

**Malta Business School**  
**Admissions and Registration Policy**

<b>Revision History</b>			
<b>Version Number</b>	<b>Revision Date</b>	<b>Revised by</b>	<b>Summary of changes</b>
Version 0	21-03-2014	CC	Set up of eligibility criteria.
Version 1	01-10-2018	CC	Updated to the eligibility criteria.
Version 2	01-03-2020	CC	Inclusion of new programmes.
Version 3	01-03- 2024	CC	Inclusion of new programmes.
Version 4	01-10-2025	CC	Formal inclusion of admissions process.

## **MBS Admissions and Registration policy**

### **1. Scope**

MBS adopts a registration and admissions policy to ensure that associated processes are implemented consistently and fairly to ensure equitable access to our programmes.

The entry requirements for each programme guide prospective candidates to check if they are eligible or not for the programme.

MBS determines the selection criteria. These are formulated and presented to the Malta Further and Higher Education Authority (MFHEA) during the programme accreditation process.

Where further proof of eligibility of a candidate is required (for example to check the oral and/or written proficiency in English), an interview with the candidate is held to assess such proficiency.

### **2. Eligibility**

MBS defines the entry requirements of its programmes. This information is published on the School's website [[www.mbs.edu.mt](http://www.mbs.edu.mt)]. The website is therefore considered to be the most up-to-date document for eligibility purposes.

When prospective candidates apply for a programme of studies they become MBS applicants. When they are admitted and ultimately registered onto any programme of study they become learners and alumni of MBS. As an applicant, the eligibility criteria for that programme must be respected and needs to include one (or a combination) of the following:

#### **2.1 Qualifications**

For all programmes, your qualifications must be aligned with the European Qualifications Framework (EQF), including the programme level and total ECTS/credits. In the case of foreign qualifications, it is recommended that an official statement from the Malta Qualifications Recognition and Information Centre (MQRIC) is sought [<https://mfhea.mt/academic-qualifications/>]. Such a statement can prove that the eligibility requirements are met.

Applicants typically need to provide a copy (such as a scanned image) of both the certificate and the transcript of the programme of studies achieved.

#### **2.2 Curriculum Vitae**

A Curriculum Vitae (CV) is a vital component of most MBS applications to join an accredited programme of studies, as it provides a comprehensive overview of an applicant's educational background, professional experience, skills, and achievements. It enables the institution to assess the applicant's readiness, suitability, and alignment with the programme's academic and professional expectations.

### 2.3 English language competence

Applicants must be competent in the English language. The responsibility for English language knowledge and command, both spoken and written, lies with the applicant.

MBS does not normally request that applicants provide an English language test certificate. However, MBS reserves the right to ask an applicant for an interview or to sit for a test within a specified time frame. This decision depends on several factors including, but not limited to, the particular programme of study.

### 2.4 Basic digital skills competencies

Applicants must be competent in basic digital skills. The responsibility for basic digital skills and competencies (such as how to use a personal computer or tablet; how to research and find information online; how to stay digitally safe and protect own data; and how to use email) lies with the applicant.

MBS does not normally request that applicants provide a certificate as proof of their digital skills. However, MBS reserves the right to ask an applicant to sit for a test within a specified time frame. This decision depends on several factors including, but not limited to, the particular programme of study.

### 2.5 Personal statement

For most accredited programmes, a personal statement is a critical component of the admissions process, providing applicants with the opportunity to present their motivations, aspirations, and suitability for the chosen programme in their own voice. It allows the admissions team to gain a deeper understanding of the individual beyond the academic records and professional achievements, revealing their goals, values, and commitment to personal and professional growth. A well-crafted personal statement not only demonstrates clarity of purpose and communication skills but also helps establish the foundation for a meaningful and engaged learning journey.

### 2.6 Verification of applicant's identity

As part of the admissions process, MBS verifies your identity using your ID card or passport. As part of the admissions process, your documents will be checked to ensure your identity is true.

### 2.7 Recognition of prior learning

Recognition of Prior Learning (RPL) is a formal process used by educational institutions to assess and acknowledge the skills, knowledge, and competencies that an individual has acquired through previous education, work experience, or informal learning.

In essence, RPL allows applicants/learners to gain credit or advanced standing in a programme of studies without having to repeat learning they have already achieved. The goal is to make education more accessible, flexible, and relevant—especially for adult learners or professionals who have developed significant expertise outside of formal study.

Through RPL, institutions like MBS evaluate evidence such as work portfolios, professional certifications, training records, reflective statements, or interviews to determine whether a learner meets the required learning outcomes of a module or programme. In short, RPL recognises that

valuable learning can occur in many contexts—not just in classrooms—and ensures that prior achievements are fairly credited within the formal education system.

