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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
 - The Institute / Department in which the course is delivered
 - The MQF level rating for the course
 - Whether the course is on Apprenticeship or otherwise
 - 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
 - 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:
 - Updating / changing personal data;
 - Record of Resignations and other forms of closure of student profile.

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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

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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 s/he wants 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. Grades 5/C or better are considered as O'level passes. In the case of Maltese, Italian and Religion, only the SEC results are accepted.

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2.4.5. Applicants who sit for examinations of overseas Examination Boards and at the time of receipt of applications are still waiting for results, may submit a provisional application as long as the results are presented by the end of the last week of August. The grades of these subjects are to be listed as provisional.

2.4.6. After the closing date for the receipt of applications, no changes in application forms are accepted except for the results of Overseas Boards for Provisional subjects.

2.4.7. 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 Selection of Applicants and Further Information

2.5.1. Applicants in possession of any other qualifications not listed as an entry requirement in the MCAST Prospectus will have their application received as 'Provisional'. The application will be considered by the MCAST Admissions Board.

2.5.2. If applicants cannot find the desired progression route, their application will be received as 'Provisional', and the MCAST Admissions Board will consider their application.

2.5.3. Applications received after the final closing date will not be considered.

2.5.4. In case of Limited spaces:

- When the number of places available on a course is limited (such as in second calls and/or late applications), and the number of applicants who choose the course and satisfy the entry requirements exceeds the number of available places, an order of merit is drawn up for all applicants selecting the course.
- On the other hand, it is to be noted that an MCAST full-time course will take off only if there is a minimum number of eligible applicants.
- Students who successfully completed a course at MCAST and apply to progress (Form B) to a higher course in the same area of study will be given priority over those applicants who apply for the same course from outside MCAST.

2.5.5. **Aptitude Tests and/or Interviews** - In those cases where an aptitude test and/or an interview is carried out, the admission of applicants will be based on the number of points acquired based on their qualifications after having passed the aptitude test and/or interview.

2.5.6. **Initial Assessment Tests** - Applicants having an unrated SSC&P will be required to sit for the Initial Assessment Tests in Maltese, English Language and Mathematics. Applicants found to require significant support will be guided to join the Level 1 Introductory Certificate course. Applicants with SEC/O-Levels at grades 6 or 7 in at least two subjects from Maltese, English Language and Mathematics or an SSC&P with an overall rating of Level 1 or Level 2 will be exempted from the Initial Assessment Tests and will start directly at Level 2.

Applicants are selected for the Level 1 or Level 2 courses based on the results obtained in their SSC&P or on the results obtained in the Initial Assessment Tests in cases where the SSC&P is not available or is unrated.

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2.5.7. All grades of SEC Ordinary, Intermediate and Advanced level examination results are allocated a number of points, as shown in the following table:

Ordinary Level		Intermediate Level		Advanced Level	
Grades	Points	Grades	Points	Grades	Points
1/A	10	A	16	A	26
2	9	B	15	B	24
3/B	8	C	14	C	22
4	7	D	13	D	20
5/C	6	E	12	E	18
				O	6

2.5.8. After an applicant is considered eligible for a course, the number of points is worked according to the course requirements;

- The total points for Compulsory subjects are multiplied by 5;
- The total points for Preferred subjects are multiplied by 3;
- The total of all the points obtained by an applicant indicates the place in the order of merit for admission into a course.

2.5.9. For the application to be considered complete, the applicant must fill in the GDPR Consent Form granting MCAST permission to process the data accordingly. In instances of applicants under 18 years of age (at the date of application submission), parental consent through the same online application portal is required.

2.5.10. If there are courses where places are still available after the first call for applications, there will be other calls for application. The application time windows are mainly defined by the MATSEC results publication dates – before the start of the academic year.

2.5.11. Any application to join a course or any request to change a course application must go through the Admissions and Records Department within the Office of the Registrar and will not be accepted beyond a date agreed upon by the Council of Institutes unless approved by the MCAST Registrar.

