



# Admission Regulations

Version 2.2

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## 1. Admission

- 1.1 To be eligible for admission to a programme of study at the Institute for Education (IfE), a candidate must satisfy the eligibility criteria for entry to the particular programme of study as indicated in the course outline available on the IfE website.

## 2. General Entry Requirements

The General Entry Requirements 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. The IfE may prescribe different levels and grades for specified programmes. The minimum requirement for a course participant to be admitted for professional learning programmes/courses at the IfE is generally a relevant qualification at one MQF level lower than the MQF level of the course they apply for.
- 2.2 *Maturity Clause* (applicable only to short courses of more than 6 ECTS and full qualifications as specified by the IfE): This clause permits an applicant who satisfies the following conditions to apply for consideration to participate in a course as a mature student. Apart from any additional eligibility requirements, the candidate must at a minimum:
- be in possession of the School Leaving Certificate or Secondary School Certificate and Profile (SSC&P)
  - have on the date of application:
    - I. attained the age of 23 for entry to courses at MQF Level 5 or higher
    - II. attained the age of 21 for entry to courses at MQF Level 4.
- 2.3 Applicants interested in the Bachelor Programmes, applying under the maturity clause, must also be in possession of:
- a. an MQF Level 3 (minimum Grade 5 or C) in English Language, Maltese and Mathematics awarded by MATSEC or an equivalent examination body recognised by the IfE, when applying for Primary Education.
  - b. an MQF Level 3 (minimum Grade 5 or C) in English Language, Maltese and a third subject awarded by MATSEC or an equivalent examination body recognised by the IfE, when applying for Maltese, Media Literacy, Hospitality, Social Studies or Religious Education.

- c. an MQF Level 3 (minimum Grade 5 or C) in English Language, Mathematics and a third subject awarded by MATSEC or an equivalent examination body recognised by the IfE, when applying for Mathematics, Sciences, Business Education and Retail or Engineering Technology.
  - d. An MQF Level 3 (minimum Grade 5 or C) in English Language and any other two subjects when applying for all other streams not mentioned in 2.3 (a), (b) or (c) above.
- 2.4 Applicants who apply under the maturity clause have to demonstrate academic potential and that they have gained academically relevant knowledge and workplace experience. Applicants are required to sit for an interview where they will need to present a portfolio including but not limited to; full details of their career; a document outlining their knowledge development, employment record; certificates; documents; and references. The portfolio may also include past academic assignments or documents/reports written by the applicant during employment. Following the interview, the Admissions Board may require candidates to undertake additional studies as a condition for their acceptance. The Board may even recommend an alternative programme where it considers appropriate.
- 2.5 Regular Course Participants: All applicants who satisfy the entry requirements and have been considered eligible to be admitted at the IfE will be classified as Regular Course Participants.
- 2.6 Probationary Course Participants: Applicants, applying under the qualification programmes, who by the closing date of applications would still be awaiting results for qualifications requested under the minimum entry requirements, may be accepted as Probationary Course Participants. These applicants will be required to provide proof that they are awaiting first-sitting results and consequently provide proof of successful attainment of these results. Probationary Course Participants who fail to obtain the necessary qualification/s, during the first attempt (not during re-sit examinations), will be considered ineligible on the basis of not meeting the minimum entry requirements. On the other hand, if a Probationary Course Participant, obtains all the necessary general entry qualifications by the deadline specified by the Admissions Board, they will be classified as a Regular Course Participant.
- 2.7 Concurrent Enrolment/ Candidature: A course participant cannot be enrolled concurrently in more than one qualification programme offered by the IfE.
- 2.8 EU/EEA/Home Applicants and International Applicants: The IfE welcomes applications from worldwide learners. For the purpose of admissions, applicants from EU and EEA countries are considered as nationals. Learners from countries outside EU/EEA/Home are classified as international applicants. International course participants who intend

to move to Malta for study reasons, for the duration of the programme, require an authorisation from Identity Malta in order to be able to study locally.

- 2.9 Admission of Students from Countries other than Malta: When the IfE receives the completed application, including all academic records and letters of reference, it will evaluate the duration of primary, secondary, and university education, the nature of the institution(s) attended, the system of grading in that institution as recognised by the MQRIC, and to recommend admission or rejection of the candidate. Academic credentials must be originals written in the language in which credentials are normally issued. Certified translations must accompany credentials which are not in English.

Foreign applicants whose mother tongue is not English, and who have never followed a full qualification taught in English language, will also be required to demonstrate English language proficiency with an Academic IELTS score of 6.0 for undergraduate qualifications and 6.5 for postgraduate qualifications or an equivalent score from another recognised international proficiency examination. Foreign applicants already in possession of qualifications taught in English language may also be required to provide official proof of the language of instruction from the institution conferring the qualification.

