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Admission Policy and Procedure

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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

Contents

1. Admission Policy

1.1 Scope of Policy

This policy applies to all admissions to IDEA Academy's study programmes.

This policy covers all stages of an applicant's interaction with the Academy from initial enquiry, through application, receipt of the Academy's Admission decision and the process to enrolment and induction for successful applicants.

1.2 Principles Governing IDEA Academy Admissions

IDEA Academy acknowledges the principles and precepts governing good admissions practices. Thus, this Admissions Policy is intended to provide a policy and procedural framework within which the admissions decision-making is characterized by transparency, fairness, and consistency.

IDEA Academy 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, IDEA Academy doesn't discriminate against any applicant and prospective students.

IDEA Academy strives to observe the good practice guidance provided by MFHEA and to comply with all relevant legislation in relation to its admissions activity which is based on the following five principles.

Principle 1: Transparency

IDEA Academy strives to provide, consistently and efficiently the information applicants need to make an informed choice. This includes the Academy's Admission Policy and detailed criteria for admission to courses, along with an explanation of admissions processes. The information also includes a general indication of the value given to prior academic achievement and other potential learning demonstrated by diverse means.

Principle 2: Inclusivity

IDEA Academy seeks to minimise any barriers that are irrelevant to satisfying admissions requirements. This includes, but not limited to, barriers arising from the means of assessment; the varying resources and support available to applicants; disability; and the type of an applicant's qualifications.

Principle 3: Fairness

In accordance with the Academy's commitment to fair admissions, each application is considered individually, determining whether potential admissions could be made on the basis of academic achievements to date, predicted academic achievement and other evidence of the applicant's ability and potential to complete the course for which they have applied. This includes evidence of the applicant's motivation, skills, experience, and attitude, as expressed in his/her personal statement and the academic reference.

Principle 4: Valorising all Forms of Learning

IDEA Academy seeks to valorise all forms of learning – formal, informal, and non-formal – irrespective of mode or place of learning.

IDEA Academy considers an applicant's formal learning and relevant workplace learning to evaluate how an applicant's knowledge, experiences, skills, and perspectives could contribute to the study journey of the prospective student.

2. Definitions

Applicants	Persons who apply for a selected programme of study.
Continuing students	Continuing students are those who progress from one module/unit to another of the same study programme.
Enrolled students	Applicants who have been accepted, confirmed their enrolment into a chosen programme of study.
Progressing students	Progressing students are those who have completed a programme with IDEA Academy and decided to enrol into a higher level. Programme.
Registered students	Applicants who have been accepted, confirmed their enrolment, and are registered in a chosen programme of study.

ACADEMY

3. Phase 1: Marketing

IDEA Academy is committed to the provision of comprehensive, open, and consistent messages in its marketing information, and to the management of activity which leads to the admission of students to the Academy in ways that are fair, clear, and explicit and implemented consistently.

The Academy's marketing messages are disseminated through promotional materials and activities which aim to ensure accuracy, relevance, updated and accessibility in order to provide information that will enable applicants to make informed decisions about their options.

Marketing information is communicated via a number of different media and includes:

- Printed leaflets
- IDEA Academy website: www.ideamalta.com
- Meeting prospective applicants individually
- Collaboration with partner entities
- Social media
- Regular communications with prospective applicants and applicants throughout the process
- Documentation sent to applicants throughout the process

The Administrative Staff of Marketing and Registrar maintain a strong working relationship in order to ensure a holistic approach that is informed by the principles set out in the Admissions Policy.

4. Phase 2: Admissions

All applications are processed by the Academy's Registrar who acts as the principal contact for applicants throughout the admissions process.

Admission decisions are made primarily by the Registrar. In cases, when the entry requirements are not formally or clearly met, the Admission Board, composed of the Principal, the Registrar, and a technical expert, is called to review and evaluate the applicant's application and decide to accept or reject.

