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Document 075

Admission Policy



idea
COLLEGE

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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
<u>It is IMPORTANT to always make sure that the latest version of a policy document is consulted.</u>

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1. Admission Policy

1.1 Scope

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

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

1.2 Principles Governing Admissions at IDEA College

IDEA College 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 College 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 College does not discriminate against any applicant and prospective students.

IDEA College 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 College strives to provide consistently and efficiently the information applicants need to make an informed choice. This includes the College'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 College 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 applicant's qualifications.

Principle 3: Fairness

In accordance with the College'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 College seeks to valorise all forms of learning - formal, informal, and non-formal - irrespective of mode or place of learning.

IDEA College 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	Individuals 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	Progressive students are those who have completed a programme with IDEA College and decided to enroll into a higher level. Programme.
Registered students	Applicants who have been accepted, confirmed their enrolment, and are registered in a chosen programme of study.
Reasonable Adjustments	Appropriate and proportionate modifications or support arrangements made by the College, following an individual assessment, to enable applicants or students with a recognised disability or specific learning need to access and participate in education on an equitable basis, without compromising the essential learning outcomes, academic standards, or professional requirements of the programme.

3. Phase 1: Marketing

IDEA College 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 College in ways that are fair, clear, and explicit and implemented consistently.

The College'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 College website: mt.ideaeducation.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, Student Recruitment 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 College's Registrar Office 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 applications are submitted to the Admission Board 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 College
- respond in a timely manner to requests for further information from the College
- communicate any changes to the information originally supplied in their application as soon as possible
- be courteous and respectful in their communications with IDEA College 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 College's published entry requirements.

Course-specific entry requirements are shown in the IDEA College brochures and on the College 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 College'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 College'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 Competent Authority-Driven Requirements for Admission

For the purposes of this Policy, a Competent Authority means any authority, organisation or body that is authorised to establish, approve or impose admission and/or continuation requirements for a particular programme. This may include, where applicable, a government ministry or department, statutory authority, professional body, placement provider, or any other organisation formally responsible for determining such requirements.

For certain programmes, applicants may be required to satisfy additional admission and/or continuation requirements established, approved or recognised by a Competent Authority. Where applicable, these requirements apply in addition to the College's General Admission Requirements and may need to be satisfied before admission and/or before participation in specified components of the programme, including professional practice or placement.

The programmes to which these requirements apply, together with the relevant Competent Authority admission and continuation requirements, are set out in the Competent Authority-Driven Admission Requirements Register, which is maintained separately from this Policy and updated as required.

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 bears the signature of the Principal.

4.3.1 Admission Decision

In accordance with IDEA College'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, provide other evidence of competence for assessment (as guided by the board) 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 College, the applicant is sent a Letter of Acceptance which includes a Tuition Payment Plan.

The Letter of Acceptance bears the signature of 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 College'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 cases where IDEA College 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 College reserves the right to discontinue or suspend a course for which offers have already been issued. .

Where a course is discontinued or suspended, 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 College.

4.3.7 Fraudulent

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

IDEA College defines fraudulent information as:

An intentional misrepresentation of information to gain an unfair advantage over the IDEA College 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 College views fraudulent information as a serious offense and once it is detected any further interaction with the College 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 College'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_RPL Policy and Procedure.

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 Deputy Principal – Academic Affairs, who may provide advice and guidance or, where appropriate, assess the applicant's reasonable adjustment needs and identify the support arrangements that may be required to enable the applicant to meet the course requirements.

As part of this assessment, the College will evaluate whether the requested reasonable adjustments and support arrangements can be provided within its available resources and in a manner that does not compromise the academic standards, professional requirements, or essential learning outcomes of the programme.

In individual cases, the Deputy Principal – Academic Affairs may invite applicants for an interview to support the assessment process and to discuss the applicant's support requirements.

The assessment of support needs is conducted independently of the academic admissions process, which is based solely on academic merit and is undertaken in accordance with the College's Admissions Policy.

Where the assessment concludes that the College is unable to provide the reasonable adjustments or support arrangements necessary for the applicant to participate successfully in the programme, the applicant will be informed of the reasons for this decision and given the opportunity to discuss the outcome. If, following these discussions, it is determined that the required support cannot reasonably be provided, the College reserves the right to decline the application.

5. Phase 3: Enrolment and Induction

5.1 Enrolment of New Students

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

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

The College is committed to facilitating a smooth transition from applicant to registered student through a comprehensive academic and pastoral induction programme. The programme is designed to familiarise students with the College's academic environment, expectations, policies, regulations, learning systems and support services, and to equip them with the information and guidance necessary to make a confident and successful start to their studies.

5.2 Enrolment of Progressing Students

Progressing students (i.e., those students moving to a higher-level course in the College) 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 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 College 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 College'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

- Document 212_IDEA College Quality Policy
- Document 007_Recognising Prior Learning Policy
- Document 009_ Student Disciplinary Procedure
- Document 010_Equality and Inclusivity Policy
- Document 013_IDEA Ethos
- Document 018_Student Support Policy Statement
- Document 037_ General Programme Regulations
- Document 038_IDEA College Boards
- Document 196_IDEA College Ethics Policy
- Document 077_Progression Policy and Procedure

Document References

This document may refer to other College policies, procedures, guidelines and supporting documents. Readers are responsible for ensuring that they consult the latest approved version of any referenced document through the designated College repository or source available to them.

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