



Institute
for Education

Student Handbook

2023

2024

Version 1.1

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MISSION STATEMENT

“

The Institute for Education promotes high quality education for all educators and fosters learning communities of the highest standard, educational leaders at all levels and instils education with equity and social justice.

”

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OUR CORE VALUES

Collaboration

As a team, we grow together promoting a sense of belonging and providing equal opportunities to ensure all feel supported whilst working towards common goals.

Communication

We practice an honest and open exchange of ideas in an environment where positive encouragement serves as the basis of our communication.

Accountability

We enable our employees and learners to explore their potential, take initiative and be accountable for the benefit of everyone's educational journey.

Achievement

We encourage, support, and empower the community to achieve personal and collective growth.

Adaptability

We work without boundaries and are open to finding diverse and unexpected solutions to challenges at the workplace.

Equity

We believe in creating an environment where everyone is valued according to their individual potential for their holistic development.

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ACRONYMS

AED	Automated External Defibrillator
ECTS	European Credit Transfer System
FOIA	Freedom of Information Act
GDPR	General Data Protection Regulations
IfE	Institute for Education

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IP	Intellectual Property
IT	Information Technology
MQF	Malta Qualifications Framework
NAA	National Archives Act
MEYR	Ministry for Education, Sport, Youth, Research and Innovation
MFHEA	Malta Further and Higher Education Authority
PRB	Programme Review Board
QA	Quality Assurance
RPL	Recognition of Prior Learning
SCA	Sudden Cardiac Arrest
T&Cs	Terms and Conditions
WIL	Work Integrated Learning

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WELCOME MESSAGE FROM THE CEO

Dear Course participant,

I would like to thank you for choosing the Institute for Education to pursue your studies in education and aspire to continue to improve your competences while obtaining a qualification. Our vision is 'To shape future generations through an ever-evolving environment' and this can be achieved through a community of educators that want to make this difference in the lives of those that are placed under their responsibility. Throughout your journey with us, we intend to make you feel part of this community so that the Institute for Education becomes the hub where you can think, reflect and speak about education as a holistic experience with the scope of changing lives. We would like you to develop into effective educators and influential leaders.

“

Your role as educators extends beyond the imparting of knowledge. Educators care for the person as a whole. Educators empathise and thrive for the well-being of their students.

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personalised guidance for them to progress in this never-ending learning journey. Your role as educators extends beyond the imparting of knowledge. Educators care for the person as a whole. Educators empathise and thrive for the well-being of their students. This is no easy task. However, the course will assist you in your own self-development. You will not only become stronger in the area you will be studying but you will also become more resilient, ready to take initiative, entrepreneurial, active in your learning and very much aware of what you need to continuously improve.

Now that you are enrolled with our institution, you can avail yourself of all the resources that are made available. You can exploit the online library that includes millions of journals and e-books. You are expected to read incessantly, analyse, evaluate, and reflect on your experiences in relation to what you study. You are also expected to do research and therefore you should acquaint yourself with the videos, podcasts and notes available on the portal. You can also borrow books from our physical library which is updated every year so that we include the latest publications. However, the finest resource is our experienced and passionate lecturers who are experts in their fields but still very present in schools thus remaining very practical and relevant to the present educational environment.

During the course you will collaborate on research projects, participate in placements in different sectors, engage in debates, fora and discussions. These immersive experiences will provide the platform for you to develop holistically and then you will be in a position to provide a similar platform in the educational setting you will be working in.

Finally, I would like to wish you a transformative learning journey during which you feel you are accomplishing your goals and growing professionally for your own benefit and that of others. Let's continue to shape a strong educational community ready to make positive changes. I would like to finish off with a very famous quote by Nelson Mandela, "Education is the most powerful weapon which we can use to change the world." Let's learn to use it wisely and for the well-being of others.

Wishing you a productive year ahead.

Joanne Grima

Chief Executive Officer

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INTRODUCTION

This handbook serves as an information guide for all course participants following undergraduate and postgraduate programmes with the Institute for Education. It provides guidance to support course participants throughout their academic journey. This handbook includes reference to policies and procedures related to admissions, academic requirements for progression, attendance and participation, termination of studies, assessment, and programme management.



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ABOUT THE IfE

The Institute for Education (IfE) was originally set up as an Institute in April 2015 by virtue of Legal Notice 140 of 2015 and amended in Legal Notice 240 of 2015. IfE was then reconstituted as an Agency by virtue of Legal Notice 243 of 2017.

As a further and higher education institution, IfE provides initial teacher training and professional development that cultivates 21st century skills and competences in educators at all levels of leadership. It also aims to infuse equity and social justice within all its programmes. IfE develops accredited programmes that are flexible and can be delivered through different methods such as face-to-face lectures as well as online and blended learning.

IfE is licenced by the Malta Further and Higher Education Authority (MFHEA) as a Further and Higher Education Institution with licence no: 2016-006. It offers various training programmes from MQF level 4 to MQF level 7.

In line with its ethos, IfE is committed to the key principles of equity and social justice and strives to enhance accessibility for the professional learning for all educators. IfE also invests in life-long learning to cultivate skills and competences which enable individuals to rise to the challenges posed by an ever-changing society. It fosters a philosophy whereby course participants are encouraged to explore their potential whilst also empowering them to achieve personal and collective growth.



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QUALITY POLICY

The IfE has a structured Quality Management System which makes an effective contribution to the attainment of the IfE's strategic plan and which supports the academic planning process. The system which fulfils the requirements of the National Quality Assurance Framework for Further and Higher Education and other international standards, aims to produce the best possible course participant experience.

The IfE understands that it is crucial to keep abreast of external developments and best practice in further and higher education and sees this as part of being a self-critical academic community which evaluates and enhances its quality assurance procedures to promote that culture. The maintenance and enhancement of the academic standards of the IfE depend primarily on the commitment of all staff to constantly evaluate and reflect on the quality of the educational experiences provided for students.

