Programme and Academic Regulations

Policy and Procedures

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Table of Contents

1. CMBS Regulations

1.1 Scope and Applicability

This Programme and Academic Regulations Policy applies to all students enrolled in any programme at Central Mediterranean Business School (CMBS) and to all faculty and administrative staff responsible for delivering and supporting academic programmes. It governs the academic processes and procedures related to programme structure, student progression, assessment, attendance, academic integrity, misconduct, and the awarding of qualifications. This policy applies to all undergraduate and postgraduate programmes offered by CMBS, whether delivered in-person, online, or through blended learning modes.

1.2 Purpose

The purpose of this policy is to provide a consistent and transparent framework for managing and delivering CMBS programmes. This policy ensures that all programmes meet the quality standards set by the Malta Qualifications Framework (MQF) and the European Credit Transfer and Accumulation System (ECTS), while also supporting the academic, professional, and personal development of students. It aims to establish fair and transparent procedures for assessment, progression, and graduation, promoting academic integrity, student engagement, and compliance with both local and international educational standards.

1.3 Policy Guiding Principles

The Programme and Academic Regulations Policy is guided by the following principles:

- **Academic Excellence**: CMBS is committed to delivering high-quality academic programmes that meet national and international standards.
- **Fairness and Transparency**: CMBS applies academic regulations consistently and transparently, ensuring clear communication of expectations and decisions regarding assessments, progression, and academic conduct.

- **Student-Centred Approach**: The policy supports student success by providing clear guidelines for attendance, assessment, and progression, while offering opportunities for academic support and development.

- **Integrity**: CMBS upholds the highest standards of academic integrity across all its programmes, expecting both students and staff to engage in honest, ethical, and responsible conduct.

- **Inclusivity**: CMBS is dedicated to ensuring that all students, regardless of background, have equal opportunities to succeed. Reasonable adjustments are made to accommodate individual needs, fostering an inclusive learning environment.

2. Definitions

Academic Misconduct:

Any behaviour that violates academic integrity, including but not limited to plagiarism, cheating, unauthorised collaboration, and falsification of academic records.

Concessions:

Special allowances granted to students who are unable to meet academic or attendance requirements due to extenuating circumstances, such as illness, family emergencies, or personal crises.

European Credit Transfer and Accumulation System (ECTS):

A European standard for measuring student workload and comparing the attainment of learning outcomes. One ECTS credit typically corresponds to 25 hours of student effort, including all forms of study.

Malta Qualifications Framework (MQF):

A system that classifies qualifications based on learning outcomes, levels of complexity, and workload, ensuring that academic programmes in Malta align with European educational standards.

Programme of Study:

A structured set of educational experiences and assessments leading to an academic qualification, such as an Award, Certificate, Diploma, or Degree, at a specific MQF level.

Progression:

The process by which a student advances to the next stage of their academic programme, contingent on the successful completion of required modules and the achievement of specified learning outcomes.

Withdrawal: The formal process by which a student discontinues their studies, either temporarily (interruption) or permanently, as outlined in the relevant institutional policies.

3. Introduction and General Regulations

3.1 Introduction

The regulations outlined in this policy govern all programmes of study at Central Mediterranean Business School (CMBS) and establish the essential rules and expectations for students, faculty, and administrative staff. These regulations ensure a consistent approach to academic processes, including programme structure, student progression, assessment, attendance, and academic integrity.

By enrolling at CMBS, students agree to comply with the institution's regulations, policies, and codes of conduct, thereby ensuring their commitment to the academic and behavioural standards of the institution.

Students also accept responsibility for fulfilling all academic and financial obligations, including paying fees at the appropriate level and by the specified due dates. These regulations are designed to uphold the integrity and fairness of the educational experience at CMBS.

3.2 Student Support and Resources

CMBS offers comprehensive support services for students dealing with conduct-related challenges, including academic assistance and counselling. Students are encouraged to seek help early to prevent conduct issues and to gain a clear understanding of the expectations set by CMBS.