2.5.12. When the number of applicants for a course is not viable, the College reserves the right not to offer the course, and applicants will be given the opportunity to change their course choice

2.6 Vocational Degrees

2.6.1. Holders of a full Level 5 Higher Diploma issued by MCAST or equivalent may request to access directly the final year of the Bachelor's Degree programme subject to validation by the MCAST Admissions Board. Appropriate considerations in line with MCAST Regulations and Procedures in this aspect will be taken by the mentioned Board. Applicants with equivalent HNDs from approved Further Education Institutions may be considered for eligibility. Applicants with other qualifications as approved by the College will be considered after following the appropriate College procedures for such cases.

2.7 Entry to double-badged (Joint) Programmes

2.7.1. Some programmes of study are accredited and delivered jointly between MCAST and local or foreign third party institutions. Such programmes may carry specific Admission Regulations that do not match the official MCAST Admission Regulations explained in this document.

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2.7.2. Such programme-specific admission regulations will be listed published as an Appendix to this Document.

2.8 Special Concessions to Entry Requirements

2.8.1. The College reserves the right to publish special concessions to Entry requirements.

2.8.2. These may be the results of events and/or situations beyond the College's control (such as the case of the COVID-19 pandemic). Such concessions will generally feature minor or major deviations from the normal entry requirements and will usually only affect a specific Cohort/s.

2.8.3. When such concessions are required they will be:

- a) published on the MCAST Portal
- b) published/retained in Appendix B of this document.

Such information will be retained in the MCAST portal and this procedure until the affected cohort has completed all the years pertaining to their programme of study.

2.9 Enrolment on Multiple Programmes

2.9.1. A student cannot be enrolled on more than one programme of study at the same time.

2.10 Refusal of Applications

2.10.1. 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.

2.11 Applications Submitted Under the RPL, RPEL, RPCL clauses

2.11.1. Processes for admissions via Recognition of Prior Learning are implemented at the College. Details on such processes are available in the documents referenced below:

REFERENCE DOCUMENTS

- *Doc 358 Recognition of Prior Learning (RPL) Policy and Procedure*
- *Doc 360 Recognition of Prior Certified Learning (RPCL) For Exemptions Policy and Procedure*
- *Doc 361 Recognition of Prior Experiential Learning (RPEL) For Admission and Exemption Policy and Procedure*

2.12 Applications Submitted Under the Maturity Clause

2.12.1. The College applies the Maturity Clause as an additional admissions pathway to enhance accessibility and inclusivity. This clause provides an alternative route for applicants who are not in possession of the standard entry requirements for a specific programme of study and who do not qualify for entry through Recognition of Prior Learning (RPL) processes. Through the implementation of the Maturity Clause, the College broadens participation by offering prospective students a further opportunity to access programmes beyond the conventional and RPL entry routes, thereby supporting lifelong learning and equitable access to education.

2.12.2. Applicants who satisfy the following conditions may apply for consideration to join MCAST programmes, under the Maturity clause:

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- i. Be in possession of at least a School Leaving Certificate.
- ii. Have, by the end of the same calendar year:
 - a) attained the age of 27 years for entry to MQF Level 7 programmes
 - b) attained the age of 23 years for entry to programmes at MQF Level 5/6
 - c) attained the age of 21 years for entry to programmes at MQF Level 4
 - d) attained the age of 19 years for entry to programmes at MQF Level 3.