The main principles underpinning the IfE's Quality Assurance and Enhancement Policy are:

- Quality assurance and enhancement are best achieved through the fostering of an ethos of critical self-reflection in partnership with course participants;
- Employees, service providers and lecturers of the IfE have the responsibility for enhancing the quality of the learning experience of their course participants, whilst acknowledging the role that course participants have in transforming the learning experience of themselves and their peers;
- Collegiality and rigorous, external peer reviews are a means to identify areas for improvement, to foster collaboration and the exchange of best practice;
- The recurrent evaluation of its academic standards is at the heart of the IfE's procedures;
- The harmonisation of all its procedures;
Course participants and other stakeholders are key members in the shaping of IfE's policies and mechanisms in the area of quality and standards;

All policies and procedures relating to quality and standards are subject to regular review to ensure their ongoing fitness for purpose in a rapidly changing internal and external environment.

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KEY CONTACTS

We genuinely care to listen to your queries and suggestions. One may use several channels of communication to contact the IfE team. These include:



Course Coordination Team

The first contact for course participants regarding issues relating to timetables, attendance, and operations is the Course Coordination team. You will meet the Course Coordinator assigned to your course during an induction session held together with the Student Affairs Office at the commencement of the academic year. During this meeting the Course Coordinator will introduce you to the IfE administrative procedures and the use of the IfE online portal. The Course Coordination team can be contacted via the details below:

Ms Fiona Vassallo Medici 25983621 -Senior Manager Course Coordination and School Professional Development | fiona.vassallo-medici@ilearn.edu.mt

Course Coordinators (Contact between: 15:00-19:00)

Mr Nick Agius 25983629 | nicholas.agius@ilearn.edu.mt

Mr Anthony Attard 25983624 | anthony.attard@ilearn.edu.mt

Ms Graziella Pullicino 25983622 | graziella.pullicino@ilearn.edu.mt

Mr Simon Grech 25983625 | simon.grech@ilearn.edu.mt

Ms Robert Grech 25983627 | robert.grech@ilearn.edu.mt

Mr Noel Harmsworth 25983628 | noel.harmsworth@ilearn.edu.mt

Mr Bernardo Riolo 25983628 | bernardo.riolo@ilearn.edu.mt

Ms Stephanie Zammit Dimech 25983623 | stephanie.zammit.dimech@ilearn.edu.mt

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Academic Staff

The IfE has its own team of resident lecturers who are responsible for the delivery of programmes. Amongst their lecturing duties they also provide online support to course participants, coordinate assessment planning including rubrics, deliver tutorials, offer in-class co-teaching tutoring, mentoring/coaching and provide professional development as required. Amongst other duties, the lecturers also serve as Internal Verifiers, RPL Assessors, Practicum visitors, and Dissertation supervisors and assessors.

The academic staff within the IfE is also encouraged to conduct action research and writing peer-reviewed papers for publishing.

Resident Lecturers:

Ms Susanna Azzopardi 25983634 | susanna.azzopardi@ilearn.edu.mt

Dr Amanda Bezzina 25983633 | amanda.bezzina.2@ilearn.edu.mt

Mr Mario Mallia 25983632 | mario.mallia.3@ilearn.edu.mt

Dr Loredana Muscat 25983634 | loredana.muscat@ilearn.edu.mt

Dr Michelle Panzavecchia 25983631 | michelle.panzavecchia@ilearn.edu.mt

Dr Angele Pulis 25983635 | angela.pulis@ilearn.edu.mt

Mr Oswald Tanti Rigos 25983636 | oswald.tanti.rigos@ilearn.edu.mt

Mr Edward Wright 25983637 | edward.wright@ilearn.edu.mt

Admissions Department

The main function of the Admissions department is to ensure that all course participants are offered the best possible experience while pursuing their studies at the IfE. It is responsible for the publication of prospectus, assessing the eligibility of all course participants and process formal requests such as leave of absence, recognition of prior learning, extenuating circumstances and requests for academic records amongst others. The Admissions Department is responsible for the drafting of policies, guidelines and procedures as well as the safekeeping of up-to-date participants' records.

The IfE has the wellbeing of its course participants at heart. The Student Affairs Office, within the Admissions Department strives to offer emotional and wellbeing support needed throughout one's course. It also welcomes new ideas and suggestions which could benefit all participants and the institute itself.

The mission of the Student Affairs Office is to cultivate a sense of community between the course participant and the Institute for Education. We strive to create a conducive environment which ignites personal and academic growth while also

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fostering a strong sense of collegiality. Each and every one of you matters and our service is committed to support you in reaching your potential in becoming professional educators.

The Admissions Department can be contacted via the details below:

Ms Christine Grech - Head of Admissions
25982026 | ife.admissions@ilearn.edu.mt
Ms Graziella Bugeja - Manager Student Affairs
25982036 | ife.admissions@ilearn.edu.mt
Ms Kimberly Cini - Administrative Officer
25982037 | ife.admissions@ilearn.edu.mt

Quality Assurance Department

The Quality Assurance department is responsible for providing assurance of the standards of the courses provided and the quality of the learning experience. The QA department is also tasked with ensuring that expectations of stakeholders with regard to the courses offered and the achievements and capabilities of participants are adhered to. The department also identifies good practices and establishes structures for the continuous improvement in the quality of provision. In particular, it provides assistance with regard to all quality assurance-related procedures within the IfE and the systematic development, monitoring and revision of such procedures. The QA Department can be contacted via the details below:

Mr Anthony Satariano - Head Quality Assurance
25982003 | ife.qa@ilearn.edu.mt

Programmes Department

The Programmes department is responsible for the development, implementation and coordination of training programmes and support offered by the Institute for Education. The main focus of this department is to meet with key experts and stakeholders within the education sector to identify programmes that are current, relevant and innovative. With these initiatives, the Institute aims to further increase educators' accessibility to learning through the adoption of a blended approach to teaching and learning. The Programmes Department can be contacted via the details below:



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Mr John Spiteri Maempel – Head of Programmes

25982004 | ife.courses@ilearn.edu.mt

Mr James Sultana - Education Officer Training and Development

25982017 | ife.courses@ilearn.edu.mt

Ms Ann Marie D'Amato – Senior Manager Programme Development and Review

25982014 | ife.courses@ilearn.edu.mt

Work Integrated Learning

The Work-Integrated Learning (WIL) office gives course participants the opportunity to apply the theoretical knowledge gained from their academic settings to a work-based scenario. The WIL concept aims to ensure that course participants develop their ability to integrate their learning through a combination of acquired academic knowledge and work-related activities. The main functions of the department include the coordination of Teaching Practice placements and Micro-Placements. It also provides support to course participants to assimilate their learning in the world of work.

The Work Integrated Learning office can be contacted via the details below:

Ms Angelique Grech - Senior Manager Work Integrated Learning

25982018 | ife.wil@ilearn.edu.mt

Ms Lorraine Sultana – Administrative Officer Work Integrated Learning

25983641 | ife.wil@ilearn.edu.mt

Ms Marisa Schembri – Assistant Principal Work Integrated Learning

25982005 | ife.wil@ilearn.edu.mt

Research and Development Department

The Research and Development department is responsible for supporting educators, parents and students and address challenges they may be facing by undertaking research and disseminating findings and relevant material to educators and schools. The department is also responsible for EU projects that will enhance the experience of participating educators and help them to gain insight into developments and practices in other European countries. Dissertations are also within the remit of the Research and Development Department which can be contacted via the details below:

Ms Christine Fenech - Senior Manager Research and Development

25982019 | christine.fenech.3@ilearn.edu.mt

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Ms Janice Darmanin – Manager Research Analyst
25982039 | janice.darmanin@ilearn.edu.mt

IT Department

The Information Technology department manages any technical issues that arise within the IfE. It also provides guidance to course participants attending programmes and professionals delivering programmes with regard to accessibility and content management of the online virtual learning environment. With advances and upgrades in the technology used by the IfE, the Information Technology Department works to ensure both course participants and lecturers feel at ease with the technology so that their experience at the IfE is a positive one. The IT Department can be contacted via the details below:

Mr Geoffrey Tanti - Senior Manager IT
25982013 | ife.itsupport@ilearn.edu.mt

Administration Department

The Administration department is responsible for ensuring the smooth day to day running of the IfE by answering all queries and acts as the link between the Institute for Education's various departments. The department also acts as the primary contact with the external stakeholders by organising events such as press conferences and award ceremonies; by issuing circulars, answering queries via telephone and emails. Compiling and drafting data for the annual report and prospectus are also part of the tasks that the department undertakes. The Administration Department can be contacted via the details below:

Ms Deborah Seychell - Senior Manager Administration
25982015 | ife@ilearn.edu.mt



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Finance Department

The Finance department caters for all financial matters required. This includes a variety of tasks based on the timely maintenance of accounting records on an appropriate software and efficient transaction services for our students, staff, departments and external stakeholders. The department caters for confirmation of availability of funds prior issuing of purchase orders, payment of suppliers and preparation of financial reporting required by the IfE stakeholders.

The Finance Department can be contacted via the details below:

Mr John Trapani - Head of Finance

25982007 | ife.finance@ilearn.edu.mt

Ms Leeanne Farrugia - Senior Administrative Officer

25982020 | ife.finance@ilearn.edu.mt



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LEARNING PROGRAMME INFORMATION

All programmes at the IfE are pegged to the Malta Qualifications Framework (MQF) as all courses/ qualifications are accredited by the MFHEA. The workload for each programme is in ECTS. The courses/ qualifications are learning outcomes based and each course/ qualification level descriptor is based on defined knowledge, skills and competences that the course participant would gain after the successful completion of the course / qualification.

Type of Qualification	Min. period	Max. period	MQF Level	No. of ECTS
Undergraduate				
Bachelor of Education Honours	4 yrs p/t	6 yrs p/t	6	180
Bachelor of Arts (Hons) Early Years, Learning and Care (Top-Up)	1.5 yrs p/t	3 yrs p/t	6	60
Postgraduate				
Postgraduate Certificate in Assessment for Learning Teaching Strategies	2 yrs p/t	4 yrs p/t	7	30
Postgraduate Certificate in Digital Competences	2 yrs p/t	4 yrs p/t	7	30
Postgraduate Certificate in Education	1 yr p/t	3 yrs p/t	7	30-59
Postgraduate Diploma in Education	2yrs p/t	4 yrs p/t	7	60-89
Master of Education	3 yrs p/t	5 yrs p/t	7	90
Master in Applied Educational Leadership	3 yrs p/t	5 yrs p/t	7	90
Master of Science in STEM Education and Engagement	3 yrs p/t	5 yrs p/t	7	90
Master of Education (Top-Up)	1 yr p/t	3 yrs p/t	7	30
Master in Applied Educational Leadership (Top-Up)	1 yr p/t	3 yrs p/t	7	30

TABLE 1 - LIST OF QUALIFICATIONS

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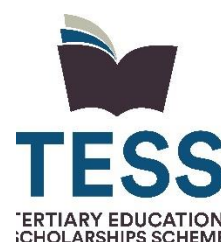
Enrolment and Induction

Following the successful acceptance onto a qualification programme, accepted applicants will be required to endorse a student agreement. The purpose of this agreement is to define the conditions of acceptance to undertake studies at the IfE. By signing the agreement both the IfE and the course participant will be agreeing to the stipulated conditions defining the relationship for the duration of studies. Formal enrolment will only take place once the student agreement is endorsed and the tuition fees are duly paid. An IfE portal generated notification will be sent once the payment has been successful. The latter is to be considered as an official letter of acceptance and the date of this notification is the formal date of acceptance onto the respective programme.