Detailed information about the available support mechanisms for our students can be found in the **Student Life-Cycle Policy and Procedure.**

3.3 Equality, Diversity, and Inclusion

CMBS is committed to fostering a learning environment that is inclusive, diverse, and supportive of all students and staff. The institution values equality of opportunity and strives to create a culture where diversity is respected and celebrated. CMBS provides equal access to all programmes, services, and facilities, ensuring that no individual is discriminated against on the basis of age, gender, race, ethnicity, sexual orientation, disability, or any other characteristic.

This commitment is outlined in the Equality and Inclusivity Policy, which provides detailed guidelines on anti-discrimination practices, reasonable accommodations for students with disabilities, and promoting diversity and inclusivity across all aspects of CMBS life.

For further details, please refer to the full **Equality and Inclusivity Policy**.

3.4 Confidentiality and Record Keeping

All reports and investigations related to breaches of Programme and Academic Regulations and Code of Conduct will be handled with the utmost confidentiality. Information regarding any incident, investigation, or disciplinary action will only be disclosed to individuals directly involved in the process, such as relevant staff members, the student(s) concerned, and, where necessary, external authorities.

Records of breaches, investigations, and disciplinary actions will be maintained securely and in accordance with CMBS's Data Privacy and Information Management. These records will be retained only as long as necessary to fulfil legal and regulatory requirements and to support any ongoing or future investigations or appeals.

Access to these records will be restricted to authorised CMBS staff. Students have the right to request access to their own records in accordance with CMBS's **Data Privacy and Information Management policy**.

4. Programme Regulations

4.1 Malta Qualifications Framework

The Malta Qualifications Framework (MQF) classifies qualifications in Malta based on the complexity of learning outcomes and the total learning hours required. All CMBS programmes are mapped to the corresponding MQF levels, ensuring that they meet national and European standards. This alignment supports the recognition of qualifications both locally and internationally, facilitating student mobility and progression.

MQF	Type of Qualification (The list in this column is not exhaustive)	Minimum ECTS Required	Award
Level 8	Doctoral Degree	NA	NA
Level 7	Master's Degree	90	Less than 30
Level 7	Postgraduate Diploma	60	Less than 30
Level 7	Postgraduate Certificate	30	Less than 30
Level 6	Bachelor's Degree	180	Less than 180
Level 5	Foundation Degree	120	Less than 30
Level 5	Undergraduate Higher Diploma	90	Less than 30
Level 5	Undergraduate Diploma	60	Less than 30
Level 5	VET Level 5	60	Less than 30
Level 5	Undergraduate Certificate	30	Less than 30
Level 4	VET Level 4	120	Less than 30
Level 4	Advanced Diploma	120	Less than 30
Level 4	Certificate	60	Less than 30
Level 4	Pre-Tertiary Certificate	30	Less than 30
Level 4	MATSEC Matriculation Certificate (Advanced & Intermediate)	N/A	
Level 3	VET Level 3	60	Less than 60
Level 3	Certificate	60	Less than 60
Level 3	MATSEC Secondary Education Certificate	N/A	
Level 2	VET Level 2	60	Less than 60
Level 2	Foundation Certificate	60	Less than 60
Level 2	MATSEC Secondary Education Certificate	N/A	
Level 1	VET Level 1	40	Less than 40
Level 1	Introductory Certificate	40	Less than 40

Minimum number of ECTS credits for Qualifications and Awards: (MFHEA Referencing Report 2024)

4.2 European Credit Transfer and Accumulation System (ECTS)

Each CMBS programme is assigned the appropriate number of European Credit Transfer and Accumulation System (ECTS) credits, which reflect the workload required for each module or course. Students must complete a specified number of ECTS credits to progress through their programme and qualify for their final award.

