GENERAL INFORMATION				
1	**Document category**		Rules and regulations	
2	**Document approver**		Council of Institutes	
3	**Minimum list of document users to be notified upon release of document update**		All Academic Staff and All Students	
4	**Document change history**			
	A	**Document Change**	**Date released**	**Change originator**
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		New Document – 1st release		
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		Change history (Section/change details)		

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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 7148 **today**!*

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1. PURPOSE OF DOCUMENT

1.1. Specific Course Regulations in terms of Document 005 for the Generic Bachelor Degree programmes listed hereunder:

Bachelor Degree Programmes

- Bachelor of Applied Science
- Bachelor of Applied Business Studies
- Bachelor of Creative Arts
- Bachelor of Community-Based Service Provision
- Bachelor of Applied Technology
- Bachelor of Information and Communication Technology

1.2. It is in the student's interest and responsibility to ensure that they have access to and are familiar with the content of these regulations.

Reference documents:

- *DOC 005: PROGRAMME REGULATIONS MQF LEVELS 5 – 7*
- *DOC 374: GENERIC DISSERTATION ASSESSMENT CRITERIA AND GRADING RUBRIC_MQF 6*
- *ARTEFACT-BASED PROJECTS DISSERTATION RUBRIC (ICA – MQF LV6)(DOC_375_CORP_REV_D_)*
- *PROGRAMMING CODE BASED PROJECTS DISSERTATION RUBRIC (IICT – MQF LV 6)(DOC_376_CORP_REV_C_)*
- *INSTITUTE OF ENGINEERING AND TRANSPORT DISSERTATION RUBRIC (MQF 6) (DOC_377_CORP_REV_A)*

2. APPLICABILITY

2.1. These Specific Course Regulations apply only to the Generic Bachelor Degree programmes (180 ECTS) referred to in 1.1 above and exit awards thereof (see below) commencing as from academic year 2023/24:

Higher Diplomas (120 ECTS) MQF L5

- *Higher Diploma in Applied Science (120 ECTS)*
- *Higher Diploma in Applied Business Studies (120 ECTS)*
- *Higher Diploma in the Creative Arts (120 ECTS)*
- *Higher Diploma in Community-Based Service Provision (120 ECTS)*
- *Higher Diploma in Applied Technology (120 ECTS)*
- *Higher Diploma in Information and Communication Technology (120 ECTS)*

Undergraduate Diplomas (60 ECTS) MQF L5

- *Undergraduate Diploma in Applied Science (60 ECTS)*
- *Undergraduate Diploma in Applied Business Studies (60 ECTS)*
- *Undergraduate Diploma in the Creative Arts (60 ECTS)*
- *Undergraduate Diploma in Community-Based Service Provision (60 ECTS)*
- *Undergraduate Diploma in Applied Technology (60 ECTS)*
- *Undergraduate Diploma in Information and Communication Technology (60 ECTS)*

Undergraduate Certificates (30 ECTS) MQF L5

- *Undergraduate Certificate in Applied Science (30 ECTS)*
- *Undergraduate Certificate in Applied Business Studies (30 ECTS)*
- *Undergraduate Certificate in the Creative Arts (30 ECTS)*
- *Undergraduate Certificate in Community-Based Service Provision (30 ECTS)*
- *Undergraduate Certificate in Applied Technology (30 ECTS)*
- *Undergraduate Certificate in Information and Communication Technology (30 ECTS)*

Unless otherwise specified in these Specific Course Regulations, the Programme Regulations MQF/EQF Level 5-7 (Document 005) and its subsequent revisions shall apply.

3. DEFINITIONS

3.1. **Abbreviations:**
VPC – Vocational and Professional Council
DRB – Degree Ratification Board
IRC – Institute Research Committee
VC – Viva Committee

3.2. **Assessment Criteria**: These are descriptions of what the Student is expected to do in order to demonstrate that a learning outcome has been achieved.

3.3. **Assignments / Coursework:** Tasks or exercises performed by the Student as part of a course of study. The Student's work shall be expected to fulfil the learning outcomes of a study unit. Assignments may require to be carried out away from the institute (at home) within a particular timeframe (which can be anything from a few days to a number of weeks) and are to be handed in by a pre-established deadline, which is normally within the semester in which the unit is being delivered.

3.4. **Examiner:** A senior academic at MCAST who is an expert in the area of study being examined. The ***internal*** examiner should be independent of the supervisor, and thus should not have been a supervisor or adviser to the student for the dissertation. The ***external*** examiner is a senior academic who is an expert in the area of vocational education and who is not affiliated to MCAST.

3.5. **Interruption of Studies:** An authorised, temporary break from a programme of study usually due to extenuating circumstances.

3.6. **Learning Outcomes:** Learning outcomes are the specific intentions of a programme or study unit. They describe what a Student should know, understand, or be able to do by the end of that programme or study unit.

3.7. **Micro-credential:** Micro-credentials certify the learning outcomes of short-term learning experiences. They offer a flexible, targeted way to help people develop the knowledge, skills and competences they need for their personal and professional development.

3.8. **Progression:** Progression means the movement through registration by a Student to a higher level course upon completion of a course of study.

3.9. **Qualification:** The academic title conferred upon a Student who has successfully completed a programme of study that has been approved by the CoI. Programmes are normally made up of study units, which may also be referred to as modules. The number of study units per programme may vary.

3.10. **Supervisor:** Dissertation supervisor monitoring the candidate through the course of the programme.

