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Document Number	185	Document Revision	B	Date Issued 19.09.2019

GENERAL INFORMATION

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Instructions for document users with access to College Website

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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 7121 **today!**

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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

Progression to the vocational degree is normally linked to the successful completion of the MCAST two-year MQF Level 4 programme.

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.

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.

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.

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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

3.2.1 The Informal Stage

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.

In the first instance, the matter should be raised in writing or by e-mail with the office of the Registrar who shall respond in writing within ten working days from receipt of the complaint.

3.2.2 The Formal Stage

If the complaint is not resolved to the satisfaction of the applicant the complainant may appeal to the Senior Deputy Principal Grievance Office, MCAST Main Campus, Paola.

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.

The Senior Deputy Principal Grievance office shall assess the appeal and, in writing, inform the appellant of the decision within 5 days of notification of appeal.

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 Deputy Principal Registrar shall conduct the necessary investigations and communicate the outcome to the student. Any credit achieved, or any qualification awarded, may be withdrawn depending on the seriousness.