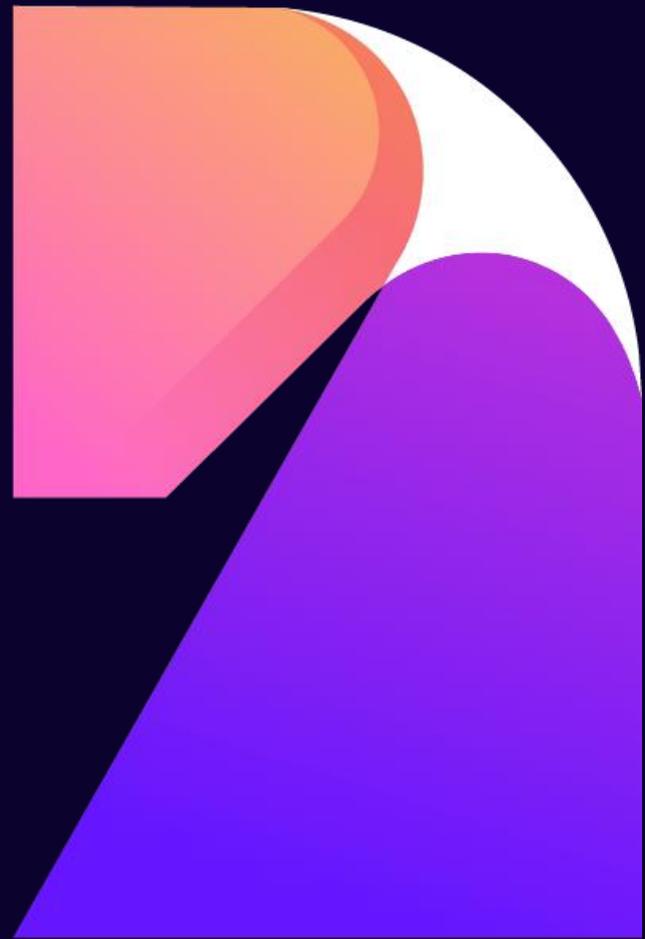


Student Admissions and Enrolment

Policy and Procedure



Document Overview

Title:	Student Admissions and Enrolment Policy and Procedure		
Document Number:	CMBS_A&E-PP_001	Document Type:	Policy and Procedure

Version History

Version No.	Date	Description of Changes
V1	Sept24	Initial document creation

Continuous Improvement

Policies, procedures and processes are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice please contact us on quality@cmbs.edu.mt

Ensure you are reading the latest version available on the CMBS LMS.

Table of Contents

-----	1
1. Student Admissions and Enrolment Policy and Procedure -----	4
1.1 Scope and Applicability.....	4
1.2 Purpose.....	4
1.3 Policy Statement.....	4
2. Definitions -----	5
3. Marketing and Public Information -----	6
4. Initial Outreach and Engagement -----	7
5. Entry Requirements-----	8
5.1 General Entry Requirements.....	8
5.2 Maturity Clause.....	8
5.3 English Language Competence	8
6. Student Application Process -----	9
6.1 Responsibilities	9
6.2 Application Process Initiation	10
Scholarships	10
6.3 Application Review	11
6.3.1 Composition of the Admissions and Scholarships Board-----	11
6.4 Application Outcome.....	11
6.5 Admissions Process for Non-EU Students.....	12
6.5.1 Application Review and Outcome -----	12
6.5.2 Visa Processing -----	12
7. Enrolment-----	13
7.1 CMBS Students.....	13
7.2 Coventry University Students.....	13
7.3 Additional Support Requests	14

7.4 Progressing Students	14
7.5 Discontinuation or Suspension	14
8. Induction	15
9. Student Support	15
10. Complaints and Appeals	15
11. Cancellation and Refund	15
11.1 Programme Cancellation and Refund Policy	16
12. Other Information	17
12.1 Deferments	17
12.2 Discounts	17
12.3 Visa Applications	17
12.4 Payment and Booking Terms	17
13. Data Privacy	18
14. Associated Policies	18

1. Student Admissions and Enrolment Policy and Procedure

1.1 Scope and Applicability

CMBS's Admissions and Enrolment Policy governs the admission of students to our diverse range of programmes. This policy applies to all prospective students, including domestic, international, full-time and part-time students.

