



Version Control					
Distribution: students, internal staff including Director of Studies (DoS) and Internal Quality Assurance Board (IQAB).					
Type of Document	Code	Change Originator / Owner	Effective Date	Changes Done	Approver
Policy and Procedure	Doc_006_v1	Kasia Lyczkowska	01/03/2019	Adding: Appendix 1: Entry Requirements per programme, Maturity Clause	Director of Studies

Instructions for Document Users

All Idea Leadership and Management Institute employees can access revised and approved documents related to the ILMI Policies and Procedures from Canvas LMS link: <https://ideaed.instructure.com/courses/55>

Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

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Aim and Scope of Document

The purpose of this document is to provide detailed explanation on IDEA Leadership and Management Institute (ILMI) procedures for admission requirements into academic programmes.

Internal Quality Policy and Admission

ILMI upholds the principle of inclusivity. In this regard, it endeavours to provide equal opportunities irrespective of gender, marital status, family responsibilities, physical abilities, sexual orientation, political or religious beliefs. In this regard, ILMI doesn't discriminate prospective students. Their admission is based on meeting the Entry Requirements specific to selected programme of study. Ref. Appendix 1: Entry Requirements per Programme and Appendix 2: Internal Quality Policy.

1. Admission Process

- 1.1 To be eligible for admission to a programme of study at ILMI, an applicant must satisfy ILMI's Entry Requirements as indicated in Appendix 1 of this document.
- 1.2 Admission is granted when the entry requirements specific to programme of choice are met. Ref. Appendix 1: Entry Requirements per Programme.
- 1.3 Students who do not satisfy the entry requirements for a course of study they are applying for, are given guidance and support provided by the Programme Manager to identify potential eligibility for admission for another course.
- 1.4 The Admission Board reviews the applications. The Admission Board consists of the Chair - Director of Studies, and the Programme Manager.
- 1.5 Final approval/rejection letter is signed by the Chair.
- 1.6 The applicant is informed about the outcome of the decision of the Admission Board. In the case when the applicant is not being eligible for entry into the programme, he/she is offered guidance and support about other options.

2. Foreign Qualifications

- 1.1 Qualifications from other countries may be considered for entry to courses at levels 4, 5, 6, and 7 as vetted and recognised by the Malta Qualification Information Centre (MQRIC).
- 1.2 Applicants are exclusively responsible to provide evidence of any equivalence claimed for their certificates and/or diplomas.

3. Recognition of Prior Learning - RPL

ILMI's RPL policy considers applicant's formal learning and relevant workplace learning to admit them into relevant programmes. An applicant will be guided through the RPL procedure accordingly. Ref. doc 007: RPL Policy and Procedure.

4. Maturity Clause

ILMI may consider admitting persons as regular students if they have reached the age of 23 by the beginning of the course for which they have applied. However, admittance is not solely based on age. Applicants are assessed via an interview and/or other forms of assessment to ensure that their academic background is adequate to allow them to follow the selected course achieving success. The Admission Board may lay out different requirements for adult learners depending on the nature and level of the course they have applied for, which may include the following, though not limited to: an interview, presentation of a portfolio / journal, sitting for proficiency tests, presenting the European Computer Driving License (ECDL) Certificate among others.

5. Admission Complaints Procedure

ILMI commits to provide a fair and efficient admissions service and applicants will not be disadvantaged in any way provided they have used this procedure.

A complaint must be made on an individual basis by the applicant. Complaints made by a third party will not be considered. ILMI recognises two types of complaints, those made informally and formally.

Informal Complaints

STEP 1: Student is encouraged to raise the matter within 3 working days from receiving admission refusal decision.

STEP 2: The matter should be raised in writing by post or by email with the Programme Manager acting as a Registrar who shall respond in writing within ten working days from receipt of the complaint.

If the complaint is not resolved to the satisfaction of the applicant the complainant may appeal to the Director of Studies.