3.11. **Withdrawal from Studies:** The discontinuation of a programme of study (resignation) with no intention of continuing the same programme of study at a later stage.

4. ADMISSION REQUIREMENTS

In order to be eligible for admission to the above-mentioned courses, candidates must meet the following entry requirements, or as specified in the MCAST prospectus published annually:

Any MCAST MQF Level 4 Advanced Diploma

Or

2 A Level passes and 2 I level passes

5. COURSE DURATION

5.1. MQF / EQF Level 6 Generic Bachelor Degree Programmes (180 ECTS)

The programme normally runs on three years' full-time (six semesters) or six semesters on part-time basis over a maximum period of six (6) calendar years. Candidates have a maximum of eight (8) academic years to accumulate all required credits to claim certification.

5.2. MQF / EQF Level 5 Higher Diploma Programmes (120 ECTS)

This is an exit point available to candidates who accumulate a minimum of 120 ECTS and would like to claim fall-back certification (refer to DOC 77).

5.3. MQF / EQF Level 5 Undergraduate Diploma Programmes (60 ECTS)

This is an exit point available to candidates who accumulate a minimum of 60 ECTS and would like to claim fall-back certification (refer to DOC 77).

5.4. MQF / EQF Level 5 Undergraduate Certificate Programmes (30 ECTS)

This is an exit point available to candidates who accumulate a minimum of 30 ECTS and would like to claim fall-back certification (refer to DOC 77).

Reference document:

Doc 077: PROCEDURE FOR PROCESSING OF CLAIMS FOR CERTIFICATES AT INTERIM EXIT-POINTS

6. EXIT QUALIFICATIONS AND CREDIT THRESHOLDS

This programme provides various exit points depending on the credits accumulated as follows:

6.1. Candidates who successfully complete 180 ECTS at MQF level 5 and 6 as per this specific course regulation clause 5.1 shall be entitled to claim the Generic Bachelor Degree in the respective field of study. A minimum of 60 credits must be at MQF level 6.

6.2. Candidates who successfully complete 120 ECTS at MQF level 5 or 6 as per this specific course regulation clause 5.2 shall be entitled to claim the Higher Diploma in the respective field of study provided that not less than 66 credits must be at MQF level 5.

6.3. Candidates who successfully complete 60 ECTS at MQF level 5 and 6 as per this specific course regulation clause 5.3 shall be entitled to claim the Undergraduate Diploma in the respective field of study provided that not less than 36 credits must be at MQF level 5.

6.4. Candidates who successfully complete 30 ECTS at MQF level 5 and 6 as per this specific course regulation clause 5.4 shall be entitled to claim the Undergraduate Certificate in the respective field of study provided that not less than 18 credits must be at MQF level 5.

6.5. MQF / EQF Level 5 Micro-credentials

Candidates who accumulate, as a minimum, the credits of one study unit or more, but less than the minimum threshold for an exit point as specified in 6.1 to 6.4 above, may request the separate certification of the exit point reached and micro-credential certification for the remaining units as micro-credential awards.

Reference document:

Doc 077: PROCEDURE FOR PROCESSING OF CLAIMS FOR CERTIFICATES AT INTERIM EXIT-POINTS

7. PROGRAMME OUTLINE

7.1. These 5 degrees each have the following interim exit points with the final full 180 ECTS degree exit point leading to a formal graduation (as per 6.1 to 6.5 above):

- Stage 1: Undergraduate Certificate at 30 ECTS
- Stage 2: Undergraduate Diploma at 60 ECTS
- Stage 3: Higher Diploma at 120 ECTS (eligible for formal graduation only if withdrawing from programme)
- Stage 4: Bachelor Degree at 180 ECTS (eligible for formal graduation).

A transcript will be issued upon completion for students terminating their studies at Stages 1 to 3.

7.2. The generic nature of these degrees is based on micro-credentials and is not industry specific, providing a wide skill set that is strong in its transversal nature, whilst also providing significant expertise in the area of studies.

7.3. Each degree programme should constitute the following combination of credits:

7.3.1. A minimum of 96 area-specific ECTS in vocational units from an existing honours degree programme coming from any one Institute (time tables permitting);
7.3.2. A maximum of 60 ECTS in key skills and transversal subjects from any Institute (time-tables permitting);
7.3.3. 12 ECTS in work-based learning
7.3.4. 12 ECTS in an applied research project or dissertation.

7.4. A minimum of 60 ECTS must be obtained at MQF level 6 across the requirements stipulated within 7.1, 7.2 and 7.5 above in order to be eligible for the award of the Generic Bachelor Degree title.

7.5. Due to the micro-credential and inter-institute nature of these qualifications, students following these programmes shall be assisted through individualized Academic Learning Agreements (DOC 406) under the responsibility of the respective institute.

8. Course Management

8.1. The course shall be managed by the Institute delivering the degree containing the area-specific vocational units as per clause 7.3.1 above.

8.2. The student shall be registered to the respective institute for the particular semester in which the modules selected are being taken. It is not advisable that students take modules from different institutes within one semester.

8.3. In cases where students do not take all modules from one institute in any one semester, it shall be the students' responsibility to create their own timetable. Students shall select modules that fit within their availabilities and shall not be entitled to ask the institutes to modify their established schedules.

Reference Document:

- *Document 005: Programme Regulations MQF/EQF Level 5-7*
- *Document 038: Student Conduct Regulations*
- *Document 188: College Academic Board Procedures*