To ensure that you are provided with an exciting start to your journey with the IfE you will be invited to a Fresher's event held at the beginning of the academic year. During this event you will receive essential information that will accompany you throughout your studies and you will also get the opportunity to connect with other fellow course participants.

Scholarships

Course participants are encouraged to explore the different scholarships opportunities under which our programmes are eligible.



The IfE does not manage, or is responsible, for the abovementioned scholarship schemes. For further information or assistance on, contact freephone 153.

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Programme Delivery

The language of instruction and assessment is English with the exception of Maltese used in modules specific to the Maltese language or as otherwise prescribed.



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THE IfE COMMUNITY



Course Participant Representatives Committee

Course Participants are considered as valuable stakeholders and for this reason the IfE has its own Course Participant Representatives Committee composed of members from the different study cohorts. The committee gives course participants the opportunity to actively represent their opinion and that of their peers. It is also a means to acquire an insight on how the IfE works behind the scenes, starting from programme development and review, delivery of lectures, become familiar with other important administrative and decision-making functions as well as have the opportunity to participate in IfE Boards and Committees when requested.

The Admissions Department is responsible for the coordination of elections through which Course Participant Representatives are nominated. We strive to ensure that the committee is impartial and provides a true representation of the views, struggles and recommendations of the cohort. It is for this reason that anyone who holds a position with the IfE (as a staff member or is engaged through a contract for service) cannot be nominated as Course Participant Representative and therefore cannot serve within the Course Participant Representatives Committee.



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Your wellbeing is a priority

Here at the Institute for Education, we want to help you get the most out of your academic experience with us. We recognise that good health and wellbeing are fundamental for a positive student experience. Following a part-time qualification whilst juggling other equally important personal commitments is certainly demanding. When designing pedagogical approaches, we are constantly maintaining at the forefront the psychological needs and academic development of our course participants by fostering teaching and learning practices that support a work-life-study balance. To support this commitment, we have implemented a Health and Wellbeing Policy for Course Participants. By considering the principles outlined in this policy, we aim to create an environment where course participants can flourish academically while also taking care of their overall health and wellbeing.

Our Student Affairs office is committed to encourage healthy lifestyles and a positive learning environment that is accessible to everyone. Our efforts are invested in eliminating barriers that might hinder the learning experience of all course participants by providing **AccessAbility support**. If you require support with a physical, learning or mental disability, we encourage you to discuss in confidence before the commencement of your course any support that you might require in managing your studies.

The Manager Student Affairs will discuss your specific circumstances with you and recommend reasonable adjustments that would suit your needs to ensure that your academic experience is as smooth as possible. Should you require our support, the team is ready to help you manage any difficulties or concerns you may have. Please contact us on:

Ms Graziella Bugeja – Manager Student Affairs
25982036 | ife.admissions@ilearn.edu.mt

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Feedback & Support

At IfE we embrace the core value of collaboration with the fundamental aim to ensure the best learning experience. The IfE is growing and developing its practices thanks to the close collaboration with our course participants. After each module, course participants are encouraged to fill in the participant's feedback form whereby one can provide feedback in relation to the overall experience throughout the module in question. This is a significant tool which will assist the IfE to review and evaluate the quality of the modules being delivered and ensure that the learning objectives are being met. Course Participant Representatives may also be invited to collaborate on the Programme Review Board (PRB) where they have the opportunity to voice their feedback which will assist during internal evaluation processes leading to programme restructuring and programme development.

The respective feedback forms may be accessed through the following [link](#).

Equal Opportunities

The IfE is committed to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. This commitment is underpinned by the IfE's core values expressed in its mission statement.

To find out more on the IfE's active approach to promote good practice, kindly refer to the [Equal Opportunities Policy](#).

Misconduct, Discrimination and Harassment

The IfE strives to maintain high levels of professional behaviour and ethical standards whilst ensuring that all stakeholders exhibit tolerance and respect for others. Accordingly, the IfE condemns all forms of misconduct, discrimination or harassment and works incessantly to ensure that everyone is treated with dignity and respect. The IfE is committed to resolve breaches of conduct fairly, promptly and efficiently.

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Additional information can be found in the following policies;

- Course Participants' Conduct Policy and Procedures,
- Course Participants' Grievance Policy and Procedures and
- Sexual Harassment Policy and Procedures.

Multi-faith Room

The multi-faith room, located in the East wing of the IfE premises, is a space for spiritual refreshment, exploration, quiet contemplation and worship for course participants, and staff of any religious persuasion and none. It is designed to be conducive to individual prayer and meditation and contains appropriate facilities to assist the prayers of members of different religious traditions. It is expected that the Prayer Room will be shared openly with those of any religious traditions who may wish to pray at the same time and those who might wish to think or reflect. All those utilising the room should respect other people's freedom to express their beliefs in worship and prayer.

Any group wishing to reserve the room for regular use must do so through the Course Coordination office. The Senior Manager Course Coordination and School Professional Development and the Course Co-ordinators are responsible for monitoring the booking of the Prayer Room.

IfE Discount Card

Forming part of the IfE community comes along with perks. Over the past years we have collaborated with different companies and establishments which offer a variety of discounts upon presentation of the IfE Discount Card. The card will be distributed to all active course participants of the IfE. Discounts may be redeemed on food and beverage, home improvements and decor, stationery and art supplies, health and fitness, retail, travel services, and hospitality.