- 2.10 Overseas qualifications: Qualifications equivalent to the required MQF Level as recognised by the Malta Qualification Information Centre (MQRIC) may be considered against the presentation of a valid MQRIC recognition statement.
- 2.11 Other qualifications: The IfE may accept other qualifications and/or experience related to the course module applied for 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 MQRIC shall be considered. The IfE shall not entertain any appeals in this regard.
- 2.12 Recognition of Prior Learning (RPL): Recognition of Prior Learning (formal/informal learning/non-formal learning) is a formalised process through which credit may be awarded for learning undertaken prior to the commencement of a course offered by the IfE or learning completed together with, but not a part of the IfE course for which a prospective course participant has applied or is registered. Responsibility rests with the applicant for supporting the claim with appropriate evidence. The IfE retains the right to accept or reject any evidence provided. Further information can be found in the [Recognition of Prior Learning Policy and Procedures](#) of the IfE.

### 3. Prospective Course Participants' recruitment and admissions

- 3.1 The IfE is committed to the provision of timely, accurate and appropriate pre-entry information and support to prospective course participants. This is ensured through the communication via multiple channels including the IfE's Website, the IfE's social media platforms and through Letter Circulars sent to all Directorates, Colleges and Schools. Transparency and consistency is also ensured since, the IfE maintains individual course information profiles accessible in multiple locations on the website. The information includes: selection criteria, main objectives, learning outcomes, MQF level, total hours of learning, number of ECTSs, teaching methodologies, coursework and assessment procedures and suggested readings.
- 3.2 The IfE is committed to providing a fair and efficient admissions service that admits prospective course participants irrespective of their background, age, disability, ethnicity (including race, colour and nationality), gender (including gender reassignment, marital status, pregnancy or maternity), religion, belief, sexual orientation (including civil partnership status). Applicants will not be disadvantaged in any way provided they have used this procedure. The IfE is committed to the 5 key principles of Fair Admissions (Schwartz, 2004): transparency, minimising barriers to entry, selecting for merit, potential and diversity, professionalism and using assessment methods that are reliable and valid.
- 3.3 Applications will be generally assessed on criteria specific to the course of study for which an application has been made and then on a first come first served basis and. Prospective course participants are advised to check information on course specific entry requirements which are published on the IfE's website at [ife.edu.mt](http://ife.edu.mt).
- 3.4 The IfE reserves the right of refusal of admissions if applicants are found to be in breach of the principles outlined in the IfE [Code of Ethics](#).

### 4. Admissions complaints procedure

- 4.1 A complaint must be made on an individual basis by the applicant. Complaints made by a third party will not normally be considered.
- 4.2 Complaints arising from decisions by MQRIC regarding equivalence of qualifications are excluded and shall not be considered.

- 4.3 The IfE will ensure that all complaints are dealt with promptly and with fairness and consistency. There will be no discrimination against any applicant who makes a complaint.
- 4.4 Further information about the complains process and procedures can be found in the [IfE Complaints Policy and Procedures](#). In addition one may also refer to the [Appeals Policy and Procedures](#).

## 5. Fraudulent information used to gain admission

- 5.1 The discovery of any form of fraudulent information used to apply for courses offered by the IfE will result in the immediate withdrawal of any offer made by the IfE. 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.
- 5.2 In line with the [Termination of Studies Policy](#) the IfE reserves the right to terminate any enrolled course participants if one is found to be in breach of the [Admission Regulations](#).

## 6. References

Admissions to Higher Education Steering Group (2004) Fair admissions to higher education: Recommendations for good practice. The Schwartz Report. Nottingham: Department for Education and Skills

## 7. Relevant documents

- [Appeals Policy and Procedures](#)
- [Code of Ethics for Course Participants](#)
- [Course Participants' Complaints Policy and Procedures](#)
- [Recognition of Prior Learning Policy and Procedures](#)

## 8. Version history

Originator	Version	Date	Changes Done
Quality Assurance Department	1.0	19/02/2017	Initial Release
Quality Assurance Department	1.1	12/03/2019	Updating of Maturity Clause Article
Admissions Department	1.2	16/04/2019	Updating of General Entrance Requirements
Admissions Department	1.3	14/12/2020	Updating of Maturity Clause
Admissions Department	1.4	26/01/2021	Updating of General Entry Requirements
Admissions Department	1.5	15/02/2021	Updating of General Entry Requirements
Admissions Department	1.6	07/10/2021	Updating of General Entry Requirements
Admissions Department	1.7	03/02/2022	Inclusion of Article 3.4
Admissions Department	1.8	30/03/2022	Updating of Article 2.6 within the General Entry Requirements
Admissions Department	1.9	16/05/2023	Updating of Article 2.3 and 2.6 within the General Entry Requirements
Admissions Department	2.0	12/04/2024	Updating of Articles 1.1, 2.3, 2.4, 2.10, 2.11, 2.12, 3.1, removal of article 4.3, 4.5, 4.6, 4.7 and 4.8. Removal of Articles under sections 5 and 6 with direct reference to the IfE Complaints Policy and Procedures. Introduction of article 5.2 under Fraudulent information used to gain admission and introduction of relevant documents section.
QA Dept.	2.1	24/04/2024	Updated links
Admissions Department	2.2	14/05/2024	Updating of Article 2.9 - Admission of Students from Countries other than Malta