To seek RPL prospective applicants must submit evidence of work experience or informal learning and apply using the MBS RPL application. The process for this application is outlined in the MBS RPL Policy document.

### **3. The admissions process**

The admissions process at MBS is streamlined, transparent, and fully accessible through an online application platform. Prospective applicants are invited to complete their application via a secure online link, where they can provide personal details, academic qualifications, professional experience, and supporting documents such as a CV and a personal statement. This digital process ensures efficiency, accuracy, and convenience, allowing applicants to submit their materials from anywhere in the world while maintaining the integrity and confidentiality of their information.

The online system also enables the admissions team to review applications systematically and communicate updates promptly, ensuring a fair, consistent, and student-centred approach to selection.

Following the admissions process, the application can be accepted, denied or put on hold.

**Accepted:** This means that the application has been reviewed, and all information was found to be in line with the eligibility criteria. The applicant will therefore receive an Offer letter (that is, an offer of a place onto the programme).

**Denied:** This means that the application has been reviewed, but the information provided was not in line with the eligibility criteria. (For example, when a level 6 qualification is required but the applicant has provided only a level 5 qualification.) The applicant will receive a Rejection letter (that is, a letter to let the applicant know that his application was not approved).

**Put on hold:** This means that the application has been reviewed and found to have missing information or details. The application is therefore considered to be not yet complete. The applicant will receive an email to submit further information as the case may be.

### **4. Appeals**

At MBS all applications are carefully reviewed. If applicants do not meet the eligibility criteria, MBS will notify them by email. Rejected applicants have the right to appeal this decision by sending a written request, as outlined in the MBS Appeals Policy. The final decision on any appeal is made by the Dean of the School.

### **5. The enrollment process**

Following a successful application and admissions process, the applicant will receive an Offer letter, that is, an offer of a place onto the programme. The Offer letter also includes the MBS Learner Terms and Conditions sometimes also called a 'learner Agreement', plus a payment plan and access to various other MBS documents that outline the relationship between the learner and MBS. It is recommended that applicants read through the MBS Learner Terms and Conditions and supporting documents carefully before signing the Offer letter.

Once the Offer letter is signed and sent back to the School, the applicant will receive an Acceptance letter. This letter is the final step in the admissions process and the first step of the enrolment process.

Once learners are enrolled onto their programme, they receive unique login credentials to access the School's virtual learning platform (VLE).

## **6. Quality assurance**

The entire admission process is managed by the Admissions team, led by the Head of Programmes and the General Manager, who ensures that only eligible students are registered for programmes of study.

The application and admissions processes are reviewed periodically, in line with any changes to the programmes, and/or requirements by awarding bodies and the local authority (MFHEA), by the Internal Quality Assurers to ensure that quality standards are met and maintained.

## Appendix 1

### Eligibility criteria for Malta Business School programmes

#### General considerations

##### Work experience

For most of MBS programmes, work experience is required as this fits with our mission and vision of the School. We would normally expect the experience to be in the preceding years before the programme starts, so that it is tangible, consistent, ongoing and consecutive. However, we also use an element of discretion/ flexibility in individual circumstances. Here is some information on what we mean by work experience.

Work experience is typically taken to be full-time work experience after school-leaving age, that is, after 16 years of age or over.

For some programmes, if a prospective applicant's current role is not relevant, but they have a previous role which is relevant, this can be considered, but only if it is within the last 3 years. *If this is your case, please ask the Admissions team if this will be relevant to your application.*

For some programmes, relevant part-time work can be considered for eligibility purposes. However, the prospective applicant would need to have been doing this role for double the number of years needed for eligibility. For example, if the minimum number of years for eligibility is 2 years, then the prospective applicant needs a minimum of 4 years' experience of part-time work. *If this is your case, please ask the Admissions team if this will be relevant to your application.*

For prospective applicants who have a substantial gap in their CV, it is important that this is addressed and explained. This is especially the case if the gap is in the last 5 years.

If a gap in the CV is due to a career break taken for maternity or family-related reasons, MBS recognises and values the professional experience gained prior to the break. Such experience will be taken into full consideration during the admissions process. The assessment will also take into account the duration of the career break and the applicant's professional trajectory upon returning to the workforce, ensuring a fair and contextual evaluation of each candidate's overall experience and potential for success in the programme.

If a gap in the CV is the result of extensive travel or an immigration experience that did not lead to sustained employment, MBS will take prior professional experience into consideration during the evaluation process. However, particular attention will be given to the applicant's activities and professional engagement upon returning home, as this provides valuable insight into their resilience, adaptability, and continued commitment to personal and career development.

In all cases, the circumstances will be individual looked into.