The following qualifications are offered at CMBS, with their corresponding MQF/EQF levels and credit values:

MQF / EQF Level 4

- Level 4 – Award (ranging from 2 ECTS to 16 ECTS)
- Level 4 - Pre-Tertiary Certificate (30 ECTS)
- Level 4 - Certificate (60 ECTS)
- Level 4 - Advanced Diploma (120 ECTS)

MQF / EQF Level 5

- Level 5 – Award (ranging from 4 ECTS to 12 ECTS)
- Level 5 - Undergraduate Certificate (30 ECTS)
- Level 5 – Undergraduate Diploma (60 ECTS)
- Level 5 – Foundation Degree (120 ECTS)

MQF / EQF Level 6

- Level 6 – Award (ranging from 10 ECTS to 12 ECTS)
- Level 6 – Bachelor of Science Degree (180 ECTS) = 80 ECTS at MQF 5 + 40 ECTS at MQF 6

MQF / EQF Level 7

- Level 7 – Award (ranging from 6 ECTS to 10 ECTS)
- Level 7 - Postgraduate Certificate (30 ECTS)
- Level 7 – Postgraduate Diploma (60 ECTS)
- Level 7 – Master's Degree (90 ECTS)

MQF / EQF Level 8

- Level 8 – Doctorate

4.3 Recognition of Prior Learning (RPL)

CMBS recognises that students may acquire valuable learning and skills through formal education, informal learning, or experiential experiences outside of traditional academic environments. Our Recognition of Prior Learning (RPL) Policy provides a structured process for evaluating and accrediting prior learning towards a CMBS programme of study.

Eligible students may use RPL to gain admission, receive exemptions, or transfer credits based on previously acquired competencies. All RPL applications are assessed according to the criteria outlined in the RPL Policy, ensuring transparency and consistency.

For more details, please refer to the **Recognition of Prior Learning (RPL) Policy and Procedure.**

5. Academic Regulations

5.1 Participation and Attendance Expectations

At CMBS, student attendance is considered a critical component of academic success and a reflection of commitment to one's educational journey. Our Attendance Policy is designed to support students in maintaining consistent participation, which is essential for academic achievement and personal growth. The policy outlines the attendance expectations, support mechanisms for students facing challenges, and the consequences of failing to meet these expectations.

Consistent not only enhances learning outcomes but also fosters a sense of responsibility and engagement with the educational process. CMBS is committed to creating an environment where students can thrive academically, and regular attendance is a fundamental aspect of this commitment. Attendance issues are monitored closely, and proactive measures are taken to address any concerns early.

5.1.1 Participation and Attendance Expectations

1. Attendance is essential for achieving the required qualifications or awards, although it is generally not a direct component of assessment methods.
2. For certain programmes, attendance may be a compulsory element of the assessment process, such as for work placements or other pre-specified programme activities.
3. Students are expected to attend all instructional sessions, and those enrolled at CMBS and must ensure at least 80% participation in their classes.
4. Students are solely responsible for tracking and logging their own attendance on the Learning Management System.
5. Irregular absenteeism refers to absences that do not meet the criteria for Extenuating Circumstances as detailed in the policy.
6. Note that if a student opts to withdraw from a programme with the intention of returning at a later date, there is no assurance that the same programme will still be available.

5.1.2 Identifying Poor Attendance and Engagement

Responsibilities of the **Admissions and Student Affairs Team**
- Monitor attendance submissions;
- Reach out to students who are absent to determine reasons of absence;
- Escalate to Academic Affairs Manager if necessary;
- Where appropriate, formally notify Visa Malta of the student's non-attendance.

Responsibilities of the **Academic Affairs Team**
- To address any cases of irregular absenteeism;
- To send an email to students having repeated absences, asking them to provide clarification. One-to-one meetings may be required;
- Escalate unresolved matters to the Academic Affairs Committee for discussion;
- Present attendance reports to the Academic Affairs committee.

Responsibilities of the **Tutor**
- To ensure that students have submitted via the LMS their attendance at the beginning of each face-to-face lecture;
- To record attendance during online lectures.

