PEGASO INTERNATIONAL
HIGHER EDUCATION INSTITUTION
MFHEA Licence n° 2016-001

DOCUMENT INFORMATION	
TITLE	Registration and Admissions Policy
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VERSION	B
DATE	31st July 2020
CATEGORY	Policies, Procedures, Processes
AUTHOR	Administration- HR/QA
DOC USERS	Students and Staff
HISTORY	Updated Policy
APPROVER	Board of Directors
Change History	Originated by: Director Administration
Version B	1. Reference Docs 009 and 030
	2.
	3.
Contents	
Access & Adherence	Pegaso International's policies, procedures and processes are to be accessed and adhered to by Pegaso International staff and students.
Ownership	Policies, procedures and processes are dynamic in nature and should be updated, as and when necessary, by their implementers/owners in liaison with QA-Document Control, to constantly reflect current practices.

1. Policy Scope

Pegaso International (PI) adopts a registration and admissions policy in order to ensure that associated processes are implemented consistently and in a transparent manner. PI determines the selection criteria which are formulated and presented to the Malta Further and Higher Education Authority (MFHEA) during the programme accreditation process.

2. Eligibility

PI defines the entry requirements of respective programmes and publishes this information on the public domain. In order for students to be admitted and ultimately registered for the programme the eligibility criteria must be met and include one (or a combination) of the following:

2.1 Qualifications

All qualifications are required to be pegged to the European Qualifications Framework in terms of programme level and total amount of credits. In the case of foreign qualifications, students are required to obtain an MQRIC statement from MFHEA in order to provide evidence that the eligibility criteria in terms of qualifications are met.

2.2 Maturity Clause

Students who possess wide experience obtained at work or in other fields of activity may benefit from recognition of prior learning.

2.3 Recognition of Prior Learning

Students who request recognition of prior learning are required to provide evidence of their work experience and/or projects. This evidence is analysed on a case-by-case basis and is not an automatic criterion for eligibility.

All applications and admissions are handled by PI's administrative team under the direction of the Committee for ECTS recognition. Students who are deemed to possess the required eligibility criteria are registered onto the programme.

3. Appeals

Students who are considered not to possess the required eligibility criteria are informed of this by PI by means of electronic communication. Students have the possibility to appeal the decision by providing a written request to the Academic Committee. The decision of the Academic Committee on any cases of appeal is definite and final.

References

Doc 001 Quality Policy

Doc 003 Internal Quality Assurance Policy

Doc 009 Mature Students Policy

Doc 010 Student Support Policy

Doc 015 Complaints, Grievances and Appeals Policy and Procedure

Doc 019 Code of Ethics

Doc 030 Recognition of Prior Learning (to be finalised on MFHEA approval)

Doc 103 PI Statute

Doc 111 Internal Quality Assurance Manual

Doc 130 Staff Manual