



Global College Malta

Quality and Standards Assurance Manual – Section 3 The Admission of Students

GLOBAL COLLEGE MALTA

QUALITY ASSURANCE MANUAL (2021)

Section 3 THE ADMISSION OF STUDENTS

1. Any member of Global College Malta (the College) staff, either teaching or professional support, engaged in the recruitment or admission of students to the College, is required to follow the procedures set out in this section of the College's *Quality and Standards Assurance Manual*.
2. The College is committed to the promotion of equality of opportunity and aims to ensure that all applicants to study at the College are treated on the basis of their aptitude, ability and potential to successfully pursue a programme of study. The College will ensure that no applicant is disadvantaged or discriminated against on the grounds of sex, age, marital or parental status, sexual orientation, racial group, creed, or socio-economic background. The College also aims to ensure that individuals with disabilities, or those with specific needs, do not suffer unfair discrimination and are enabled to achieve their full potential. The College also seeks to increase levels of recruitment from groups currently under-represented in higher education and aims to offer educational opportunities to those members of the Maltese and international community who are capable of benefiting from them.

The marketing of the College's programmes of study

3. The College's marketing strategy is informed by its *Vision and Values* (see above in the Introduction to this Manual) and all its advertising and marketing materials seek to be informative and unbiased.
4. The production of promotional materials relating to the College's various programmes of study is the responsibility of the College's Marketing Team. The Marketing Team seeks to ensure that a consistent corporate image is maintained across all paper and electronic promotional materials and social media outputs, and for ensuring its accuracy, accessibility, and timely production. It is recognised that the content of all such materials must be precise, explicit and clear. Promotional literature, in either paper or electronic form, should not be made publicly available unless it has been approved, prior to its circulation, by the College's Marketing Team. College staff must not produce publicity materials, either electronic or paper-based, without the consent and approval of the College's Marketing Team.

5. In accordance with Directive 2011/83/EU of the European Parliament on consumer rights, the College's electronic or paper-based marketing information, provided at a distance, should be clear both about the nature of the academic provision and the supplier. Prospective students must be notified within 30 days if the programme for which they have received an offer of a place has been withdrawn.
6. On-site and off-site student recruitment events are the responsibility of the the College's Marketing Team.

The process of admitting students to the College

7. The the College's student admissions procedures are centrally administered. The College Registrar is responsible for overseeing the quality assurance of all admissions procedures, and for ensuring that relevant College staff are aware of the requirements and their proper implementation. The College Registrar and their team of admissions staff shall make the final decisions on all applications to the the College's programmes, in the light of the the College's stated entry criteria and the availability of places.
8. College staff should have an awareness of the the College's admissions procedures and seek guidance from the College Registrar if they are uncertain regarding any aspects.
9. The College Registrar is responsible for awarding, or refusing, credit exemption requests made by prospective students. Recommendations made by the College Registrar for credit exemption are final. When dealing with applicants who do not meet the College's stated entry criteria but to whom an offer is being made, College admissions staff should make clear in what way the applicant's experience and/or qualifications indicate that the applicant may reasonably be expected to succeed on their chosen programme of study.

Requirements for admission to undergraduate study

10. Undergraduate study shall be deemed to comprise programmes of study leading to a Bachelor of Arts, a Foundation course, and an undergraduate Certificate or Diploma in Higher Education.
11. The admission of students to programmes of study at the College shall be the responsibility of the College Registrar. The recruitment of students onto programmes at the College shall be the responsibility of the College's Marketing Team, and is based on the reasonable expectation that the student will be able successfully to complete their programme of study. Responsibility for the oversight of all the College's admissions procedures shall lie with the College Registrar, who will ensure compliance with the College's obligations to applicants and relevant external agencies. The College Registrar's Office will maintain a record of an applicant's progress from the receipt of their application form to either enrolment or rejection, so that admission to programmes of study and to the College may be monitored.

Entry Qualifications

12. The College's entry criteria for all of its higher education provision offers a wide range of entry routes, so that each applicant's academic qualifications, prior learning, experience and skills can be taken fully into account when determining whether an offer of a place can be made. Where there may be programme specific entry criteria these are outlined in individual programme descriptors and on the College's website.

13. The College considers a wide range of international qualifications other than Maltese qualifications. A list of acceptable qualifications can be found on the College's website. The College is guided by the Malta Qualifications Recognition Information Centre (MQRIC) (<https://ncfhe.gov.mt/en/services/Pages/All%20Services/mqric.aspx>) in terms of the equivalence awarded to international qualifications.

Selection Procedures

14. In the first instance, all applications for admission on to College programmes are received by the College's Admissions Team. This team will be responsible for the processing, monitoring, and timely and accurate examination of forms. Guidance to prospective students is available from the College's Academic Guidance Team.