5.1.3 Authorised Absences
Authorised absences refer to instances where students are permitted to miss scheduled academic activities due to valid reasons, such as medical appointments, family emergencies, or other unavoidable circumstances. Refer to the Concessions and Extension regulations section below.

5.1.4 Non-attendance
If a student's attendance and engagement records show that they have not been participating in programme activities, the Admissions and Student Affairs Team will contact the student, and the following steps will be taken:
1. If the student has missed two consecutive lectures without prior concession, the Admissions and Student Affairs Team will notify them via their CMBS email address, expressing concern and assessing if any assistance is needed.

2. If the student does not respond to CMBS's communication within five working days, or if their attendance continues to be poor, the Academic Affairs Team will reach out to the student. The student will be required to attend a formal meeting with the Academic Affairs Team to discuss how their attendance can be improved and to determine if any further support is necessary. This meeting will be documented and placed in the student's file, and it will be treated as an official disciplinary meeting.

3. If, following the meeting outlined above, the student's attendance does not improve, or if their overall engagement drops below 80%, the Academic Affairs Team will bring it to attention of the Academic Affairs Committee and the latter will issue a formal written letter to the student's CMBS email address. This letter will outline specific conditions under which the student will be permitted to continue in the programme. Failure to meet these conditions will result in the student being immediately withdrawn from the programme, with no right of redress. CMBS may also require the student to retake a module to remain in the programme, with the associated costs to be borne by the student.

4. Students who fail to attend classes regularly with no valid justification and at the end of module are below 80% threshold may face 10% reduction in their final module grade.

5. If the student's overall engagement remains below 80%, the student may not be eligible to receive the final certification.

6. In cases where the above prevails any payments due to CMBS remain applicable.

5.1.5 Inactive Students

Students who fail to engage with their programme for an extended period without formal communication with the institution will be classified as inactive. The process for identifying inactive students and re-engaging them is as follows:

- Students who have not attended classes or engaged with the Learning Management System for a period of 60 days will be flagged to the Academic Affairs Team as inactive by the Admissions and Student Affairs Team.
- The Academic Affairs Team will attempt to contact inactive students via their registered email and phone number.
- Inactive students who do not respond or resume participation within 30 days of notification may be withdrawn from the programme. Re-enrolment may be permitted under certain conditions, with associated fees.

It is the responsibility of the Admissions and Student Affairs team to monitor inactive students. It is the responsibility of the Academic Affairs team to keep record of these cases and follow up accordingly.

5.2 Assessment

CMBS is committed to providing fair, transparent, and timely assessments for all students. Assessments are designed to evaluate students' knowledge, skills, and competencies in relation to the learning outcomes of their programme. Both formative and summative assessments are used to guide student learning and measure their academic achievement.

5.2.1 Grading

Each assessment is based on predefined criteria aligned with the learning objectives of each module. Students are provided with clear assessment criteria, which are communicated at the start of each module through unit specification sheets and assessment briefs.

CMBS follows a standard grading system, and each module uses a grading rubric that is made available to students prior to assessments. Grades are awarded based on merit, with clear distinctions between levels of performance.

5.2.2 Results and Feedback

Students will receive their assessment results and feedback within a set timeframe, typically within 21 working days of submission. Feedback is intended to be constructive, offering students insights into how they can improve their performance.

For assessments that also require review by an external board, such as the Coventry University examination board, the feedback and results may take up to 120 days, depending on the timing of the review process.

5.2.3 Reassessment and Resits

Students who fail an assessment may be allowed up to two opportunities to resit the assessment, provided they meet specific criteria. Reassessments are governed by the procedures outlined in the Assessment and Internal Verification Policy and are subject to the terms set out in the respective programme guidelines.