2.12.3. These applicants are also asked to submit;

- a detailed Europass CV
- a list of occupational jobs / training undertaken relevant to the programme of application
- a Jobs Plus Employment History
- a motivation letter
- up to two reference letters
- documentation which they can present in terms of academic and experiential preparation
- Europass Certificate / Diploma Supplement / any type of qualification document
- Full transcript (where applicable)
- CPD and on the Job Training Certificates and/or Evidence of Participation in Seminars, Conferences etc
- Evidence of voluntary / community work
- In the case of applicants for the programmes run by the Institute for the Creative arts: an authenticated Portfolio of works related to the course they would like to be considered for

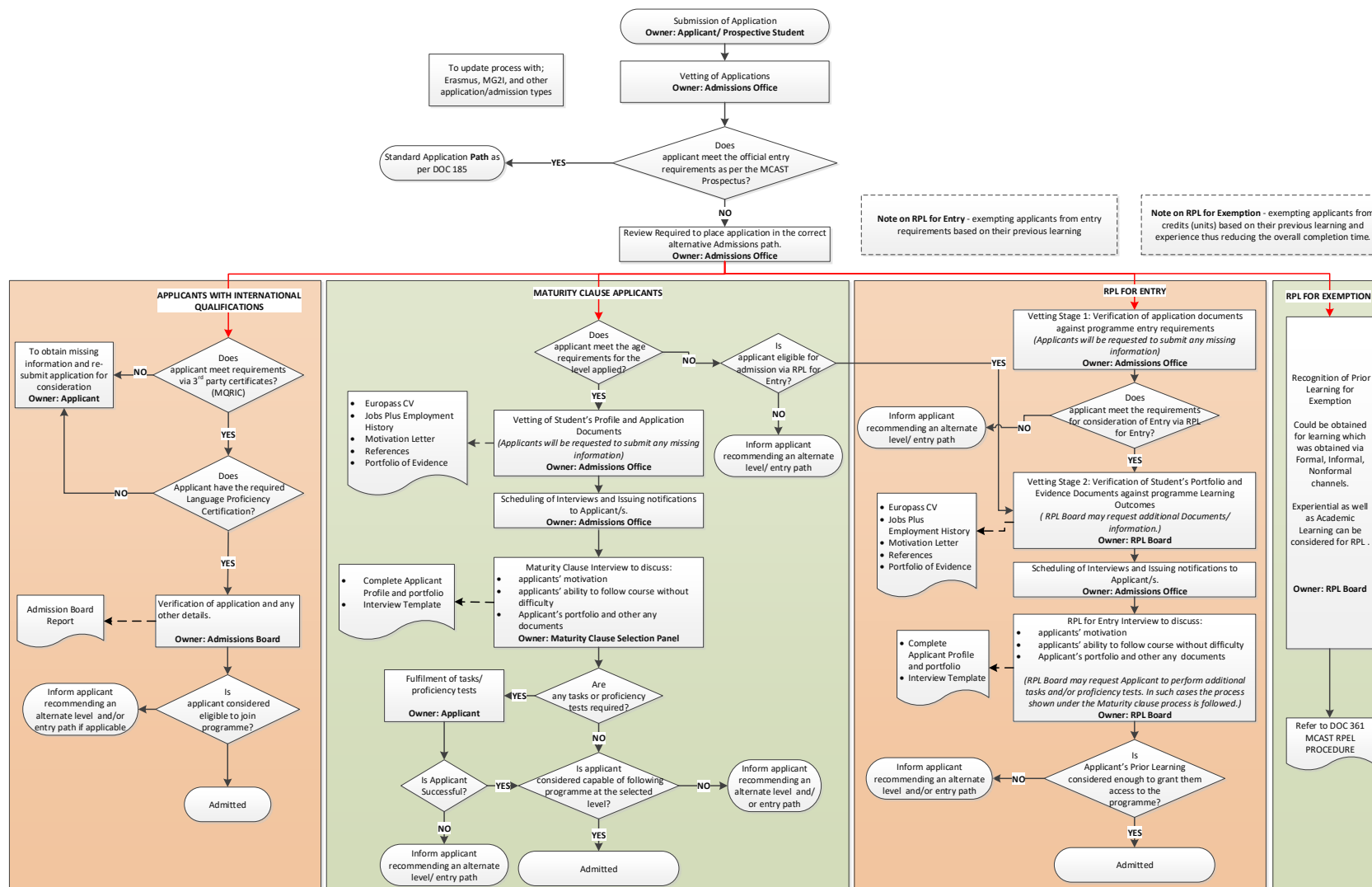
2.12.4. Through an interview to which they will be asked to participate, applicants are to demonstrate that they stand to benefit from the course they have identified in their application and have the academic and vocational aptitude to complete the course successfully.