1.2 Purpose

The purpose of this policy is to ensure a fair, transparent, and consistent admissions and enrolment process that aligns with CMBS's mission, strategic objectives, and commitment to educational excellence. This policy guides applicants, our admissions team, and administrative staff, ensuring a unified and student-focused approach to admissions and enrolment.

1.3 Policy Statement

CMBS is committed to attracting and selecting candidates who show promise for academic success and personal growth through our educational programmes, while promoting inclusivity and equal opportunities for all applicants.

Our policy is rooted in:

- **Upholding Institutional Values:** Reflecting our ethos in the admissions process, emphasising academic integrity, and valuing diversity and inclusivity.
- **High Academic Standards:** Establishing clear, consistent admission criteria to preserve the high academic standards and learning outcomes of our programmes.
- **Promoting Accessibility and Fairness:** Offering equal educational opportunities to all eligible candidates, basing admissions on merit and potential.
- **Enhancing the Student Experience:** Providing comprehensive support to prospective students during the admissions journey, aiding them in making well-informed educational choices.
- **Regulatory Compliance:** Adhering to the guidelines of local and international governing bodies, especially the Malta Further and Higher Education Authority.

2. Definitions

Applicants:	Individuals who have applied to study at CMBS. They are currently undergoing evaluation against our admission criteria and have not yet received a decision regarding their application.
Enrolled Students:	Individuals who have been accepted into a CMBS programme and have completed all necessary enrolment steps. They are officially recognised as active students for a designated academic period.
Progressing Students:	Students who have successfully completed a programme at CMBS and have chosen to continue their education with us by enrolling in a higher-level programme.
Conditional Acceptance:	A provisional admission status granted to applicants who meet most, but not all, admission criteria. Full acceptance is contingent upon satisfying specific conditions or criteria.
Unconditional Acceptance:	Full admission status granted to applicants who have met all admission criteria. These students are not required to meet any further conditions for enrolment.

3. Marketing and Public Information

At the Central Mediterranean Business School (CMBS), we are dedicated to ensuring that prospective applicants have access to comprehensive information about our programmes. This enables them to make well-informed decisions regarding the skills, knowledge, and competencies they will gain. Our Marketing Manager, in collaboration with the Student Recruitment Team, ensures that detailed course information is easily accessible on our website which can be accessed via the following link <https://cmbs.edu.mt/courses>

Key information includes:

- Full Qualification Title inc. course type e.g. Award
- Accredited status of the educational programme.
- EQF/MQF Level for each module and the overall programme.
- Total learning hours.
- Mode of attendance (classroom, blended, online).
- Programme duration.
- Target audience and group (specifying age brackets and learner types).
- Awarding Body details.
- Course Overview, including overall and module learning outcomes.
- Entry Requirements.
- Mode of Delivery, including the percentage of contact hours.
- Detailed Programme Structure.
- Learning, Teaching, and Assessment Procedures.
- Progression Routes available post-completion.
- Application Process, including information on Recognition of Prior Learning (RPL).
- Pass rates and statistics.
- Language of instruction.
- Access to our Quality Assurance Manual and related policies and procedures.

Additionally, our Programme Terms and Conditions, Cancellation and Refund Policy, and Data Protection Notice are available on the CMBS Website, ensuring transparency and easy access to critical information.

4. Initial Outreach and Engagement

At CMBS, we offer various communication channels for prospective applicants, including online (website and social media chat functions), email, and telephone, to ensure accessibility and convenience. Our Student Recruitment Team actively engages with prospective students through interactive meetings, aimed at providing comprehensive programme details and addressing any queries.