*T&Cs apply. You are encouraged to check our [webpage](#) regularly to keep updated on the discounts available through this scheme.

LEARNING WITH THE INSTITUTE FOR EDUCATION



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The Staple Ingredients to Follow Our Courses

A good bandwidth – your internet connection must be strong!

A working microphone so your opinions and comments are well-heard.

A clear camera that will put a smiling face to your name.

Reasonable time dedicated to **self-study**.

The Course Participants' Commitment

Course participants are encouraged to be committed to the following:

- Engage actively in the learning process and participate according to assessment requirements;
- Provide considered, honest and timely feedback to the IfE and its staff on the quality of teaching and IfE services;
- Complete assessment tasks diligently and honestly to provide evidence of learning outcomes;
- Meet assessment requirements as specified in the course outline, including submission of work by the due date;
- Consult the course co-ordinator as early as possible about any disability issues;
- Discuss any concerns they have regarding their progress in coursework and assessment as early as possible with relevant lecturers, the and/or the course co-ordinator;
- Consult with the lecturer (in the first instance) and course co-ordinator, if personal circumstances are affecting participation or performance in assessment;
- Raise any concerns they may have regarding the marks for each assessment task promptly, rather than wait until the final grade is awarded in the unit;
- Access and abide by all policies, procedures and regulations relating to assessment and seek clarification, where necessary.

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Moreover, as a course participant at the IfE, it is essential to familiarise yourself with the principles outlined in the Code of Ethics. This serves as a guide for your conduct and promotes a respectful and inclusive environment for all members of the IfE academic community. One may find more information by visiting the [Code of Ethics for Course Participants](#).

Attendance Regulations

The IfE's strategic plan promotes course participants as partners in learning. Course participants are active participants in their learning experiences and must take responsibility for achieving their potential through successful completion of each stage of their studies. As a responsible institution, the IfE believes it has a duty to follow-up promptly on matters of non-attendance so that course participants can be supported and given every opportunity to succeed. The IfE, for its part, will continue to build excellence in academic practice and course participant engagement across the institution in order to provide a friendly and welcoming learning community.

Additional Information regarding Attendance Procedures can be found in the [Attendance Policy and Procedures](#).

Progression and Certification

IfE is committed to provide support to assist course participants to complete the programme in which they have enrolled. The IfE has fair, transparent and effective processes to monitor course participant progression, to identify course participants who may need additional assistance, and to enable the certification of successful course participants.

Participants enrolled in one of the Master programmes and who want to progress to the dissertation module need to ensure that they maintain an overall average mark of 65% or higher in all taught and placement modules.

Additional Information regarding Progression and Certification can be found in the [Course Participants' Progression and Certification Policy](#).

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Course Participant Centred Approach

The IfE is committed to promote an environment which is course participant oriented. For this reason, we do acknowledge the academic and personal difficulties that you may encounter throughout your studies at IfE. For this reason, the IfE has in place a number of policies intended to smoothen the learning experience and promote a work-life-study balance.

You may find out more about this in the following policies:

- [Extenuating Circumstances Policy](#),
- [Leave of Absence Policy](#) and
- [Extension to Duration of Studies Policy](#).

Illness and other Extenuating Circumstances

The IfE recognises that course participants may suffer from a sudden illness or other serious and unforeseen events or set of circumstances which adversely affects their ability to complete an assessment. In such cases the extenuating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all course participants.

If the ability to take an assessment has been adversely affected by an extenuating circumstance, the course participants must refer to the [Extenuating Circumstances Policy](#).

Termination of Studies

Course Participants wishing to discuss the intention to terminate their studies, are guided to contact the Manager Student Affairs on ife.admissions@ilearn.edu.mt. The termination is to be formalised through a written notice in line with the [Termination of Studies Policy](#). Course participants may also be eligible for a refund as stipulated in the [Tuition Fees Policy](#).

Course participants may request any certification for which they are eligible.



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Recognition of Prior Learning

Recognition of prior learning (RPL) is a formalised process through which credit may be awarded for learning undertaken prior to the commencement of a course offered by the Institute for Education (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.

Additional Information regarding Recognition of Prior Learning can be found in the Recognition of Prior Learning Policy and Procedures.

Assessment

The IfE is committed to providing high quality teaching, learning and assessment to enable all course participants to achieve their full potential. This will be achieved through; high quality teaching and learning opportunities, rigorous assessment and feedback and the sharing of good practice.

During a course offered by the IfE, course participants will be asked to submit a number of different formats of assignments which may include; essays, portfolios, reflective journals, project or other types of coursework.

All assignments / assessment components shall be submitted before 23.59hrs of the due date. Course co-ordinators will be able to provide support to course participants from Monday to Friday between 15.30hrs and 18.00hrs.

One may find further details on the modes of assessment in the Teaching Learning and Assessment Policy and Procedures.



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Requesting Academic Records

Course Participants may at any point during their studies submit a request for academic records (unofficial or official) for ongoing qualifications being completed with the IfE. Request for academic records are to be submitted through the designated form. Any queries with this regard are to be directed to ife.admissions@ilearn.edu.mt

Academic Dishonesty and Plagiarism

The IfE and course participants share the responsibility towards preserving high standards in their work. Thus, it is imperative that all course participants adopt honesty and integrity throughout their learning journey in the pursuit to avoid any form of academic dishonesty. Course participants engaging in dishonest practices are denying themselves the benefit of an instructors' accurate assessment and feedback, thereby hampering their academic and personal growth.

Academic dishonesty includes but is not limited to:

- Plagiarism - the intentional or unintentional presentation of another person's idea or product as one's own.
- Self-Plagiarism (duplicate submission) - occurs when the same piece of work (or a significant part thereof) is submitted for formal assessment twice.
- Cheating - the use or attempt to use unauthorized materials, information, or study aids in any academic exercise.
- Presenting another's work as one's own or doing work for another course participant.
- Fabrication - the falsification or invention of any information or citation in an academic exercise.

