



# Global College Malta

Quality and Standards Assurance Manual –  
Section 7 Public Information about the College

## GLOBAL COLLEGE MALTA

### QUALITY ASSURANCE MANUAL (2021)

#### Section 7 PUBLIC INFORMATION ABOUT THE COLLEGE

1. This section of the College's Quality and Standards Assurance Manual outlines the College's expectations with respect to the formal information that is published by the College, either in electronic or printed form. The guidance provided below does not extend to letters, verbal communications, teaching and learning materials and presentations, staff recruitment advertisements, the outputs of research and scholarly activity or other day-to day activities undertaken by the College and its staff.
2. The purpose of the following guidance is to try and ensure that the quality of information that is made available to the College's various stakeholders (both internal and external) is accurate, fit for purpose, accessible and trustworthy. The guidance aims to ensure, so far as is practicable, that external audiences to the College are able to form an accurate impression of the College and to make informed decisions about its programmes of study and other activities.

#### General principles regarding the provision of information about the College and its activities

3. The College operates to the following general principles when producing public information:
  - i. Record-keeping should be commensurate with the importance of the communication;
  - ii. The tone and complexity of the information published about the College should be appropriate for the intended audience;
  - iii. Information published on the College's website (<https://gcmalta.com/>) should be clearly signposted and be located where a user would expect to find it;
  - iv. Where possible, information should be made available in alternative formats in order to meet the access requirements of a diverse audience;
  - v. Any links to external material (such as publications by the Malta Further and Higher Education Authority) should be checked regularly to ensure that they remain current;
  - vi. Information such as third party endorsements, ratings, rankings should be supported with reference to the source and the date of the information being provided. Where possible, a hyperlink should be used to direct the reader to the source of the information; and,

- vii. Information about the College has regard to any relevant legislation and good practice.

### Information made available to the Public about the College

#### Information on the College's vision and values and strategy

4. The College will make available on its website information that it believes is of interest to the public so as to enable these external audiences to develop a fair and accurate understanding of the College. Such information will include the following:
- *Vision and Values* statement;
  - Corporate plan;
  - An overview of the College's quality and standards assurance arrangements;
  - The College's *Learning and Teaching Strategy*; and,
  - The College's Quality and Standards Manual
5. The above information will be easily found on the College's website at: <https://gcmalta.com/> and will also be made available in hard copy format on individual request. Each of these documents will be kept up to date with the latest versions. Ideally, the information will be reviewed at least annually in line with designed schedules for producing and updating College level information, strategies and policies.

### Information for prospective students

#### Information on applications and course admission

6. The most up-to-date general level information relating to applications to the College and admissions to courses will be made available through the College's website (<https://gcmalta.com/>):
- Undergraduate and Postgraduate Admissions processes; and,
  - Fees, bursaries and financial support availability and eligibility.
7. Any specific course entry requirements (for example, previous qualifications or experience) will be made clear on the individual course pages.

#### Information on courses

8. Information regarding specific aspects of the courses offered by the College will be made available to prospective students through:

- Any online and physical College prospectuses;
  - Course pages on the College website; and,
  - Course Module Descriptors (for current academic year).
9. Updating the content of this information listed above will be undertaken, as appropriate, on an annual basis. Any changes that are made to the information provided will be reflected in all publically available information including the College’s website and other programme publicity information.
10. Course pages on the College’s website will give prospective students a fair, accurate and up-to-date overview of:
- The content of the course;
  - What it’s like to study the course and what skills the student will acquire from successful completion;
  - Typical entry requirements for the course;
  - An overview of learning, teaching and assessment methods used in course delivery;
  - Indicative contact hours;
  - Possible employability prospects; and,
  - Any other information about the course which the College considers may be relevant to the prospective student.
11. The ‘Student Services’ section of the College’s website will provide indicative information to help prospective students’ understanding (or their advisers) of the College’s learning environment and the support made available to them when commencing study with the College. This information will include, by means of example:
- Student support services;
  - Library and Information Technology information; and,
  - Any other information relating to the environment within which the prospective student would be studying to help inform their decision to study at the College.

## Information for current students

### Information on the student's programme of study

12. Prior to arriving at the College to commence their course, students will be provided with introductory information. This information will normally include (but is not limited to):
  - College enrolment information
  - A course timetable;
  - Information on academic support for their studies;
  - Student wellbeing information; and,
  - Finance.
13. Current students shall be able to access in electronic format or hard copy, a guide to the programme for the current academic year. The latest versions of Module Descriptors will also be made available together with information on assessment and examination schedules. The College's Quality and Standards Assurance Manual will be made available through the College's website so that students are aware of procedures relating to matters such as assessments, mitigating circumstances, academic appeals, etc.
14. At the start of each academic year of study at the point of enrolment with the College students will be requested to read and accept the College's student contract prevailing. This contract includes an acknowledgement on the part of the student that they are responsible for familiarising themselves with all the information which the College issues in electronic or paper form. The College will ensure that all such information is made clearly available to students for this purpose.

## Information for students at the completion of their course at the College

### Record of the students' studies

15. On completion of their studies, students will be provided with a record of their academic achievement at the College.