2.12.5. 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.



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



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APPENDIX 2: Record of Past Special Concessions to Entry Requirements

This section establishes the requirement for the formal recording of decisions, exceptions, and concessions granted in relation to entry requirements across all admissions pathways.

Such decisions are typically taken at College level and are often influenced by exceptional or external circumstances beyond the direct control of the College (e.g. public health emergencies, national policy changes, or other force majeure situations). As a result, these decisions are applied consistently across the institution rather than on a case-by-case basis.

All decisions and concessions relating to entry requirements shall be properly documented and retained in accordance with institutional document control and record management procedures.

Responsibility for maintaining and updating these records shall be assigned to the relevant process owner within the Admissions function.

Important: Concessions recorded within this section are time-bound and may no longer be in force. Users are required to refer to the most recent official information published on the College website or through formal communications to confirm the current applicability of any entry requirements or related concessions.

Special concessions to Entry Requirements for Academic Year 2021 – 2022

Prospective students are to refer to the MCAST prospectus or website for specific entry requirements to courses.

Level 1 and Level 2 courses:

Applicants who have completed compulsory education and are in possession of SSC&P (rated or unrated) will be accepted to MCAST Level 1 or 2 study programmes following Initial Assessment Tests. Holders of two SSC&P level 1 & 2 subjects or SEC grades 6 and 7 from Maltese, English and/or Mathematics will be accepted directly to the Level 2 Foundation Programme of choice.

Level 3 courses:

Candidates are required to have two SEC/SSC&P level 3 passes to join a Level 3 course depending on specific entry requirements.

Level 4 courses:

Since SEC resit results will only be available around 5 weeks after start of course, candidates applying for level 4 programmes will be accepted provisionally if they have three out of the four required SEC grades 1-5 or SSC&P level 3 passes as per entry requirements set in the MCAST prospectus. Students will then be able to continue their studies at second year as regular students only if:

1. They successfully complete ALL units during their first year of the Level 4 course

or

2. If by the beginning of the second year they satisfy both the entry requirements and the programme regulations of the particular Level 4 course (hence all four SEC/SSC&P level 3 subjects and number of units successfully completed).

Provisional students who do not meet either of the above conditions will need to repeat the first year of the course. After they repeat the first year they must have successfully completed all first year units in order to continue to the second year unless they satisfy fully the entry requirements.



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Candidates can only have one missing compulsory entry requirement in cases where more than one compulsory subject is required.

In cases where there is only one compulsory subject such requirement shall stand.

Level 5 and Level 6 courses

MCAST will provisionally accept students studying at Matriculation level to MCAST Level 5 and level 6 programmes, according to the specific entry requirements of the degree programme applied for if they have successfully obtained a minimum of 48 admission points as per MCAST prospectus (shown below):

Intermediate Level		Advanced Level	
Grade	Points	Grade	Points
A	16	A	26
B	15	B	24
C	14	C	22
D	13	D	20
E	12	E	18
		O	6

Candidates can only have one missing compulsory entry requirement in cases where more than one compulsory subject is required.

In cases where there is only one compulsory subject such requirement shall stand.

Students will be able to continue their studies at second year as regular students in the Level 5 or level 6 course if they:

1. successfully complete **all units** (60 ECTS) during their first year of their Level 5/6 course

or

2. obtain a pass grade in all the required Advanced and Intermediate level subjects as required for entry into the course **before the start of the second year of studies**

and

Satisfy MCAST level 5-7 regulations for continuation of studies.

Provisional students who do not meet either of the above conditions will need to repeat the first year of the course.

These concessions do not apply to the Bachelor of Engineering courses.

In all cases transfers between courses can only take place in the first two weeks of the course except for Introductory and Foundation students who can transfer until end of October.