During these meetings, the programme specifics are explained to the prospective students and any queries are addressed. Furthermore, the student recruitment team assesses the potential student's interest and compatibility with the programme of choice.

These meetings are crucial for:

- Discussing programme-specific entry requirements.
- Informing about the EQF/MQF levels and ECTS learning credits associated with the programme.
- Informing about available funding opportunities and CMBS scholarships
- Understanding the prospective student's educational goals and desired learning outcomes.
- Explaining our teaching methodologies, learning approaches, and assessment procedures.
- Providing insights into pass rates and further learning opportunities post-completion.
- The dual purpose of these meetings is to offer transparent information to the prospective student and to assess their compatibility and eligibility for their chosen programme.

5. Entry Requirements

5.1 General Entry Requirements

CMBS maintains specific entry requirements for each programme, detailed on our website. For applicants who may not meet these standard criteria, we offer an alternative pathway through **Recognised Prior Learning (RPL)**. Our dedicated Student Recruitment team is available to guide applicants through the RPL process, as detailed in our **RPL policy**.

For international applicants, qualifications are recognised based on the statement issued by the Malta Qualification Information Centre (MQRIC). Further information and guidelines can be found via the following link <https://mfhea.mt/step-by-step-mqric/>. Our team can assist in obtaining this recognition statement, ensuring a smooth and clear admissions process for international students.

5.2 Maturity Clause

At CMBS, the Maturity Clause enables consideration of applicants without traditional academic qualifications but with substantial life or work experience. This approach acknowledges the importance of varied educational and experiential backgrounds. Candidates under this clause undergo an interview to evaluate whether their combined academic history and work experience equip them sufficiently to successfully undertake the programme they have applied for.

5.3 English Language Competence

CMBS requires applicants to meet specific English language requirements, as outlined on our website. Students whose first language is not English must demonstrate their English language proficiency. This can be achieved by providing recognised formal certification (e.g., IELTS, TOEFL) or by successfully completing a formal language competence test administered by the CMBS Academic Affairs Team.

6. Student Application Process

This section provides an overview of the student application and admissions process for EU students and Non-EU students with a Maltese Residence permit. Section 6.5 highlights the process for those Non-EU students who require a student visa.

6.1 Responsibilities

The Student Affairs and Admissions Team handles the processing of applications.

Applicants are responsible for:

- Understanding and acknowledging the requirements of their chosen programme, including prerequisites and language proficiency.
- Providing necessary documentation, such as an updated CV, highest qualification, and photographic ID and additional documents required as per programme requirements.
- Ensuring all application information, including personal and academic details, is accurate and truthful.
- Being aware of financial obligations related to enrolment.
- Consenting to the processing and storage of personal data as per CMBS's data privacy and information management policy.
- Promptly informing CMBS of any changes in personal information or significant circumstances affecting their application.

The **Admissions and Scholarships Board's** responsibilities include:

- Conducting a thorough evaluation of applications referred by the Student Recruitment Team. Conducting a thorough evaluation of applications referred by the Student Recruitment Team.
- Considering a range of factors beyond academic performance, such as life experiences, professional achievements, and the overall potential of the candidate.
- Making final decisions on admissions and ensuring that each decision aligns with CMBS's commitment to diversity and educational excellence.
- Overseeing the fairness and integrity of the admissions process, particularly in non-straightforward cases.
- Providing guidance and recommendations for continuous improvement of the admissions process.

Admissions and Student Affairs team responsibilities include:

- Issuing official acceptance letters to students who have been confirmed by the admissions board, formally welcoming them to CMBS.
- Setting up official student records for each admitted student whereby their academic progress, enrolments, grades, and other critical academic information throughout their time on the programme are tracked.
- Assisting with enrolment by providing incoming students with information on timetables, induction sessions, advising resources, and deadlines.
- Providing guidance on academic policies and other regulations that students must navigate as they begin their studies.
- Facilitating the initial academic advising process, either directly or by coordinating with academic affairs team members and/or faculty to ensure students understand the requirements of their chosen programme of studies and are able to make informed decisions about their academic journey.

