GENERAL INFORMATION

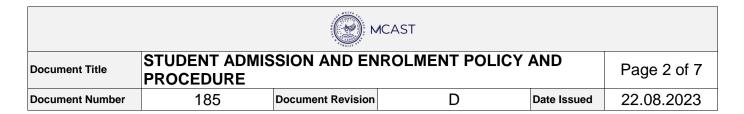| 1	Document type			Rules and Regulations		
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		- Updated document to reflect current Student Admissions and Enrolment Policies and Procedures - Added references to the College Online registration and admissions processes and the CMIS - Added a Schematic for the process of non-standard admissions processes falling under the remit of the Admissions Board				
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		- Added par 2.5 Refusal of Applications - Reviewed text to remove gender specific references				

Instructions for document users with access to College Website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website www.mcast.edu.mt.

*Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.*

Continuous Improvement

*Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today !***

Contents

1. Introduction

1.1 Applicants with an intent to follow and successfully complete a programme of studies, delivered, assessed and / or certified by MCAST – at any level and through any or a blend of mode of studies – are to have their application officially submitted and processed through the MCAST Admissions Procedure.

1.2 Admissions at MCAST is an operation which takes place at any time of the calendar year, and depends on the particular call or intake under which the respective course is being offered. Whilst there is one Admission Process which caters for all prospective MCAST applicants, there are a number of variants to the main process, arising from the nature of the course for which Admissions will be processed. These include, amongst others:

    i. Full-Time Prospectus Courses
    ii. Part-Time Courses (both those published in MG2I prospectus as well as other on-demand courses marketed by MG2I)
    iii. Non Full-Time-Prospectus Courses (which are not promoted by MG2I … such as courses delivered on behalf of IPS and HRID)
    iv. Courses aimed at International Market (usually marketed through MG2I and their International Agents)
    v. Other courses certified by MCAST and which do not form part of the Full-Time Prospectus (such as Partner Schools or SPA Language programmes).

1.3 The Admissions Process covers the following aspects:

✓ Logistical and system preparations for all Admissions Cycles throughout the year, including the setting up of a Course Code as will be required. The course code is a clear identifier of the particular course and provides initial important information, namely
    o The Institute / Department in which the course is delivered
    o The MQF level rating for the course
    o Whether the course is on Apprenticeship or otherwise
    o The year where the course would have been set up or eventually where amendments and updates would have been made – including any arising from cyclical reviews
    o The nature of the course (identifying the variants presented above)

✓ Managing all types of admissions: be it new applicant, progressing student, continuing student or repeating student
✓ Submission of Online Application - including presentation of any certificates and related documentation in line with the course's entry requirements
✓ Vetting of information and documentation submitted
✓ Eligibility checking

✓ Amend application status at its various stages, in a way that a trail can be kept of the online application cycle.
✓ Administration of Maturity Clause Interviews – as applicable and according to well pronounced minimum age requirements.
✓ Referral of particular cases to the MCAST Admissions Board.
✓ Organising cases received which may be eligible for RPL consideration (refer to MCAST RPL policy and procedures DOC 358, DOC 360 and DOC 361) (for entry and / or eventually for exemption from specific units within the programme of studies).
✓ Make an Acceptance Offer to applicants, as per eligibility.
✓ Register students accordingly.
✓ Maintain and update students online profile, including:
   o Updating / changing personal data;
   o Record of Resignations and other forms of closure of student profile.

1.4 The MCAST Cloud Management Information System (currently using the Classter brand), is the location where all data coming in as part of the Admission process, is handled and stored. This is done with all the due attention and respect towards the General Data Protection Regulation (2016) legislation and any related updates.

1.5 Admissions will tackle:
• Applicants who bear a local, active and valid EID which they will need in order for them to validate their profile account as set up on CMIS:
• International applicants who do not have a local EID and for whom specific arrangements are made in order for them to be able to submit their application after that their profile account is set up.