*If you have a substantial gap in your CV, please ask the Admissions team about how best to address this gap in your application.*

Voluntary work, involvement with NGOs, community experience and other 'work' which is not paid, but is relevant, can be considered for admission purposes. For example, a Team Leader within a Scouts group, an organiser of fundraising activities for Hospice, an assistant to the project manager or coordinator responsible for Front-of-House/Back-of-House/stage/lights in theatre, singing or dance productions

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## Appendix 2

### Bachelor in Business and Management (BBM)

The entry requirements are:

- Three MQF/EQF Level 4 individual single subject qualifications and at least 18 years of age.

or

- One MQF/EQF Level 4 qualification of at least 120 ECTS, or equivalent, and at least 18 years of age.

or

- A minimum of 2 years of relevant work experience and at least 21 years of age.

or

- The MATSEC Matriculation Certificate. This comprises 6 subjects, and include passes in a language, a science subject, a humanistic subject, and a pass in the subject 'Systems of Knowledge'. Two of the 6 subjects must be at an Advanced Level, three of the subjects must be at an Intermediate Level and a pass at the 'Systems of Knowledge' subject.
- A pass (at least Grade 5 or better) in the Secondary Education Certificate examinations in the following subjects: English language, Mathematics, and one other subject.
- At least 18 years of age.

or

Other equivalent (international) qualifications which will be considered on a case-by-case basis.

All learners must have proficiency in the English language (evidence of use of the English language at work, O-level pass in the English language, English as the national language or mother tongue, or other equivalent foreign qualifications equating to Common European Framework (at B2), such as IELTS (overall score of 6.0 with no element less than 5.5), Cambridge English (overall score of 169 with minimum scores of 162), TOEFL (at 72) and others.

### Appendix 3

#### **Bachelor in Business and Management Top Up (BBM-TopUp)**

For entry directly onto Year 3 of the Bachelor in Business and Management to exit with the Bachelor in Business and Management top-up degree qualification, the following are the entry requirements:

- One Level 5 qualification, in business or a related area, of at least 120 ECTS or equivalent, and at least 18 years of age.

**or**

- One Level 5 UK Higher National Diploma or Extended Diploma qualification, in business or a related area, of at least 120 UK credits or equivalent, and at least 18 years of age.

All learners must have proficiency in the English language (evidence of use of the English language at work, 0-level pass in the English language, English as the national language or mother tongue, or other equivalent foreign qualifications equating to Common European Framework (at B2), such as IELTS (overall score of 6.0 with no element less than 5.5), Cambridge English (overall score of 169 with minimum scores of 162), TOEFL (at 72) and others.

## Appendix 4

### ATHE Level 6 Certificate in Project Management

The entry requirements are:

- Minimum 18 years of age
- B2 level of English achieved in the last 5 years (English Language O-level grade 5+ or IELTS 5.5+ or successfully pass MBS proficiency test)
- Prospects should have a specific project in mind to apply in their assignment

**and either:**

- 2 years full-time relevant work experience with a level of responsibility working within projects in different areas and industries (example: project manager, project co-ordinator, operations manager, business owner etc.)

**or**

- MQF / EQF Level 5 qualification in a related area

**or**

- Other equivalent international qualification.

## Appendix 5

### ATHE Level 6 Certificate in Coaching

The entry requirements are:

- Minimum 21 years of age
- B2 level of English achieved in the last 5 years (English Language O-level grade 5+ or IELTS 5.5+ or equivalent (MBS offers a free English Proficiency assessment if you do not have any of the above certificates).
- Participants are expected to identify one or more individuals that they coach as part of their practice

#### **Additionally, participants should**

- Have a MQF / EQF Level 5 or Level 6 qualification in a relevant subject area or other equivalent international qualification

**or**

- 2 years full-time relevant work experience with a level of managerial, training or people development responsibility

## Appendix 6

### The Henley Executive MBA

For entry to this degree programme it is expected that you have:

- Either a minimum of three years relevant experience PLUS a good first degree or equivalent professional qualification.
- Or a minimum of five years of relevant experience.
- Evidence of competence in English if it is not your first language.

Our selection process is specially designed to identify talent and leadership potential and ensures that we bring together the best combination of experienced people. This is reflected in our application requirements. Non standard applications are welcome and will be reviewed for suitability.

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## Appendix 7

### ATHE Level 7 Diploma in Strategic Management

The entry requirements are:

- Minimum 21 years of age
- An MQF/EQF Level 6 Degree in Business, Management or related subjects or an equivalent international qualification.

or

- Minimum 23 years of age
- Minimum of 3 years relevant work experience with a level of managerial responsibility
- Participation and/or achievement of professional qualifications will be positively considered.

plus

- An appropriate standard of English. In those cases where English is not your first language we require a B2 level of English achieved in the last 5 years (English Language O-level grade 5+ or IELTS 5.5+ or equivalent); Or proof that you use English as your working language at your place of work; Or your qualification/s were delivered in the English language.