The **Admissions and Student Affairs Team** provides essential guidance throughout, and for international students also ensures legal compliance for students' stay in Malta.

6.2 Application Process Initiation

Prospective students initiate their application process by filling out the online booking form provided by our student recruitment team. The process includes settling an application fee online which is credited against their course fee.

To complete the booking process, the potential student needs to fill-out the booking form and provide all required documents to our team for processing. Once these documents are uploaded through the online application form, they will automatically be saved to the online CRM system. Furthermore, a copy will be stored on our shared drive, ensuring accessibility for both the admissions and academic teams.

Refer to section 6.5 for the application and admissions process for Non-EU students who require visa processing.

Scholarships

From time-to-time CMBS offers scholarship opportunities for its prospective students. Information on such scholarships can be found via the following link on CMBS website: <https://cmbs.edu.mt/sixth-form-future-leaders-scholarship/> Further funding opportunities may be found via the following link: <https://cmbs.edu.mt/funding/>

6.3 Application Review

Each application at CMBS is individually assessed by our dedicated Student Recruitment team, upholding our core values of diversity, equality, and inclusivity. This review process is designed to ensure that every candidate's unique potential and merits are fairly evaluated. Before the documents are collected and reviewed a meeting is set up with the candidate where the information to be submitted is discussed.

In cases where, following this meetings, it is concluded that an applicant does not meet the standard entry requirements, the Student Recruitment Team may initiate the Recognised Prior Learning (RPL) process, which is overseen by the Admissions and Scholarships Board, where factors such as work experience, motivation, skills and attitude are taken into consideration. In such cases of non-standard entries, the Admissions and Scholarships Board plays a crucial role. The decision on acceptance is based on a holistic review of the applicant's academic achievements, potential for future success, and additional evidence demonstrating their capability and potential. Admissions and RPL requests and decisions are logged in the Admissions and Scholarships Board channel on Microsoft Teams.

6.3.1 Composition of the Admissions and Scholarships Board

The Admissions and Scholarships Board at CMBS plays a pivotal role in the final stage of the application review, primarily for cases escalated by the Student Recruitment Team. The Admissions and Scholarships Board is made up of the School Principal, Director of Quality, Student Recruitment Manager and the Academic Manager. Faculty and Student Representatives may also be invited.

6.4 Application Outcome

Once the Admission process is complete and all information is collected and verified then all the documents are referred to the Student Affairs and Admissions team for the official acceptance letter, indicating conditional or unconditional acceptance, to be issued and sent to the student. In case of non-successful applications, the chair of the Admissions and Scholarships Board will sign the rejection letter, which is to be passed on to the student by the Student Recruitment Manager. In cases of rejection or conditional acceptance, we provide applicants with guidance on possible alternative pathways, including renegotiation or suggesting other suitable programmes. Applicants have the right to appeal the decision of the Admissions and Scholarships Board. **Refer to our Grievances and Appeals Policy.**

6.5 Admissions Process for Non-EU Students

An administrative fee is applicable for non-EU students to ensure we provide tailored support to meet their unique needs. Comprehensive details regarding course-specific fees are readily available on our CMBS Website.

6.5.1 Application Review and Outcome

For permanent European Union (EU) residents and those, whose residence permit is valid throughout the duration of the course, the procedural steps mirror those outlined in subsections 6.2 to 6.4.

For non-EU residents the process is more detailed and requires more document verification before an application is approved and an official offer letter is sent to the student. Upon acceptance of the offer letter, and settlement of 50% of the total payment due, the acceptance letter is issued. This acceptance letter is a prerequisite to commence the visa application process.

6.5.2 Visa Processing

The student recruitment and admissions team facilitate the visa process for Non-EU students by coordinating appointments through the VFS CMBS Booking Profile. This enables students to efficiently submit their visa applications and documentation. During this period, the team maintains consistent communication with the relevant government department (Identita'), providing updates on visa status to both students and agents.