For more detailed information on assessment procedures, grading, reassessment, and verification processes, please refer to the **Assessment and Internal Verification Policy and Procedure and Assessment of Dissertations Policy and Procedure.**

5.3 Extenuating Circumstances

CMBS recognises that unforeseen or exceptional circumstances may impact a student's ability to complete assessments or meet attendance requirements. In such cases, students may apply for an extension or special consideration to ensure they are not disadvantaged due to factors beyond their control.

Extenuating circumstances include, but are not limited to, serious illness, family emergencies, or personal crises. Students must provide supporting documentation, such as a medical certificate or other relevant documents. Further information can be found in the following section Concession and Extension Regulations.

5.3.1 Concession and Extension Regulations
This section outlines the procedures for students who require additional support in the form of attendance concessions or assessment submission extensions. CMBS is committed to providing fair and transparent processes for managing concessions and extensions, ensuring that students facing genuine challenges are supported while maintaining academic integrity.

5.3.2 General Regulations
- Students may request a concession or extension due to unforeseen or extenuating circumstances that significantly impact their ability to meet academic or attendance requirements.

- Concessions and extensions are granted on a case-by-case basis, with each request thoroughly reviewed by the relevant Academic or Admissions and Student Affairs teams.

- Documentation supporting the request (e.g., medical certificates, legal notices) must be provided to substantiate the claim.

- Requests should be submitted as soon as the student becomes aware of the issue, ideally before the affected assessment deadline or attendance requirement.

- Any approved concession or extension will be accompanied by clearly defined conditions, timelines, and any necessary remedial actions.

- Appeals regarding denied requests may be submitted through the **Grievances and Appeals Policy and Procedure.**

5.3.3 Attendance Concession Request

- Students who are unable to meet the minimum attendance requirement (e.g., 80%) due to medical, personal, or other valid reasons may apply for an attendance concession. An email with subject header: Attendance Concession Request, should be sent to studentsupport@cmbs.edu.mt.

- The request must be accompanied by appropriate supporting documentation, such as a medical certificate or proof of extenuating circumstances.

- Academic Affairs Committee will review the application and assess the student's situation before deciding on the concession.

- If approved, students may be allowed to make up for missed attendance through alternative methods such as additional assignments, or extended coursework deadlines.

- Any extended absence without approval may result in disciplinary action as outlined in the Participation and Attendance regulations highlighted in section 4.2 of this document.

5.3.4 Assessment Submission Extension Request

- Students who are unable to meet an assessment deadline due to illness, personal circumstances, or other unavoidable factors may request an extension. An email with subject header: Extension Request, should be sent to academicsupport@cmbs.edu.mt.

- Requests should be submitted at least three working days before the original assessment deadline, along with relevant supporting documentation.
- The Academic Affairs team will assess the legitimacy of the request and decide whether to grant an extension. The decision will include a new deadline and any additional conditions.
- Extensions are typically limited to a specific timeframe of two weeks, depending on the severity of the situation and the impact on academic performance.
- Students who repeatedly request extensions may be required to attend a meeting with the Academic Affairs team to explore alternative support measures.

5.4 Interruption, Withdrawal and Exclusion of Studies

The Interruption, Withdrawal and Exclusion of Studies Policy outlines the formal procedures for students who need to temporarily pause or permanently leave their studies.

Interruption of Study allows a student to pause their academic activities for a specified period, typically up to one year, under agreed conditions. This option is available when unforeseen circumstances arise, such as personal, medical, or professional challenges, that significantly impact the student's ability to continue their current programme.

In cases where these circumstances prevent a student from resuming their studies, it may be necessary to consider **Withdrawal from the programme**. Students may opt for either temporary withdrawal, with the possibility of returning to their studies at a later time, or permanent withdrawal if they do not intend to continue.

Exclusion from Studies may occur in cases where a student fails to meet academic, attendance, or behavioural standards, or engages in serious misconduct. The decision to exclude a student will be taken by the Academic Affairs Committee based on the student's academic performance, conduct, or failure to meet CMBS's regulations.