2. Online Applications

2.1 Time Windows

2.1.1. Through various channels and media, Admissions to a course or a number of courses is publicised accordingly, in a manner that all who need to be made aware of the opportunity to apply for a course, will know of the possibility to do so within a specific time-window, as set for the purpose. Applications submitted after the online application deadline will not be processed.

2.2 Types of Online Applications

2.2.1. **Form A:** New Applicants – this refers to all applicants who
• are applying for the first time at MCAST
• have already applied before at MCAST on other admissions occasions:
   ➢ without starting a course; or
   ➢ have discontinued their studies at MCAST.

Past students who would wish to return to studies at MCAST at least one full academic year after they would have completed a course or else wish to change their course path and go to a different one which is not in the continuation or progression route, will also need to submit a Form A.

2.2.2. **Form B:** Progressing students – this is intended for MCAST students who would have successfully completed a level of studies and will be eligible to progress to the next higher level of studies in the subsequent academic year.

2.2.3. **Form C:** Continuing students – this is intended for MCAST students who respect the course regulations, and are eligible to proceed to the subsequent year of studies, namely from year 1 to year 2 of same course, year 2 to year 3, year 3 to year 4 – as applicable.

2.2.4. **Form D:** Repeating students – this is intended for MCAST students who according to the respective course regulations, will be eligible to repeat one or more units in a way that they will be able to eventually close off successfully the programme of studies they were initially enrolled in.

2.3   Submission of Online Applications

2.3.1. All applications which need to go through the Admissions Process, will be received online through the MCAST CMIS Admissions Portal (through the "Apply Online" landing page on the MCAST website or else via a dedicated URL which will be purposely and specifically communicated on-demand. In very specific but exceptional circumstances governed by special requirements, a bulk import mode will be adopted in order to set up the applications and set the admissions cycle for the specific course).

2.3.2. For new applicants who do not have an existent profile account on CMIS, the first step required is to set-up such an account and validate it accordingly. To this effect, applicants need to have a local, valid and active EID for them to set up their profile account on CMIS. Once the profile account is validated, the applicant will be asked to provide the personal details, as well as all the qualification certificates and / or official results / transcripts they possess. Such documents include Secondary School Leaving Certificate Profile (SSCP), as and were applicable. In this case scans of all four pages of the SSC&P document are to be uploaded. Any other Certificates / Transcripts or documents showing qualification achievements, are to be uploaded in their entirety.

2.3.3. Holders of qualification certificates which are not locally awarded or which do not clearly show an EQF level rating, need to present the necessary MQRIC recognition documents in order to be able to provide grounds for processing of same.

2.3.4. The applicant will then proceed with filling-in all the consents as required by GDPR legislation. In instances where the applicant is not yet 18 years of age, parents' / guardians' consents will also be required. Following this, the applicant can proceed with creating the application, clearly indicating the Institute and the course within it, which they want to take up (as quoted from the MCAST Prospectus), as well as the nature of the course (full or part time).

2.3.5. Applications submitted without all the necessary documentary evidence of educational achievement, cannot be processed. Same applies for documents which are not clear in scans presented, and incomplete (such as not clearly showing the full name and surname of bearer, ID Number, and any important features as arising from the document). In the case of MATSEC / SEC results, the SMS screenshot as transmitted by MATSEC is not acceptable. The upload should show the full result slip as received in hard copy from MATSEC.

2.3.6. Applicants who would have already set up and validated such an account on CMIS, would not need to repeat the whole cycle. They will only need to add to their uploads, any recent qualifications they would have attained, as well as update their consents as per GDPR requirements, and eventually create the new application for the course they would now want to submit an application for.

2.4 Eligibility Processing

2.4.1. Applicants are required to be at least 16 years of age or have completed secondary education.

2.4.2. Once online applications are submitted, the MCAST Admissions Department will start off the vetting of each application. Where information will be found to be missing, it will not be possible to process the application favourably. Priority is always given to applications which are clear and complete.