4.1   Responsibilities of Applicants in the Admission Process

4.1.1 Applicants are expected to:

- provide complete and honest information in applications submitted to the Academy
- respond in a timely manner to requests for further information from the Academy
- communicate any changes to the information originally supplied in their application as soon as possible
- be courteous and respectful in their communications with IDEA Academy Staff involved in admissions

4.1.2 In cases where the applicant chooses to proceed with the application, he or she submits application documents to the Registrar. The required documents include the following:

- Application form;
- Updated CV;
- Copy of highest academic qualification;
- An MQRIC statement where required;
- Copy of ID card (front and back); and
- Other documents might be required in specific programmes.

4.2   Entry Requirements

4.2.1   General Entry Requirements

All applicants are required to meet the IDEA Academy's published entry requirements.

Course-specific entry requirements are shown in the IDEA Academy brochures and on the Academy website.

Entry requirements may include specific subjects and attainment at different levels.

4.2.1.1 English Language Competence

Students whose first language is not English will be required to demonstrate English language capability by presenting formal certificates and/or sitting for appropriate IDEA Academy's testing.

4.2.1.2 Foreign Qualifications

Qualifications from other countries are considered for entry to courses at levels 4, 5, 6, and 7 as recognised by the Malta Qualification Information Centre (MQRIC).

When required, guidance is offered by IDEA Academy's Administration team on how to obtain an MQRIC certificate.

Applicants are exclusively responsible to provide evidence of any equivalence claimed for their certificates and/or diplomas.

4.2.2   Special Admissions Requirements

4.2.2.1   **Study Programme: MQF Level 5 Undergraduate Diploma in Nursing Studies**

(i) As per Entry Requirements of this Programme Specifications, candidates who apply for this course will:

- Possess a qualification at MQF Level 4 (or comparable as per MQRIC) in Nursing which include a minimum of 800 hours theory and 2300 clinical practice hours.

OR

- Possess a qualification a minimum MQF Level 5 (or comparable as per MQRIC) in Nursing.

(ii) The Coordinator Nursing Programme validates students' acceptance and admission into this Nursing Programme.

4.2.3   Late Applications

Late applications may be considered depending on the nature of the programme and time this request is forwarded by the prospective applicant.

4.3   Acceptance

The Registrar reviews all applications.

Final and formal acceptance letter is signed by the Principal.

4.3.1   Admission Decision

In accordance with IDEA Academy's commitment to fair admissions, each application is considered individually by Registrar who will determine whether an acceptance should be made on the basis of academic achievements to date, predicted academic achievement and other evidence of the applicant's ability and potential to complete the course for which they have applied.

This includes evidence of the applicant's motivation, skills, experience, and attitude, as expressed in his/her personal statement and the academic reference.

In cases, when the entry requirements are not formally or clearly met, the Admission Board is called for to review and evaluate the applicant's application and decide to accept or reject.

Reference is made to the section below: Consideration of Additional Information

4.3.1.1 Interviews and other Evidence

Applicants may be required to attend an interview and/or to complete specific tests, provide other evidence of competence for assessment by the Admission Board to ensure that their background is adequate to allow them to follow and successfully complete the selected course.

4.3.2   Unconditional Acceptance

If the applicant meets all the entry requirements and all the necessary documents have been received by IDEA Academy, the applicant is sent a Letter of Acceptance which includes a Tuition Payment Plan. The Letter of Acceptance is signed by the Principal.

Upon receipt of payment the applicant is now considered a registered student. A receipt is sent, and the applicant is notified that they have officially been registered as a student in the chosen programme.

The student is enrolled and given access to IDEA Academy's Learning Platform, Canvas before the start of the study programme.

4.3.3   Conditional Acceptance

In the cases when applicants need to meet with the Admissions Board, the applicant is sent a conditional letter of acceptance to review terms and conditions.

In the cases of conditional acceptance, the letter of acceptance is reviewed as stipulated and the rest of the procedure as for unconditional acceptance is followed.

A conditional acceptance letter is also issued if there is missing documentation.

4.3.4   Alternative Offer

In cases where the applicant is deemed unlikely to achieve the entry requirements for the course for which s/he has applied but where an alternative course is available, a 'change of course offer' may be made.

