

Document Title	COURSE ADMISSION REGULATIONS			Page 1 of 4
Document Number	185	Document Revision	A	Date Issued 26/03/15

GENERAL INFORMATION

1	Document type	Rules and Regulations		
2	Document Owner/Approver	COI		
3	Minimum list of document users to be notified upon release of document update	All Academic Staff and Students		
4	Document change history			
	A	DCTN #	Date released	Change originator
		031/2105	26/03/15	Dalmas Pierre
	Change history (Section/change details)			
	Text transferred from Doc 009 'General Rules and Regulations'			

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>.

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** !

Document Title	COURSE ADMISSION REGULATIONS			Page 2 of 4	
Document Number	185	Document Revision	A	Date Issued	26/03/15

1 Admission

To be eligible for admission to a programme of study at MCAST, a candidate must normally satisfy both MCAST's General Entrance Requirement and the requirements for entry to the particular programme of study as indicated in the MCAST prospectus published annually.

2 General entrance requirement

The General Entrance Requirement is a statement of minimum acceptable conditions.

2.1 Entry requirements

The term 'pass' denotes the minimum acceptable level of achievement in a particular examination. MCAST may prescribe different levels and grades for specified programmes.

2.2 Admission to Vocational Degree programmes

MCAST's level 6 vocational degree programmes of study have been specifically designed to build on the BTEC Higher National Diploma qualifications and thus make provision for direct entry to the third year. Progression to the vocational degree year is normally linked to the successful completion of the MCAST two-year BTEC HND programmes and is subject to the accumulation of a set number of points as established in the document: 'MCAST Vocational Degree Regulations'.

2.3 Overseas qualifications

Qualifications comparable to Sec and Matsec Ordinary, Intermediate and Advanced Level as recognized by the Malta Qualification Information Centre (MQRIC) may be considered for entry to courses at levels 3, 4 and 5.

MCAST's degrees are designed as an extension of existing, internationally-recognised programmes, viz., the Edexcel BTEC Higher National Diplomas, which are presently delivered in MCAST institutes. HND qualifications from local or foreign institutions may be considered for admission with Advanced Standing to MCAST's degree courses, provided they meet the specific requirements of the course applied for. Other conditions may apply.

2.4 Other qualifications

MCAST may accept other qualifications and/or experience as sufficient for meeting the General Entry Requirements of certain courses. Applicants are exclusively responsible to provide evidence of any equivalence claimed for their certificates and/or diplomas. Only recommendations made by the official recognition centre of Malta (MQRIC) shall be considered. MCAST shall not entertain any appeals in this regard.

2.5 Mature entrants

Mature applicants who do not satisfy the entry requirements for a course of study up to Level 5, may be eligible for admission if they can provide satisfactory evidence of their ability to pursue successfully the programme of study for which they are applying.

Mature students shall be interviewed prior to being registered on a programme of study. The interviewing panel may recommend what qualifications and or study, if any, will be required as a condition for entry into the course.

Document Title	COURSE ADMISSION REGULATIONS			Page 3 of 4	
Document Number	185	Document Revision	A	Date Issued	26/03/15

2.6 Accreditation of Prior Certificated Learning (APCL)

The Accreditation of Prior Certificated Learning (APCL) is where credit is awarded for learning which has already been assessed and certificated as part of a completed or partly-completed course or qualification.

Responsibility rests with the applicant for supporting the claim with appropriate evidence. MCAST retains the right to accept or reject any evidence provided.

3 Admissions complaints procedure

3.1 Introduction

1. MCAST is committed to providing a fair and efficient admissions service and applicants will not be disadvantaged in any way provided they have used this procedure.
2. A complaint must be made on an individual basis by the applicant. Complaints made by a third party will not normally be considered.
3. Complaints arising from decisions by MQRIC regarding equivalence of qualifications are excluded and shall not be considered. (see B2.4).

3.2 Procedure

The Informal Stage

1. Most complaints can be resolved informally at Institute level. For their own benefit Applicants should normally raise the matter within 5 working days of the action causing concern or by the start date of the programme or course applied for, whichever is sooner.
2. In the first instance, the matter should be raised in writing or by e-mail with the Director of Institute who shall respond in writing within ten working days from receipt of the complaint.

The Formal Stage

1. If the complaint is not resolved to the satisfaction of the applicant the complainant may appeal to the Registrar, MCAST Main Campus, Paola.
2. The complainant's letter should (i) enclose copies of all previous correspondence; (ii) explain why the applicant remains dissatisfied and (iii) what he/she hoped the outcome would be.
3. An Appeals Board as set up by the Council of Institutes (COI) and chaired by the Deputy Principal, shall preside over the matter.
4. The Registrar shall summon the appeals Board within 5 days of receiving the complainant's letter (see clause 2)
5. The Appeals Board shall assess the appeal and, in writing, inform the Registrar of the

Document Title	COURSE ADMISSION REGULATIONS			Page 4 of 4	
Document Number	185	Document Revision	A	Date Issued	26/03/15

decision within 5 days of the Registrar's notification.

6. The Registrar shall inform the complainant of the Board's decision within 3 days.

3.3 Fraudulent information used to gain admission

The discovery of any form of fraudulent information used to gain entry to MCAST will result in the immediate withdrawal of any offer of a place. Fraudulent information in this context includes the use of fraudulent documentation, or any untrue or misleading statement or one which omits pertinent facts on an application or enrolment form or made at interview or over the telephone in the clearing process.

3.4 Where it is intended to ask an already enrolled student to withdraw from MCAST, the Registrar shall refer the matter to the COI for a decision before any communication of such intent is made to the student.

If the COI decides that the student shall be excluded, the applicant shall not receive a refund of any fees paid. Any credit already achieved, or any qualification awarded, may be withdrawn depending on the seriousness of the deception and the view of any Professional Body or Inquiry involved.