All charges of academic dishonesty will be dealt with in accordance to the Academic Dishonesty and Plagiarism Policy and Procedures.

The IfE expects all course participants and members of staff to share the responsibility and authority to report known acts of academic dishonesty to the Disciplinary Committee. In every case of alleged academic dishonesty, the burden of proof rests with the IfE lecturer to clearly demonstrate that the course participant committed an act of academic dishonesty.

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Course participants can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, appropriately quoted, paraphrased or summarized, and papers and research projects should acknowledge these sources in the appropriate places in the text of the paper as well as in a reference list at the end of the paper, in accordance with accepted citation practices. Moreover, one is encouraged to incorporate reflections, personal experiences or other personalised elements that adapt theory to one's own personal experience and practice (when possible). These reflective and personalised elements will make assessments relevant while at the same time reducing the possibility of plagiarism and misuse of artificial intelligence.

Additional Information regarding academic integrity can be found in the [Academic Dishonesty and Plagiarism Policy and Procedures](#).

Internal Verification of Assignments

The process of Internal Verification of assignments ensures consistency among lecturers. The IfE utilises the double blind marking which involves the first marker (generally the lecturer) and an internal verifier.

Additional information can be found in the [Internal Verification Policy](#).

Intellectual Property (IP) Rights

The IfE's stance on the ownership of Intellectual Property (IP) created by individuals associated with the IfE is explained in the IfE [Intellectual Property Rights Policy](#).

Dissertation

The dissertation is the culmination of the Bachelor's or Master's Degree. It can further be of direct use in the course participants' forthcoming academic or professional activities. It is a piece of independent and original research carried out by course participants under supervision. It addresses a (set of) research question(s). Course participants are expected to demonstrate their knowledge of

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the relevant literature, as well as of the relevant concepts and methods to address the research question(s).

Further information regarding the Dissertation can either be obtained from [here](#) or else please contact the Research and Development Department on ife.dissertations@ilearn.edu.mt.

Teaching Practice

A Teaching Practice comprises of a full six to eight (6-8) weeks carried out within a licensed school approved by the IfE. The IfE, in collaboration with the Ministry for Education will coordinate the placement for all its course participants subject to the latter meeting the requirements established by MEYR in terms of prerequisites to teach in state schools.

During the teaching practice, course participants will be expected to adhere to the rules and regulations as established in the Work Integrated Learning Policy – Teaching practice placements. Course participants who are not employed as teachers are to note that they must make the necessary arrangements to be available for the entire duration of the Teaching Practice.

The Teaching Practice placement provides a first-hand experience of the workplace and self-reflection opportunities for the course participant about the everyday teaching and learning experience. It also serves as an opportunity to improve diverse pedagogical practices by adopting strategies and techniques that elevate teaching and learning. During the placement, course participants are involved in a wide range of teaching strategies such as self-reflection, meaningful dialogues with colleagues in practical settings, lesson planning, practical experiences in schools, problem-solving, and the use of technology in teaching. Moreover, course participants are expected to engage in reflective practices throughout the duration of their teaching practice so as to identify strengths and areas for improvement and engage in self-evaluation.

The Teaching Practice is assessed by Practicum Visitors, who will assess the course participants' performance through; classroom observations; and the practicum file. Course Participants are encouraged to take opportunities to integrate education theory and practice and to widen their practical experiences. Such insights and skills acquired are integral to the success of the placement.

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For assistance on Teaching Practice, course participants are advised to contact the IfE as per below.

Micro-Placement

The IfE offers a Micro-Placement experience that is integrated in some of the undergraduate or postgraduate programmes and also as a stand-alone Award. The primary purpose of the micro-placement modules is to create a bridge between the world of work and the education sector; therefore, future educators will be provided with hands-on experience within the industry. Course participants will follow a placement in the industry at a placement provider – contributor - of their choice outside of the classroom or school-based environment. During the Micro-Placement, course participants will also be provided with dedicated support through Micro-Placement Visitors who will visit the course participants on-site and assist in the process of skills identification and their integration in the classrooms. These modules will allow course participants to experience the transition from a classroom-based scenario to working within an industry of their choice, an experience which they will refer to when preparing their students holistically for the future. The whole micro-placement process is guided through a *Micro-Placement Learning Agreement* which outlines the commitment of the IfE, the course participant and the contributor throughout the placement.

Additional information regarding Micro-placement can be found [here](#). For assistance on the Micro-placement, course participants are advised to contact the IfE as per below:

In-Class Co-Teaching and Tutorials

The IfE is committed to assist the course participant in acquiring the competences to:

- Implement the right pedagogy;
- Choose the assessment tools that produce the most valid and reliable results;
- Create an environment that is conducive to learning;
- Promote well-being, self-esteem and self-efficacy;
- Deal with diversity in every aspect;

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On some programmes, the course participant will be assigned the additional support of an In-Class Co-teaching Tutor who will provide guidance in the implementation of the outcomes of the course in a practical manner within the course participant's own class. A supportive relationship is created to ensure that the course participant feels assisted and encouraged throughout the learning experience.

The tutor and the course participant will communicate via email and face-to-face throughout the course and the tutor will visit, observe and co-teach with the course participant a maximum of eight (8) times during a scholastic year (approximately once a month). The In-class Co-teaching Tutor will give a short report to the participant every time a visit is carried out.

It is important to note that this component of the programme is not assessed. However, the IfE retains copies of these reports for the internal review and record of this support structure.