15. The College's selection procedures will at all times be fair and transparent. Any reasons for the rejection of an application to study will be recorded on the application form so as to enable College staff to provide applicant feedback, as appropriate. The College's Admissions Team will advise College management of all applications received from applicants who have declared a disability.

16. In any instances where applicants present qualifications or experience that are not included in the College's stated entry criteria, or where it is not clear whether an applicant has appropriate qualifications, applications shall be discussed with programme delivery teams to assess the suitability of the applicant.

Student Transfer Procedures

17. Students who may wish to transfer into the College at the start of their second or third years of a College BA programme from another Higher Education institution will be required to apply directly to the College. All applications to transfer into the College must include information on their current programme of study including details on the course/module title, the credit value and level of each module taken, the date each module was taken, and the results of each module. Once all essential information has been received, applications and supporting papers shall be referred to the College Registrar for consideration. If approval to transfer is granted the College Admissions Team will provide written confirmation to the applicant.

Re-Admission and Programme Change Procedures

18. Re-admission may be granted to a current student of the College who wishes to terminate their first year undergraduate studies in favour of a different programme of study also at the same level. Current students who, upon receipt of appropriate advice from the College Admissions Team and relevant teaching staff, present sound and valid reasons for changing their academic programme, may apply to be re-admitted to the College onto a different programme.
19. Any College students wishing to be re-admitted to the College shall be required to complete a new Application Form. The College Admissions Team will check the applicant's original entry qualifications against the entry criteria for their proposed new programme of study.

Advice and Guidance to undergraduate applicants

20. The College offers an application advisory service for all those who are unsure of the appropriateness of their qualifications to the content and level of the College's programmes. Advisory interviews may be conducted in person or by telephone or on-line. A record of the nature of the query and the guidance offered will be maintained by the College.

Requirements for admission to Postgraduate study at the College

Entry Criteria

21. Taught postgraduate study at the College is deemed to comprise programmes of study leading to the awards of Master of Business Administration, Master of Science, Postgraduate Diploma and Postgraduate Certificate.
22. The entry criteria for all postgraduate programmes will conform to the qualifications specified in the definitive course description for each programme. These criteria will be stated explicitly in any written promotional materials and on the College's website.
23. Applicants will be made aware of all obligations placed upon them at the time the offer of a place is made.

Selection Procedures

24. All applications for the College's postgraduate programmes will be handled by the College Admissions Team. Where admission decisions cannot be made until a cohort of applications has been received, applicants shall receive a letter from the Admissions Team, explaining the process to them, indicating the likely period for decision making.
25. Any applicants who do not meet stated entry criteria will be approached and asked to demonstrate how they are qualified to undertake their proposed course of study. Applicants wishing to apply for credit exemption shall demonstrate prior achievement of the learning outcomes, or their module and level equivalent. Offer letters will be generated by the College

Admissions Team and will provide applicants with information about start dates, advanced standing (if applicable) and course fees.

Timescales and Deadlines

26. Applications to College postgraduate programmes may be made at any time throughout the year. If it is considered that an interview is required to help determine a candidate's suitability for the proposed programme of study, candidates will be notified of a proposed interview date within fourteen working days of receiving the application. The College Admissions Team will make a short record of the discussion including reasons for any rejection, should that be the outcome of the interview.

Advice and Guidance to postgraduate applicants

27. The College offers an application advisory service for all those who are unsure of the appropriateness of their qualifications to the content and level of the College's programmes. Advisory interviews may be conducted in person or by telephone or on-line. A record of the nature of the query and the guidance offered will be maintained by the College.

Requirements for the admission to Research Degree programmes at the College

28. Applicants shall normally have, or be expected to obtain in the near future, a good undergraduate or Master's degree in a discipline appropriate to their intended area of research. Substantial prior research experience may, in some instances, be acceptable in place of an appropriate degree qualification. All applicants will also need to demonstrate that they have the appropriate English Language skills to successfully complete their chosen course of study, where English is not their first language.
29. Enquiries will be reviewed by the College's Admissions Team and relevant teaching staff in order to establish whether appropriate expertise exists within the College to supervise the proposed project prior to application. An outline research proposal is usually required at this stage. A more detailed proposal may be required at the point of formal application.
30. A completed application, two references (in most cases the references shall come from independent academic referees, in other words they are not normally provided by a prospective research supervisor for the applicant), an up-to-date *Curriculum Vitae* and copies of appropriate certificates or transcripts must be provided by the applicant before the application can be considered. Applicants who do not fulfil the normal entry criteria may be required to provide additional information and documentation in support of their application.
31. All applicants for research degree programmes will be interviewed by the College and a record kept of the interview. Telephone interviews will be acceptable where the candidate is unable to

attend for good reason. The interview panel shall consist of the College's Academic Dean, the prospective Principal Supervisor and any other members of the prospective supervisory team. The interview panel shall make one of the following recommendations: that the applicant should be accepted onto a doctoral programme or that the application should not be progressed and a reason given.