Upon visa approval, students are expected to settle their full course fees within 10 days of receiving their visa, unless special arrangements are in place.

After arriving in Malta, all non-EU students, including those from visa waiver countries, are required to apply for a Temporary Residence Permit (TRP). The Student Affairs and Admissions Team provides essential guidance through this process, ensuring legal compliance for their stay in Malta.

7. Enrolment

7.1 CMBS Students

Upon enrolment, new students receive a unique student code and personal CMBS email address, along with access to the CMBS Learning Management System (LMS) and online library. They are also provided with a comprehensive student handbook, which includes an introduction to their course, student support mechanisms, relevant policies and procedures, and information on their learning journey at CMBS. It is at this stage that students are asked to send a passport size photo to be used on their CMBS Student card. The CMBS Student card is meant to be worn by students at all times while on campus.

7.2 Coventry University Students

Any CMBS student following a programme of studies that is validated by Coventry University is automatically enrolled on the Coventry University programme by the Admissions and Student Affairs team. A schedule has been created in collaboration with colleagues at Coventry University outlining the deadline for names to be submitted to Coventry, this keeps both parties in the loop of what information needs to be formally shared and at what point during the year.

In addition a form has also been uploaded to the shared Teams folder between Coventry University and CMBS wherein CMBS Admissions and Student Affairs staff upload details required by Coventry to onboard CMBS students as Coventry University students per cohort and per level on the deadlines set in the schedule mentioned above.

Once the names are sent and our colleagues at Coventry University upload the information onto their system, then CMBS receives a Welcome Letter per student from Coventry University to pass on to the respective students. At this point CMBS students officially become students of Coventry University.

Essentially this does not in any way increase the academic commitment of the students, however from an administrative point of view we are bound to share all assessments and results with colleagues in Coventry University who then hold an online meeting with the CMBS academic affairs team to discuss results before these are formally issued. Further information can be found in the **Assessment and Internal Verification Policy and Procedure**.

7.3 Additional Support Requests

CMBS is committed to supporting applicants with special learning needs. We encourage candidates with such needs to declare them during the application process, thus enabling our student affairs and academic affairs team to provide appropriate support required.

Our student affairs and admissions team reviews each application, paying particular attention to students who have indicated a disability or the need for additional support. In such cases the student affairs team who will reach out to these students to identify and understand their specific requirements. Tailored assistance may include adjustments to teaching methods, assessment formats, or provision of additional resources.

In such cases our student affairs and admissions team and thereafter the academic affairs team maintain a closer rapport with these students to ensure that their educational experience is accessible and fulfilling. This process is central to our commitment to cater to the diverse needs of our student community, ensuring every student has the necessary support to thrive in their academic pursuits. Further information regarding student support can be found in our **Student Life Cycle Policy and Procedure**.

7.4 Progressing Students

For students who have completed their current qualification and wish to advance to a higher MQF/EQF Level programme, the standard admissions process applies. This ensures a consistent approach to evaluating their eligibility and readiness for higher-level studies. Further information can be found in our **Student Life Cycle Policy and Procedure**.

7.5 Discontinuation or Suspension

In exceptional circumstances, CMBS may suspend or discontinue a course after acceptance letters have been issued. In such cases, CMBS will promptly inform the affected applicants or enrolled students and offer a full refund or the option to enrol in an alternative programme at CMBS.

If CMBS discovers that an applicant has provided fraudulent information, the offer of admission will be immediately revoked. This measure is in place to maintain the integrity of the admissions process. Further information can be found in our **Student Life Cycle Policy and Procedure**.

8. Induction

All enrolled CMBS students are provided with a comprehensive induction to their programme of study. Further information can be found in the Further information can be found in our **Student Life Cycle Policy and Procedure**.