4.3.5   Unsuccessful Applicants

In those case where IDEA Academy decides that an offer cannot be made, this is communicated to applicants via email.

The Admissions Board records the reason(s) for not making an offer in each individual case.

4.3.6   Discontinued / Suspension

IDEA Academy reserves the right to discontinue or suspend a course for which offers have already been issued but undertakes to do this in exceptional circumstances only.

Where a course is discontinued, applicants holding offers are informed as soon as possible, and where possible and appropriate, are offered a place on an alternative course offered by the Academy.

4.3.7   Fraudulent

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

IDEA Academy defines fraudulent information as:

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

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

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

IDEA Academy views fraudulent information a serious offense and once it is detected any further interaction with the Academy is stopped.

4.4   Consideration of Additional Information

In cases when applicants do not meet the general entry requirements of a study programme other criteria may be considered.

4.4.1   Recognition of Prior Learning - RPL

IDEA Academy's RPL policy considers an applicant's formal learning and relevant workplace learning to evaluate the eligibility of their application for the relevant programmes.
An applicant will be guided through the RPL procedure accordingly.

Refer to Doc 007_22 RPL Policy and Procedure and Process.

4.4.2   Maturity Clause

Applicants who do not meet the entry requirements of a programme may be considered as mature 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 and professional experience are adequate to allow them to follow the selected course achieving success.

The Admissions 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.

4.5   Applicants requesting support

Applicants who declare a special learning need and request support in their application are referred to the Director of Studies who may issue advice and guidance or, where appropriate, assess the applicant's reasonable adjustment needs and what arrangements may be necessary to enable students to meet the course requirements.

In individual cases the Director of Studies may invite applicants for an interview to support the assessment process.

The support aspect of assessment of applications from applicants who declare a special learning need takes place independently of the academic Admission process, which is based entirely on academic merit and takes place in accordance with standard policy.

5. Phase 3: Enrolment and Induction

5.1 Enrolment of New Students

Before arrival at the Academy applicants are provided with information about registration and enrolment with the Academy and Induction Sessions.

Once the student is registered, s/he is enrolled and given access to IDEA Academy's Learning Platform, Canvas before the start of the study programme.

IDEA Academy aims to provide a comprehensive academic and pastoral induction programme in order to support the transition of applicants to registered students at the end of the admissions process.

Induction Sessions normally include:
- Information about IDEA Academy policies and course regulations;
- Academic Writing e.g., effective referencing and guidelines how to avoid plagiarism;
- Provision on general study skills;
- Registration process on IDEA Academy online learning portal, CANVAS.

5.2 Enrolment of Progressing Students

Progressing students (i.e., those students moving to a higher-level course in the institute) must enrol during the enrolment period. Students will be contacted by the Programme Manager and encouraged to progress to the next level. If the student, wishes to progress to the next level they must follow the usual admissions procedure.

5.3 Enrolment of Continuing Students

Continuing students (i.e., those students those who progress from one module/unit to another of the same study programme) automatically confirm that they are continuing by attending the lectures of the next unit/module of the same study programme.

6. Data Protection and Confidentiality

IDEA Academy aims to operate in compliance with data protection legislation and good records management practice. Applicants' data is treated as confidential by all staff involved in the admissions process and is not divulged unnecessarily or inappropriately. In accordance with the Academy's policy, staff involved in admissions communicate only with applicants themselves, unless the applicant has given express permission for a third party to communicate on his/her behalf. Third parties may be parents, teachers, advisers, or agents acting on behalf of applicants.

7. Supporting Documents

IDEA Academy's Internal Quality Policy.
 Doc_007_v22 Recognition of Prior Learning Policy and Process
Doc_009_v22 Student Disciplinary Procedure
Doc_010_v22 Equality and Inclusivity Policy
Doc_013_v22 IDEA Ethos
Doc_018_v22 Student Support Policy Statement
Doc_037_v22 General Programme Regulations
Doc_038_v22 IDEA Academy Boards
Doc_039_v22 Code of Ethics
Doc_077 v22 Progression Policy and Procedure