11.10. Upon the completion of the process, the programme is considered re-accredited for a period of 5 years. The programme will then be subject to a cyclical review as per the procedure outlined in Doc 028.

4.12. For Scenario 5: Programme Withdrawal

4.12.1. In the case of a programme withdrawal, the Institute / Centre / Department is still required to submit a Doc 168. Upon approval of Doc 168 by the VPC, the Education and Training Programmes Department, the Office of the Registrar, and the Quality Assurance Department shall update all relevant records accordingly, including the respective prospectus (MCAST and/or MG2I) and the MFHEA Qualifications Database.

5. MONITORING AND REPORTING OF PROGRESS

5.1. As per clause 4.11.6, the Education & Training Programmes Department, through the APC, will monitor and report the progress of programme development to the VPC.

5.2. The Education & Training Programmes Department is responsible for ensuring the monitoring and reporting of all programmes that are proposed for cyclical review. Monitoring and reporting is carried out via the 'Curriculum Progress Status Report' (CPSR). A sample of the CPSR is provided in Appendix 2.

5.3. The CPSR makes it possible to track via a colour code the progress of every programme at the unit level. The colour code essentially indicates as follows:

- Red: No information received at the Education and Training Programmes Department
- Yellow: Unit specification was forwarded to the Education and Training Programmes Department and is pending review by an E&TP Reviewer
- Orange: Feedback was forwarded by an E&TP Reviewer to the unit writer. Currently awaiting response from unit writer.



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- Green: Unit Specification has been internally accredited and approved by the Education and Training Programmes Department and hence the Institute / Centre / Department may proceed with issuing the payment to the unit writer.

5.4. The Education & Training Programmes Department is required to issue regular updates of the CPSRs to the Institute Director. The IVC is also responsible for checking and confirming the status of the programme and the individual units.

Reference Document

Doc 028: Programme Review Procedure

Doc 338: Accredited Unit Specification Template

Doc 339: Manual of Standards for Writing of Unit Specifications

Doc 341: Proposal Form for the Approval of New Accredited Programmes by the VPC

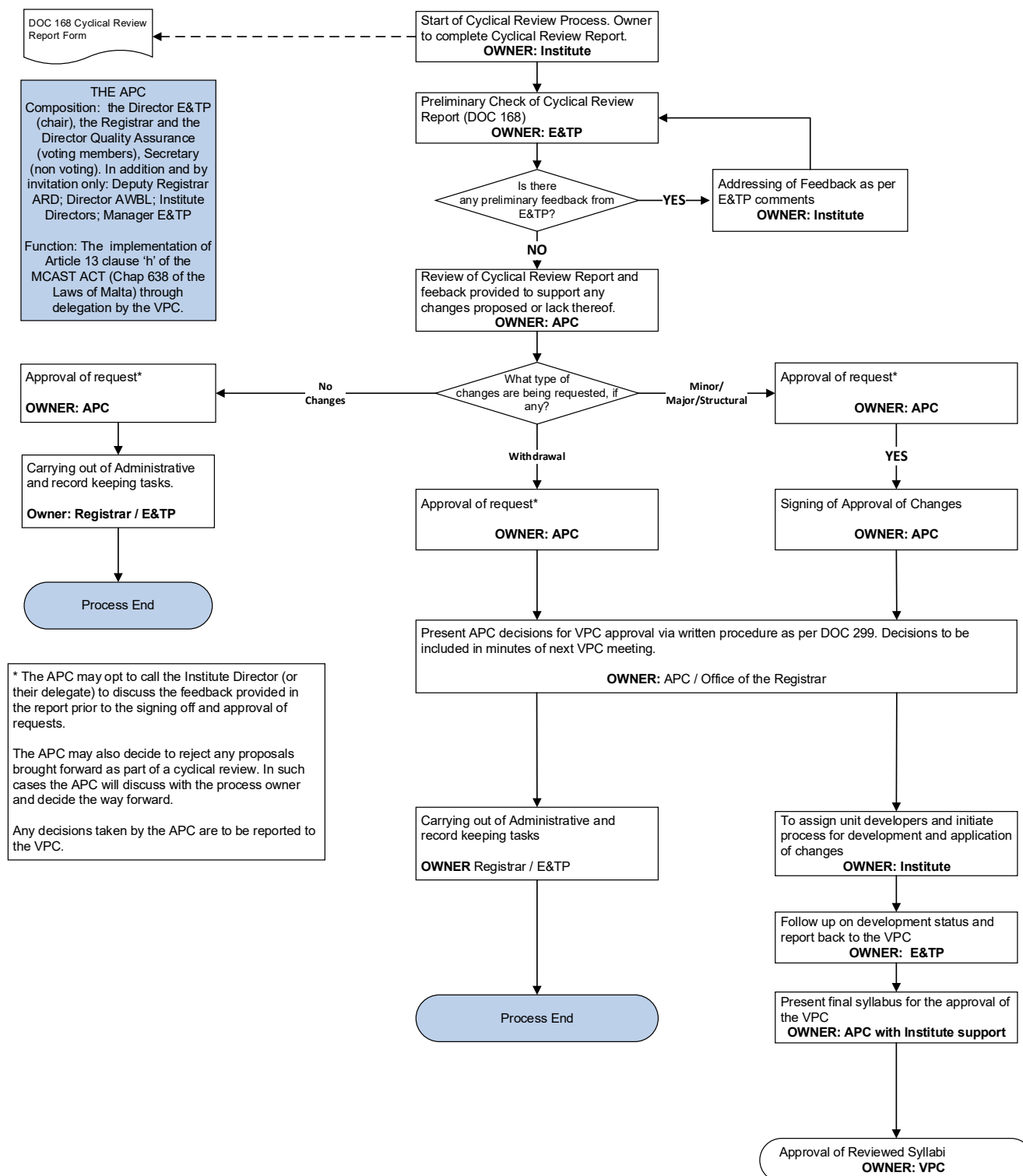
Doc 168: Cyclical Review Report Form



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APPENDIX 1

PROCESS FLOW FOR CYCLICAL REVIEW OF MCAST ACCREDITED AWARDS AND QUALIFICATIONS (DOC 168)





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APPENDIX 2: Sample of the CPSR

CURRICULUM PROGRESS STATUS REPORT											
Course Code		MQF Level		Programme Title		New programme OR Existing programme undergoing changes					
CPSR Issued By (E&TP Officer)				Institute				Institute Director / Delegate			
CPSR Issue Date				IVC or Course Proposer / Owner				E&TP Programme Owner			
LEGEND		Unit is finalised and approved. Proceed with payment to Unit Writer.			VPC Approval Date			Last Updated By (Name of E&TP Officer)			
		Unit specification was forwarded to E&TP and is pending review by the E&TP Reviewer.									
		Feedback was forwarded by the E&TP Reviewer to the unit writer. Awaiting response from unit writer.			Tentative launch date of programme			Last Updated On (Date)			
		No information received at E&TP.									
COURSE STRUCTURE											
Date 1st draft received by Curriculum	Unit Code	Extent of Changes	Year of Delivery	Semester	MQF Level	ECTS	Unit Title	Unit Writer	E&TP Reviewer	Comments	Status [Colour code]
										Unit finalised.	Proceed with payment
										Unit finalised.	
										Existing unit available.	Existing unit
										Existing unit available.	
										Unit is currently being reviewed.	Pending E&TP review
										Unit is currently being reviewed.	
										awaiting response from unit writer.	Pending Unit Writer Response
										awaiting response from unit writer.	
										Unit to be written.	No Information
										Unit to be written.	
Total workload						0					
General Comments:											