2.4.3. Eligibility of an application submitted for a particular course of studies (particularly Forms A and B), is processed against set entry requirement to same course, which would have been clearly published through the Prospectus, Course Map, and / or MCAST website. The Conditions for Applications section, as presented in the yearly MCAST Prospectus, will also provide the necessary background for such vetting.

2.4.4. Eligibility for International applicants presenting International qualifications may commence once the respective MQRIC statement issued by Malta Qualifications Recognition Information Centre, together with an English proficiency certificate are duly provided (refer to SOP English language requirements for admissions at MCAST of applicants with international qualifications).

2.5 Refusal of Applications

2.5.1. MCAST reserves the right to refuse applications from returning applicants who were previously enrolled as part of a programme within the College, and were expelled following official disciplinary action.

Reference Documents
DOC 038 Student Conduct Regulations
DOC 188 College Academic Board Procedures

2.6 Applications Submitted Under the Maturity Clause
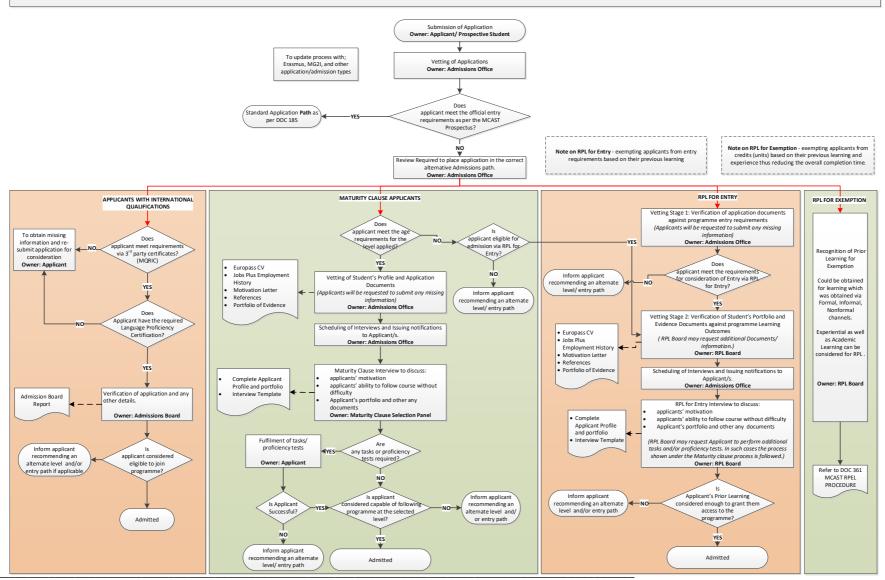
2.7.1. Applicants who satisfy the following conditions may apply for consideration to join MCAST programmes, under the Maturity clause:
  i. Be in possession of at least a School Leaving Certificate.
 ii. Have, by the end of the same calendar year:
  o attained the age of 27 years for entry to MQF Level 7 programmes
  o attained the age of 23 years for entry to programmes at MQF Level 5/6
  o attained the age of 21 years for entry to programmes at MQF Level 4
  o attained the age of 19 years for entry to programmes at MQF Level 3.

2.7.2. These applicants are also asked to submit;
  o a detailed Europass CV
  o a Jobs Plus Employment History
  o a motivation letter
  o two reference letters
  o documentation which they can present in terms of academic and experiential preparation
  o authenticated Portfolio of works related to the course they would like to be considered for

2.7.3. Through an interview to which they will be asked to participate, applicants are to demonstrate that they stand to benefit from the course they have identified in their application and have the academic and vocational aptitude to complete the course successfully.

2.7.4. Besides the Interview, the applicant may very well be asked to take on test/s of various natures - including Proficiency tests - which gauge one's standing and sound preparation for the chosen programme of studies. The applicant's competences may also be evaluated through specific assessments. The Maturity Clause Selection Board may require candidates to undertake additional studies as part of their acceptance. In its professional judgement, the Board may consider referring the applicant to an alternative programme and/or level of studies.

APPENDIX 1: FLOWCHART FOR ADMISSION PROCESSES FALLING UNDER THE REMIT OF THE ADMISSIONS BOARD