Formal Complaint

STEP 1: The complainant's letter addressed to Director of Studies, ILMI, Naxxar should enclose:

- copies of all previous correspondence;
- explain why the applicant remains dissatisfied, and
- what he/she hoped the outcome would be.

STEP 2: Director of Studies is to form an Appeals Board and shall preside over the matter.

Appeals Board is made of:

- Director of Studies;
- Programme Manager; and
- Member of Quality Assurance Team.

STEP 3: The Director of Studies shall summon the appeals Board within 5 days of receiving the complainant's letter.

STEP 4: The Appeals Board shall assess the appeal in writing within 3 days from holding the meeting.

STEP 5: The Programme Manager acting as Registrar shall inform the complainant of the Board's decision within 2 days from receiving the response from The Appeals Board.

6. Fraudulent Information Used to Gain Admission

The discovery of any form of fraudulent information used to gain entry to ILMI will result in the immediate withdrawal of any offer of a place.

ILMI defines fraudulent information as:

An intentional misrepresentation of information to gain an unfair advantage over the ILMI admission. Examples of fraudulent information include, but are not limited to:

- Training certificate and credential manipulation
- Transcript distortion
- Eligibility deception

Untrue or misleading statement or one which omits pertinent facts on an application form or made at interview or over the telephone in the clearing process.

Once fraudulent information is detected, the Director of Studies taking overall responsibility is to form a Disciplinary Board for decision taking.

7. Appendix 1: Entry Requirements Per Programme

During admission, following Entry Requirements must be met by the applicants:

Entry Requirements per Programme			
MQF/ECTS	Programme	Status	Candidates who apply for this course must:
MQF7, 90 ECTS	M.Sc. in Healthcare Management and Leadership	Accredited	<p>- have a qualification accredited at MQF level 6 (Pass) in Nursing or any other related area to Healthcare;</p> <p>AND</p> <p>have 3 years' experience within healthcare sector.</p> <p>OR</p> <p>- any qualification accredited at MQF level 6 (Pass), showing an interest in the Healthcare Management field, with 3 years' post-qualification experience.</p> <p>OR</p> <p>- or have at least 7 years of work experience in healthcare sector with a minimum MQF level 5 qualification.</p>
MQF7, 90 ECTS	M.Sc. in Governance	Accredited	<p>- have a qualification accredited at MQF level 6 in any discipline;</p> <p>AND</p> <p>- have 3 years' experience within the local government and/or corporate governance.</p> <p>OR</p> <p>- or have at least 7 years of work experience in management role within government and/or private sector with a minimum MQF level 5 qualification.</p>

MQF7, 90 ECTS	M.Sc. in Management (spec. HR, PM)	Accredited	<p>- have a qualification accredited at MQF level 6 (Pass) in management or any other area;</p> <p>AND</p> <p>- have 3 years' post-qualification experience.</p> <p>OR</p> <p>- any qualification accredited at MQF level 6 (Pass), showing an interest in the Management field, with 3 years' post-qualification experience.</p> <p>OR</p> <p>- have at least 7 years of work experience in management role within a hospitality sector with a minimum MQF level 5 qualification.</p>
MQF7, 90 ECTS	M.Sc. In Hospitality Management	Accredited	<p>- have a qualification accredited at MQF level 6 in management/ hospitality or any other area of study;</p> <p>AND</p> <p>- have 3 years' post qualification experience.</p> <p>OR</p> <p>- have at least 7 years of work experience in management role within hospitality and/or private sector with a minimum MQF level 5 qualification.</p>
MQF7, 90 ECTS	M.Sc. Blockchain	Accredited September 2018	<p>- have a qualification accredited at MQF level 6 in Finance, Banking, Business Management, Information Technology, Computer Science or any other related area to Financial Management;</p> <p>AND</p> <p>- have 3 years' post-qualification experience.</p> <p>OR</p> <p>- have at least 7 years of work</p>