In the case where participants are unable to benefit from the additional support of In-class Co-teaching Tutors, the course participant will be assigned a Tutor who will deliver tutorial sessions to support the course participants in the implementation of the outcomes of the course in a practical manner. A supportive relationship is created between the tutor and course participants to ensure that they feel assisted and guided in preparation for the Practicum component of the programme.

For queries related to Teaching Practice, Micro-placement or In-Class Co-Teaching kindly contact:

Ms Angelique Grech - Senior Manager Work Integrated Learning
25982018 | ife.wil@ilearn.edu.mt

Ms Lorraine Sultana - Administrative Officer Work Integrated Learning
25983641 | ife.wil@ilearn.edu.mt

Ms Marisa Schembri - Assistant Principal Work Integrated Learning
25982005 | ife.wil@ilearn.edu.mt

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Micro Teaching

The microteaching module is offered to those following the Bachelor of Education or the BA (Hons) Early Years, Education and Care Programme. Microteaching is a teacher training technique that gives course participants the opportunity to gain deeper knowledge regarding the art of teaching. It employs real teaching situations for developing teaching skills, where course participants film themselves teaching, and afterwards receive feedback about their practices through discussions and in fora.

For assistance on the microteaching module, course participants are advised to contact the IfE as per below:

Dr Michelle Panzavecchia 25983631 | michelle.panzavecchia@ilearn.edu.mt

Ms Janice Darmanin 25982039 | janice.darmanin@ilearn.edu.mt

Mr Edward Wright 25983637 | edward.wright@ilearn.edu.mt

The IfE Website

The IfE website ife.gov.mt is the gateway to professional development opportunities, innovative education pathways, research insights and much more. It includes information about all courses offered by the IfE, a complete list of policies and procedures including the related forms, information about upcoming events as well as an updated contact list of all departments.



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The Online Portal

The IfE's online portal can be accessed at <https://ife.portal.gov.mt>. The portal is central to all the academic activity that takes place at the IfE and can be used by course participants to:

- Apply for courses;
- Effect payment for courses;
- Check and update personal details;
- Keep track of lecture dates;
- Check their attendance records;
- Check grades;
- Download lecture notes, resources and assignment details;
- Engage with academic material provided for online sessions;
- Participate in online sessions using Blackboard Collaborate;
- Communicate with lecturers and fellow course participants using online forums.

For technical queries and assistance, course participants should contact:
Mr Geoffrey Tanti - Senior Manager IT
25982013 | ife.itsupport@ilearn.edu.mt

Netiquette

By accessing the [Netiquette for Course Participants](#) document, one may see what is expected to ensure a pleasant, secure, and effective online environment.



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OTHER REGULATIONS AND GUIDELINES

Data Protection

The IfE's Records Policy establishes parameters for appropriate use of course participants' records, establish course participants' rights relative to education and other course participants' records, and ensure compliance with applicable laws and regulations.

Additional information regarding data protection can be found in the Data Protection Policy and the Records Retention Schedule.

Complaints and Appeals

The IfE is committed to providing a high-quality educational experience for course participants, supported by excellent academic and administrative support services. However, it is recognised that from time-to-time problems do arise and course participants may wish to express their concerns or dissatisfaction. Applicants will not be disadvantaged in any way because they have used the procedure.

Additional information regarding the complaints procedure can be found in the Course Participants' Complaints Policy and Procedures whilst for more details on the IfE Appeals procedure can be found in the Appeals Policy and Procedures.

Conduct

All the IfE's course participants are required to behave as responsible members of the Institute for Education's community both while on and off the IfE premises. Participants are to keep in mind that they are representatives of the IfE and are obliged to uphold the IfE's good name.

Course participants are expected to familiarise themselves with and act according to the following standards:

- Safely, and with regard for the safety of others;
- With civility, consideration and respect for others at the IfE;
- In accordance with all IfE's policies, rules and regulations, and all applicable laws.

The IfE has a zero-tolerance approach to violence and harassment in all its forms. Additional information regarding the course participants' conduct procedures and disciplinary sanctions can be found in the Course Participants' Conduct Policy and Procedures.

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Health and Safety

The IfE is committed to protecting the health and safety of its employees, lecturers, course participants and visitors and ensuring the security of the IfE premises and facilities. The IfE and its employees must observe, and facilitate the adherence to the relevant law, regulations, standards and policies and the observance of sound practices relating to matters of health and safety, including professional development rooms and workplace safety, and the operation of IfE facilities and equipment. Individuals should report promptly any threat or risk to health or safety, whether it be their own or others', and should take reasonable steps to promote physical security.

Additional information regarding Health and Safety can be found in the [Health and Safety Policy](#) and [Health and Safety Manual](#).

First Aid

The IfE acknowledges its responsibility and is committed to providing first aid facilities and services for staff, course participants and visitors in accordance with the requirements of current legislation.

The IfE will fulfil its obligations by:

- Ensuring their employees and course participants receive immediate attention if they are injured or taken ill at work, irrespective of whether the injury or illness was caused by the work or activities they do;
- Ensuring first-aid provision is adequate and appropriate for the circumstances. This means that sufficient first-aid equipment, facilities and personnel should be available at all times, taking account of alternative working patterns, to either give immediate assistance to casualties, or summon an ambulance or other professional help.

To complement the available facilities, one may find a first aid room located on the ground floor on the right wing. The room can be found at the far end of the corridor before accessing the secondary staircase. This dedicated space is equipped with a wheelchair, a comprehensive first aid kit, an examination/medical couch and a telephone for emergencies.

Additional information regarding First-Aid can be found in the [First Aid Policy](#).

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AED Machine

Our premises are equipped with two Automated External Defibrillator (AED) machines for emergency cardiac care. An AED machine is a compact and portable electronic device that plays a crucial role in the treatment of sudden cardiac arrest (SCA). SCA is a life-threatening condition where the heart suddenly stops functioning effectively, usually due to an electrical problem in the heart's rhythm.