9. Student Support

Students who may encounter difficulties, can speak to our Student Affairs and Admissions Team by calling 7710 7392 anytime between 0800hrs-1600hrs from Monday to Friday or by sending an email to studentsupport@cmbs.edu.mt.

Students who may feel uncomfortable speaking to the Admissions and Student Affairs team directly may refer their issue to their student representative who can then bring this to the attention of school staff while maintaining student anonymity. Further information is provided in our **Student Life Cycle Policy and Procedure**.

10. Complaints and Appeals

Admissions and enrolment complaints are handled by the Student Recruitment Team (pre-enrolment) and by the Student Affairs and Admissions Team (post enrolment).

Applicants who are dissatisfied with the response from the student recruitment team, or the admissions board are to send an official complaint in writing to admissions@cmbs.edu.mt.

Students who wish to file a complaint may do so by sending an email to studentsupport@cmbs.edu.mt. Further information can be found in the **Grievances and Appeals Policy**.

11. Cancellation and Refund

Central Mediterranean Business School (CMBS) accepts bookings through a booking form which is completed online. In making such bookings, clients accept our bookings and cancellation policy. A deposit is to be paid to Central Mediterranean Business School to guarantee your booking.

11.1 Programme Cancellation and Refund Policy

- Confirmed bookings may be cancelled up to 90 days before the programme's commencement date without any penalty. A full refund will be given to cancellations received up to 90 days before the commencement date of the programme, excluding any non-refundable deposits.
- In cases where applicant's participation on a programme is subject to successful visa application, a full refund of any fees paid outside of non-refundable deposit, will be returned to the applicant, should the authorities refuse visa.
- Cancellation between 89 - 31 days before the programme's commencement date will mean 50% of the programme fee is payable.
- Cancellation within 30 days before the programme's commencement date will mean that the full fee is payable. This must be paid before the start date of the programme.
- Once payment has been received for the original booking, we give students the option.
- to transfer the invoice value to another programme running within one year of the original programme date if they wish to do so.
- Should applicants discontinue attending the programme, 100% cancellation fees are applicable.

12. Other Information

12.1 Deferments

Students will be allowed to defer their studies on a case-by- case basis. CMBS cannot be held responsible if course content or tutors vary by the new start date. Please refer to **Programme and Academic Regulations Policy**.

12.2 Discounts

CMBS may offer discounts at times. This is at the discretion of the Business School.

12.3 Visa Applications

It is the full responsibility of any student on a student visa to comply with any visa requirements in order to reside in Malta and attend lectures as required.

12.4 Payment and Booking Terms

Once an application has been received and applicant has been confirmed as a suitable candidate on the selected programme, applicant will be sent an invoice for the programme fee outlining payment schedules as agreed upon between the Student and Student Recruitment Team.

CMBS does not store credit card details. CMBS reserves the right to cancel a Programme if insufficient bookings have been received. Delegate Students will be offered an alternative date or a full refund of the Programme fee. CMBS reserves the right to make changes to the programme or refuse any booking.

13. Data Privacy

At CMBS, we prioritise the privacy and security of personal data in our admissions and enrolment processes. Our **Data Privacy and Information Management Policy** ensures the responsible handling of personal and sensitive data for all individuals associated with CMBS, including staff, students, and third parties. Adhering strictly to the Data Protection Act and GDPR, we manage data across both electronic and paper formats. We are committed to protecting the rights of individuals and maintaining the integrity of the data we manage, whether it's during the application process or throughout the duration of a student's time with us.

14. Associated Policies

- CMBS Ethos
- CMBS Code of Ethics
- Recognition of Prior Learning (RPL) Policy and Procedures
- Programme and Academic Regulations Policy and Procedures
- Equality and Inclusivity Policy
- Data Privacy and Information Management Policy
- Student Life Cycle Policy and Procedures
- Grievances and Appeals Policy and Procedure
- Malpractice and Maladministration Policy and Procedure
- Assessment and Internal Verification Policy and Procedure