			experience in Finance sector with a minimum MQF level 5 qualification.
MQF7, 90 ECTS	M.Sc. Construction Management	Accreditation Pending May 2019	<p>- students need to hold bachelor's degree in a relevant, construction discipline, such as civil engineering, mechanical/electrical engineering, architecture, quantity surveying, surveying, construction management, project management or facilities management.</p> <p>AND</p> <p>- have a minimum 3 years' industrial experience in the construction sector.</p> <p>OR</p> <p>- have at least 7 years of work experience in construction-relevant management role with a minimum MQF level 5 qualification or equivalent in engineering field).</p> <p>**</p> <p>Students whose first language is not English will be required to demonstrate English language proficiency at IELTS level 6.0 or equivalent.</p>
MQF7, 90 ECTS	M.Sc. Artificial Intelligence	Accreditation Pending June 2019	<p>- have a qualification accredited at MQF level 6 (pass) i.e. Bachelor's in Marketing, Finance, Economics, Accountancy, Management, HR, Business, Law, Engineering, Science, IT, Pharmaceutical, Medicine, Psychology, Digital Art, Game Development, Archaeology, Architecture or Technology;</p> <p>AND</p> <p>- some background in mathematics is preferred;</p>

			<p>AND</p> <ul style="list-style-type: none"> - have 3 years' relevant experience within supervisory/managerial level <p>**</p> <p>Students whose first language is not English will be required to demonstrate English language proficiency at IELTS level 6.0 or equivalent.</p>
MQF6, 60 ECTS	B.Sc. Management (top up)	Accreditation Pending May 2019	<ul style="list-style-type: none"> - have a qualification equivalent to Higher Diploma accredited at MQF level 5 120ECTS (Pass) in management, or any other related area; <p>AND</p> <ul style="list-style-type: none"> - have minimum of 3 years' experience in administrative, supervisory and/or management roles. <p>OR</p> <ul style="list-style-type: none"> - have any qualification accredited at MQF level 5 (Pass), showing an interest in the Management field, with 7 years' post-qualification experience in management.
MQF6, 60 ECTS	B.Sc. Human Resource Management (top up)	Accredited February 2019	<ul style="list-style-type: none"> - have a qualification equivalent to Higher Diploma accredited at MQF level 5 (Pass) in management, HR or any other related area; <p>AND</p> <ul style="list-style-type: none"> - have minimum of 3 years' experience. <p>OR</p> <ul style="list-style-type: none"> - any qualification accredited at MQF level 6 (Pass), showing an interest in the Human Resource Management field, with 3 years' post-qualification experience; - have at least 7 years of work experience within HR and/or

			management role with a qualification below MQF level 6.
MQF6, 60 ECTS	B.Sc. Nursing (top up)	Accreditation Pending August 2019	- have a qualification equivalent to Higher Diploma in Nursing accredited at MQF level 5 (Pass). ** Students whose first language is not English will be required to demonstrate English language capability at IELTS level 6.0 or equivalent.
MQF5, 120 ECTS	HD in Business Management	Accredited November 2016 - Review and Amendments done in November 2018	- are at least 20 years of age by commencement of the course; AND - have at least one full qualification accredited at MQF level 4 (i.e. one A level or equivalent in any subject, or any other qualification at MQF level; AND - at least one-year general work experience. OR - O-level and minimum of five years of work office experience.
MQF5, 120 ECTS	HD in Human Resources Development and Management	Accredited February 2016 - Review and Amendments done in April 2018	- are at least 20 years of age by commencement of the course; AND - show interest in human resources management; AND - have at least one qualification accredited at MQF level 4 (i.e. one A level or equivalent in any subject, or any other qualification at MQF level 4);

			<p>AND</p> <ul style="list-style-type: none">- at least one-year general work experience. <p>OR</p> <ul style="list-style-type: none">- O-level and minimum of five years of work office experience.
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IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

Today, Idea Group offers a wide range of management, research, training and education services. The Group's centric idea remains keeping clients at the centre of our service.

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