32. Applicants who have completed part of an equivalent research degree programme at another institution may, upon production of appropriate evidence of their registration and good progress, apply for advance standing. The College Registrar will take into account the period of completed study at another institution in calculating the earliest and latest possible submission deadlines, and will include this information in the offer letter made to the applicant.
33. Once the applicant's application is complete, the College Admissions Team will prepare and send out an offer letter to the applicant. The offer letter shall detail the terms of registration, supervisory team, and fees for the first year. If the decision is to reject the application, the College Admissions Team will inform the applicant of this decision in writing together with the reasons for the rejection.
34. Following the acceptance of an offer, students admitted to a research degree programme at the College must re-register with the College on an annual basis. A student's eligibility to register will be contingent upon satisfactory progress with their research degree studies.

Students wishing to visit the College to undertake short term study

35. Reflecting the international nature of the College, the College welcomes approaches from students who may wish to undertake short term study at the College without being a candidate for a College award, and without being admitted to an MFHEA accredited programme of study. The student may be permitted, retrospectively, to seek to gain specific credit points for modules successfully completed as a visiting student, or may transfer such credits to a programme of study leading to a College award. Such arrangements do not apply to visiting postgraduate research students due to the individual nature of their research programme.

Students declaring a disability

36. The College will consider applications on the same academic grounds as non-disabled applicants and there is no judgement or assessment of disability prior to an offer being made. Applicants shall be required to provide further information in order for the College to determine what

adjustments may reasonably be necessary, should they be accepted and placed on their chosen programme of study.

37. Where the information provided indicates that the applicant will require significant support or require modifications to the academic course, the applicant will be invited to meet with the College Admission Team and any relevant teaching staff to discuss their individual needs. In a very small number of cases where adjustments may not be feasible to implement, advice will be obtained from appropriate disability organisations to explore the feasibility of supporting the student in taking up their offer on their chosen programme of study. Following discussions, the College Admissions Team will offer to meet with the applicant to discuss the support available, to enable them to make an informed judgement on the suitability of the proposed programme of study. In exceptional circumstances where appropriate adjustments cannot be implemented, the College reserves the right to withdraw an offer. Applicants who wish to appeal a decision not to implement adjustments requested which prevents the applicant from taking up their offer of a place on a course may write to the College Principal to request a review of the decision.

Proficiency in English

38. Applicants whose first language is not English are required to demonstrate an approved level of proficiency in the use of the English language. The College considers a wide range of international qualifications other than Maltese qualifications. In doing so, the College is guided by the Malta Qualifications Recognition Information Centre (MQRIC) (<https://ncfhe.gov.mt/en/services/Pages/All%20Services/mqric.aspx>) in terms of the equivalence awarded to international qualifications.

Changes and Cancellations

39. The College's Academic Registrar and Marketing Team must be notified of substantive changes to programmes of study, or cancellation of programmes, without delay.
40. All courses and modules offered by the College are subject to changes and can vary from time to time. Whilst all efforts are made to provide information in advance, the College reserves the right to change the programme content and schedule without significant prior notice. In the event of modules or degree programmes being postponed or discontinued, every effort will be made to find a suitable alternative. The College reserves the right not to run any particular programme or module should the minimum number of student enrolments not be met.

Documents Supplied by applicant students

41. The College assumes that all applications are made in good faith and that all documents and information provided throughout the application process are authentic and true. Should any document be found to be fraudulent or any information proved to be misleading, the College reserves the right to take necessary action against the applicant. No fees paid to the College up to that point will be refunded.

The College's Refund Policy

42. Application, Registration, Administration and Visa Assistance Fees are non-refundable under any circumstance. Tuition fees will only be refunded in full if the student's application is declined by the College prior to commencement of the programme of study. For international students, a refund of the tuition fees will only be given in cases where students do not receive their visa. For the refund to be issued a copy of the original refusal letter has to be submitted to finance@gcmalta.com. No refunds will be issued once the student has commenced the programme of study. Refunds will not be made by the College to third parties and bank transfers will only be made to accounts where the initial payments were made from. Refunds will only be issued at the discretion of the College against a Refund Processing Fee of €250. Any additional bank charges will be borne by the student.

Applicant Complaints Procedure

43. Most applicant complaints will be handled by the College's Admissions Team, by email, telephone or in person.
44. Applicants who are dissatisfied with the response from College's Admissions Team shall be asked to put their complaint in writing. If, after a careful review of the complaint, it is felt that there is clear substance to the grievance that has been raised, the matter will be brought to the attention of the College Principal who will respond by email, telephone, in person or by letter to the applicant providing their judgement in respect of the complaint.