## GENERAL INFORMATION

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**Change history (Section/change details)**

- Transferred Section B to new Doc 185 ‘Course Admission Regulations’
- Transferred Sections C1 to C4 to new Doc 186 ‘Student Enrolment Procedure’
- Transferred Section C5 to C7 to new Doc 187 ‘Attendance Procedures’.

## PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT

**Instructions for document users with access to College SharePoint System**

All MCAST employees can access current, controlled and approved documents related to the Quality Management System from the College SharePoint system URL [http://eportal.mcast.edu.mt/Main/Pages/DocumentControl](http://eportal.mcast.edu.mt/Main/Pages/DocumentControl).

Document users who do have access to SharePoint are therefore 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 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!
1 Overview

1.1 MCAST’s vocational courses are delivered by the following Institutes:
   - the Institute of Agribusiness,
   - the Institute of Art and Design,
   - the Institute of Business and Commerce,
   - the Institute of Building and Construction Engineering,
   - the Institute of Community Services,
   - the Institute of Electrical and Electronics Engineering,
   - the Institute of Information and Communication Technology,
   - the Institute of Mechanical Engineering,
   - the Maritime Institute,
   - the Institute of Applied Science and
   - the MCAST Gozo Centre.

1.2 Each Institute is in the overall charge of a Director and is responsible for the provision of learning, teaching and assessment in a number of programmes which lead to qualifications at various study levels. MCAST students in each Institute are entitled to administrative and other forms of support, e.g., Careers Guidance and a Counselling Service.

1.3 Unless otherwise approved by the Council of Institutes, MCAST’s academic provision for all courses is normally based on a modular system. This means that students progress on their course by passing study units which may eventually lead to the achievement of a qualification in the subject studied.

2 Definitions

The terminology which follows relates to the learning framework.

2.1 Qualification: The academic title conferred upon a student who has successfully completed a programme of study which 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.

2.2 Academic Year: The academic year, starting on Monday of the first full week in September is divided into two semesters, each of 16 learning weeks approximately.

2.3 Subject: A subject may be defined as a collection of study units or modules with a coherent academic and vocational focus. Different institutes offer different subjects of study.

2.4 Study Unit or Module: A study unit or module is a self-contained study component delivered in an Institute. An MCAST programme of study is normally made up of a number of study units, some of which are compulsory while others are optional.

2.5 Core Units are compulsory units which must be passed to complete a qualification.

2.6 Optional Units are units which are chosen by the institute from a prescribed list. A pass mark in each study unit is normally necessary to complete a qualification. If compensation is envisaged (e.g., where the achievement of a good grade in one unit makes up for a non-satisfactory grade in a different unit), this shall be indicated in the MCAST regulations and/or the students’ handbook.
2.7 **Prerequisite/s:** A study-unit or units, exam/s or qualification/s which must be passed before entry to another unit/s or progression to another course is normally necessary. This shall ensure that a suitable grounding has been established before moving to a more demanding level of study. Entry to a new course would normally be denied if the prerequisite is not in place.

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

2.9 **Key skills:** Key skills are a range of essential skills that underpin success in education, employment, lifelong learning and personal development. Thus, Mathematics, Maltese, English, IT, Science, Personal development, for example, are essential key skills. Other key skills include Entrepreneurship, Individual Social Responsibility and Critical thinking.

2.10 **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 at the end of that programme or study unit.

2.11 **Assignments:** 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.

2.12 **Assessment criteria:** These are descriptions of what the learner is expected to do in order to demonstrate that a learning outcome has been achieved. They are set at a threshold level of achievement (in other words, a bare Pass), and any performance above that level can be differentiated by applying grading criteria, i.e. Merit and Distinction grading criteria.

2.13 **Grading criteria:** These indicate what a student must demonstrate to achieve a specific grade, that is, a Pass, a Merit or a Distinction. Students will have a set of statements to help them differentiate the level of performance. Merit and Distinction grading criteria encourage students to aim higher. They also help for better transparency of the marking process.

2.14 **Referral:** An opportunity for students to make good an element or parts of a unit that they have failed to achieve. This may be a piece or pieces of coursework, and may include time-constrained examinations.

3 **Qualifications**

3.1 A full list of qualifications is given in the MCAST prospectus which is published annually.

4 **Full-time study**

4.1 A student enrolled on a full-time taught programme of study at MCAST is not permitted to enrol for a second full-time programme of study at MCAST or elsewhere.

5 **Programme of study**

5.1 A valid combination of study units normally taken over one or more years to obtain a qualification. Qualifications will specify the study unit requirements at each level.
6 Progression

6.1 A student's progression on a programme shall normally depend on a number of factors, such as key skills, vocational skills, attendance, performance, ability to cope, etc.

7 Private Training Providers

7.1 MCAST regulations shall normally apply for all programmes run with collaborative partners, e.g. Private Training Providers, the Employment and Training Corporation (ETC) in case of apprenticeship programmes, apprenticeship sponsors, work placements and so on. Any deviation from MCAST regulations must be approved by the Council of Institutes prior to such deviation occurring.

7.2 Validated programmes

MCAST validated programmes delivered by collaborative partners will run under MCAST regulations. Any planned variation must be applied for in writing and shall require the written approval of the Council of Institutes.

8 Ownership and return of students’ assessed work

8.1 MCAST holds the right to keep and/or exhibit students' work such as any written work, drawings, graphic design products, engineering models, sculpture, maquettes, etc.) up to one year after the end of the course during which such material was produced.

8.2 Ongoing Projects

In case of ongoing projects any textual materials produced by the students for formal assessment may be retained by MCAST.

9 Eligibility for placement

9.1 Where applicable, the normal prerequisite for taking up a placement at work locally or abroad, say, in connection with a mobility action, is the successful completion of all modules taken in the previous stages.

9.2 The programme specifications shall, if applicable, specify that it is compulsory for certain modules to be passed prior to placement.

10 Credit transfer

10.1 A student may be permitted to transfer credit taken in another institution provided that:

(a) the institution is licensed and recognised;
(b) the level of the units can be established;
(c) not more than two-thirds of the total required for a qualification is transferred in this way;
(d) the Board of Studies is satisfied that the student is able to complete the programme successfully.
11 Assessment and Progression

11.1 The MCAST Institute Officer is responsible for passing the assessment results directly to the MCAST Registrar for the issuing of certificates and diplomas.

11.2 Lecturers involved in assessment and the Director of Institute should both keep a copy in case of subsequent queries.

11.3 All results should be completed clearly and accurately on the prescribed forms and in accordance with the Registrar’s instructions.