



TYPE: Policy and Procedure

SUBJECT: Registration, Admission and Termination of Programmes
REFERENCE: LWP02

DATE:
1st October, 2020

LAST REVIEWED:
27th November, 2024

APPROVED BY:
The Board of Directors

A. POLICY & SCOPE

Learning Works (LW) adopts a registration and admissions policy to ensure that associated processes are implemented consistently and fairly to ensure equitable access to our programmes. The entry requirements for each programme guide Learning Works as to whether the candidate is eligible or not.

Learning Works determines the selection criteria which are formulated and presented to the Malta Further and Higher Education Authority (MFHEA) during the programme accreditation process.

Where further proof of eligibility of a candidate is required for example in oral and/or written proficiency in English, an interview with the candidate is held to assess this proficiency.

B. ELIGIBILITY

Learning Works defines the entry requirements of respective programmes and publishes this information on the public domain, normally on the Institution's website:

www.learningworks.edu.mt. For students to be admitted and ultimately registered for any programme, the eligibility criteria for that programme must be respected and needs to include one (or a combination) of the following:

1. Qualifications

All qualifications are required to be pegged with the European Qualifications Framework in terms of programme level and the total amount of credits. In the case of foreign qualifications, students are required to obtain an MQRIC statement from the MFHEA to provide evidence that the eligibility criteria, in terms of qualifications, are met.

2. Maturity Clause

Learning Works does not apply a maturity clause. However, students who possess wide experience obtained at work or in other fields of activity may benefit for recognition of prior learning.

3. Recognition of Prior Learning

Students who request recognition of prior learning are required to provide evidence of their work experience and/or projects in terms of the RPL policy (Ref: LWP09) issued by Learning Works. This evidence is analysed on a case-by-case basis and is not an automatic criterion for eligibility.

4. Verification of Applicant's identity

As part of the admissions and registration policy, Learning Works ensures the identity of enrolled applicants by asking for their identification card and/or passport. Details in these documents are checked by an administrative officer at Learning Works to ascertain the veracity of the identity of enrolled applicants during the process of admission at Learning Works.

Once enrolled, a student is provided with the credentials to enable her/him to access the institution's virtual learning platform (VLE). These credentials are unique for every applicant. All applications and admissions are handed by the administrative team at Learning Works under the direction of the Executive Administrator. Students who are deemed to possess the required eligibility criteria are registered on the programme.

5. For international students applying from outside of Malta only:

- Health screening is a mandatory requirement for residency approval in Malta for all foreign students. Students who do not complete or fail the required health screening cannot be approved to study and will not be granted a residence permit.
- Should the Visa application be rejected, the full fees will be refunded after deducting any bank fees incurred.
- The Acceptance letter will only be issued upon full payment of the course.

C. APPEALS

Applications are screened carefully. If an applicant is considered not to possess the required eligibility criteria, s/he is informed by Learning Works by means of an electronic communication. Applicants have the possibility to appeal this decision by providing a written request to Learning Works in terms of Appeals Policy LWP 14 a. The decision of the Head of Institution on any cases of appeals is definite and final.

D. QUALITY ASSURANCE

The application and admission processes will be reviewed annually by the Internal Quality Assurers (IQA).

E. Termination of Programmes

Termination of a course of study is only proposed in extreme cases after taking into consideration some or all of the following factors: feedback from students, staff, falling rolls, market research, industry consultation and accreditation compliance.

The decision to terminate a course is taken after agreement is reached by the administrative staff, the internal quality assurance team and the CEO/Head of the institution.

Currently enrolled students will be given the opportunity to finalise their studies, thus ensuring that they will not be negatively affected by the decision to terminate their programme.

Charlo Bonnici
CEO