For guidance on the application process for interruption or withdrawal, timelines, and the impact on a student's record, as well as the conditions for exclusion and appeal procedures., students should consult the **Interruption, Withdrawal, and Exclusion of Studies Policy and Procedure.**

5.5 Student Progression and Awards

CMBS monitors student progress throughout their academic journey to ensure that they are meeting the required standards for completion of their programme.

The following regulations apply to student progression and the granting of awards:

- Students must pass all required modules with the specified ECTS credits to progress to the next level. Failure to do so may result in resits, repeating the year, or withdrawal from the programme.
- Upon successful completion of all programme requirements, students will be granted an award according to the grading scheme of their programme (e.g., Distinction, Merit, Pass).
- Students who wish to appeal the classification of their award may do so in line with the **Grievances and Appeals Policy and Procedure**. Appeals must be lodged within 10 working days of receiving the final award notification.

For regulations governing student progression, including failure to meet minimum academic requirements and resubmission limits, refer to the detailed progression requirements outlined in the **Student Life-Cycle Policy and Procedures** (Section 6). This policy includes guidance on conditions for continuation of study, resubmission opportunities, and repeating modules.

5.6 Student Behaviour and Disciplinary Procedures

CMBS expects all students to adhere to high standards of conduct, both academically and in non-academic matters. The behaviour and responsibilities of students are governed by the **Student Rights, Responsibilities and Code of Conduct Policy**, **Code of Academic Integrity Policy** and **Recognising and Avoiding Plagiarism Policy and Procedure** which outlines acceptable behaviour, academic integrity, and the general expectations of students within the CMBS community. Policies also include the processes for reporting misconduct and the disciplinary actions that may be taken in cases of both academic and non-academic breaches.

5.6.1 Actions for Academic Misconduct

The penalties for academic misconduct will vary depending on the severity of the violation. Minor infractions may result in a reduction of marks, while repeated or severe breaches could lead to suspension or expulsion from the programme.

Further information including penalties and disciplinary actions for academic misconduct can be found in our **Recognising and Avoiding Plagiarism Policy and Procedure**.

5.6.2 Actions for General Misconduct

Non-academic misconduct refers to behaviour by a student that violates the rules, policies, and ethical standards of CMBS outside the academic realm. This can include acts of harassment, discrimination, bullying, vandalism, misuse of institutional property, or violations of health and safety regulations. Non-academic misconduct also encompasses improper conduct during class, campus events, online interactions, or in social settings associated with CMBS. Such behaviour undermines the integrity of the institution and disrupts the safe, respectful, and inclusive environment necessary for all students.

Misconduct of this nature is subject to disciplinary actions, which may range from warnings to expulsion, depending on the severity of the breach. Further information including penalties and disciplinary actions for general misconduct can be found in the **Student Rights, Responsibilities and Code of Conduct Policy**.

5.6.3 Appeals

Students have the right to appeal any disciplinary decision. Students must submit the appeal in writing. The appeals process will be conducted fairly and transparently, with the outcome communicated to the student in a timely manner. Further information regarding the appeals process can be found in the **Grievances and Appeals Policy and Procedure**.

6. Associated Policies

- CMBS Ethos
- CMBS Code of Ethics
- Code of Academic Integrity
- Equality and Inclusivity Policy
- Student Rights, Responsibilities and Code of Conduct Policy
- Grievances and Appeals Policy and Procedure
- Admissions and Enrolment Policy and Procedure
- Recognising and Avoiding Plagiarism Policy and Procedure
- Assessment and Internal Verification Procedure
- Assessment of Dissertations Policy and Procedure
- Student Life-Cycle Policy and Procedures
- Admissions and Enrolment Policy & Procedure
- Malpractice and Maladministration Policy
- Interruption, Withdrawal, and Exclusion of Studies Policy and Procedure
- Recognition of Prior Learning Policy (RPL) and Procedure
- Data Privacy and Information Management Policy
- CMBS Quality Management Policy