One AED machine is located on the ground floor on the right wing adjacent to the reception desk, while the second AED machine can be found on the first floor (right wing), turning on the left-hand-side as soon as you go up the main staircase.

No Smoking

The IfE is committed to provide a healthy environment for all course participant. Smoking is not permitted in any part of the Institute for Education's building. This includes personal offices. The ban on smoking is includes the areas immediately outside the IfE building where tobacco smoke could cause a nuisance to occupants. Anyone wishing to smoke is asked to respect the rights of others to enjoy a smoke-free environment.

This IfE's No Smoking Policy also applies to electronic cigarettes which are prohibited wherever smoking is prohibited.

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Information Technology

The IfE is committed to provide a service of excellence which includes the use of new and developing technologies with the intent of enhancing the overall learning experience of all course participants. The Institute for Education seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching, innovation and research to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to course participants and staff of the IfE. IT resources may include all the IfE owned, licensed, or managed hardware and software, the Institute for Education's assigned user accounts on the portal or other third-party software accessed via the portal (Turnitin®, EBSCO, ProQuest, Sage, Alexander Street and Panopto), and use of the IfE network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

Additional Information regarding the IT Acceptable Use Policy can be found in the [Information Technology Acceptable Use Policy](#)

Electronic Devices

The use of electronic devices is only allowed at the discretion of the lecturer. The use of such electronic devices should not be a distraction to other course participants or the lecturer. Course participants are expected to use electronic devices only as part of ongoing lecture activities. If a lecturer believes the utilisation of electronic devices is not beneficial to the learning environment, then he/she may prohibit their use at any time. Furthermore, the use of any electronic device for purposes of audio or video recording is permitted only with the prior written consent of the lecturer and the other course participants.

Course participants are also not permitted to communicate with others via e-mail, instant (typically via an app) or text messaging during the lectures using mobile phones, tablets, laptops, or other electronic device, unless expressed permission is given by the lecturer. Moreover, course participants are also not permitted to engage in any research, work, or internet surfing not authorized by the lecturer; duplicating, storing or transmitting material that violates copyright law; accessing, creating, distributing, or transmitting abusive, slanderous, libellous, discriminatory, sexually explicit, or pornographic material; and harassing, bullying

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or threatening another course participant (see the [Course Participants' Conduct Policy and Procedures](#)).

Further information can be found in the [Electronic Devices Policy](#).

CCTV

The premises of the Institute for Education are equipped with a video surveillance system intended to safeguard the premises and record any malicious or unintentional damage to the property. Albeit this, the IfE is committed to ensure that there are no breaches of personal data recorded through the surveillance system, in conformity with the General Data Protection Regulation (GDPR).

Further information can be found in the [CCTV Policy and Procedures](#).

Lost and Found

It is recommended that personal belongings are not left unattended when visiting the IfE premises. In the event of loss of personal items on the premises of the Institute for Education, you are guided to search the lecture rooms and common areas in the attempt to recover the missing belongings. Should the search be unsuccessful, you are to notify the lecturer, course coordinator or receptionist/security accordingly. While the IfE will do anything possible to locate the missing belongings, it cannot be held responsible for any lost, damaged or stolen goods.

If you find items on the IfE premises that do not belong to you or your fellow Course Participants, you are guided to hand them over to the lecturer, course coordinator, receptionist/ security or any other member of staff of the Institute for Education.

Charges

Charges are incurred for certain administrative services. These are indicated in the list of administrative charges accessible [here](#).

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Library

The IfE has both a physical and a digital library to support course participants in their studies. Most areas of educational academic content such as pedagogy, learning, assessment, inclusion, research methods and vocational education are covered.

The IfE has a subscription to the following online resources:

- ProQuest's e-book central
- EBSCO research database
- Alexander Street video online library
- ProQuest journals database
- ProQuest Research Companion
- SAGE Journals
- SAGE Knowledge
- SAGE Research Methods

These subscriptions are all made available to enrolled course participants and lecturers through Summon search engine accessible through the IfE's online portal. The latter facilitates access to over 17 million journal articles, over 155,000 online dissertations, around 360,000 e-books and around 78,000 academic videos.

Course participants who would like to make use of the Institute for Education's physical library are to become acquainted with the [Library Policy and Procedures](#). Books may be collected only by the library member in possession of both the Malta Libraries and IfE library card and/or IfE Discount card.

Should you wish to contact the library assistant you may do so on:

Ms Anna Camilleri - Assistant Principal
25982001 | anna.camilleri.2@ilearn.edu.mt

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Key Dates and social calendar of events

The Academic Year at the Institute for Education runs from 16th September 2023 to 15th September 2024.

While we understand that juggling work, family, and studying can sometimes be stressful and overwhelming, there should always be time to unwind – especially with fellow participants who are in your same situation. With your best interest in mind, the IfE team has a stimulating calendar of events prepped-up to enhance your overall IfE experience.

Throughout your journey at IfE you will have the opportunity to enjoy our teambuilding activities, participate in the IfE Symposium and Education Research Week, attend our il-Klikka tal-Klassi events, organise and attend social events together with the Course Participant Representatives Committee and take part in the philosophy movie night, live facebook discussions or perhaps join the IfE book club.

Below you will find some of the key dates for 2023-2024

Semester 1 – 16th September 2023- 14th February 2024

Semester 2 – 15th February 2024- 15th September 2024

Graduation Ceremony – 16th November 2023 -17th November 2023



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IfE Map



Ground Floor Plan



First Floor Plan

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Version History

Originator	Version	Date	Changes Done
Admissions Department	1.0	27/07/2023	Initial Release
Admissions Department	1.1	12/10/2023	Updated contact details under Research Department Section



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