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GBS Malta Admissions Policy

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1 Policy Statement

1.1 GBS Malta is a welcoming and inclusive place to study. One of GBS' Malta's core values is "transforming lives through education and opportunities". The purpose of the policy is to provide information to enquirers, applicants, and staff on recruitment, selection, and admissions process at GBS Malta.

1.2 This policy sets out GBS Malta's approach, responsibilities, and those of applicants. It should be read in conjunction to the Terms and Conditions of Offer, Prospectuses and Study web site. This policy covers applications for places on GBS Malta's undergraduate, postgraduate, and continuing professional development courses leading to the award of qualification. This policy covers all modes of study, regardless of location. Study modes available for each individual course will be detailed in each course description.

1.3 The Policy is consistent with best practices in higher education admissions, as defined in several sources (see appendix 1.0). It is also framed with reference to commitments to fair access and student success as set out within sector legislation and requirements (see appendix 1.1).

2 Information for applicants

2.1 GBS Malta complies with the requirements of the Malta Competition and Consumer Affairs Authority (MCCAA) and relevant Maltese competition regulations. These regulations ensure fair competition and protect consumer rights, with GBS Malta classified as a 'trader' and its students as 'consumers' (see appendix 1.2). For the purpose of this regulation, GBS Malta is a 'trader' and its students are 'consumers'. It also complies with the Article 45 of the Constitution of Malta and the Equality for Men and Women Act (2003).

2.2 GBS Malta is clear about three main areas in particular:

- The Terms and Conditions for Study at GBS Malta govern the Institution's relationship with students and form a contract between GBS Malta and its students in relation to their studies.
- GBS Malta provides information, which is accurate, easy to find and useful for the applicants to make an informed choice.
- GBS Malta sets out an accessible, clear, and transparent admissions policy for applications, including how to raise an issue or concern.

2.3 All material programme information (aims, content, assessment etc) can be found on the GBS Malta website for each programme offered including course fees and other costs associated with individual programmes of study. A brief overview of decision making per programme can also be seen in the appendices.

3 Education advisors/agents

3.1 GBS Malta works with educational advisors or agents, contracted on an annual renewable basis. All agents and educational advisors are monitored on an ongoing basis. GBS Malta provides induction and regular training and briefing about our programmes for advisors and agents during site visits and via familiarisation visits to GBS Malta.

3.2 GBS Malta hosts training and familiarisation conferences annually for all agents

or advisors. Educational advisors are required to comply with GBS Malta's Policies and Procedures in the best interest of GBS Malta as an institution and its applicants. Failure to adhere to these requirements, or any other expectations, will result in the cessation of the agent's contract, in line with HR policies.

4 Criteria for admission

4.1 The criteria to admit applicants for each programme is set by GBS Malta or by its partners in agreement with it. All programmes are delivered in English and applicants' language proficiency is assessed during the admissions process: applicants must demonstrate they are able to read, listen, speak, and write in English at the required level for each programme, in accordance with the Common European Framework of Reference for Languages (CEFR) (see appendix 1.4).

5 How to apply

5.1 Applicants who have an interest in studying at GBS Malta can apply directly through the GBS Malta website, they may contact GBS Malta student recruitment team via social media to apply or contact may also be made via recognised agents or education advisors. Once the application is received by GBS Malta, applicants are contacted by the GBS Admissions team in Malta to have their application processed and get informed about any pending actions.

6 Criminal convictions

6.1 Under the **Rehabilitation of Offenders Act (Malta)**, having a criminal record does not necessarily prevent applicants from studying at GBS Malta. This will depend on the nature of the course applied for and the circumstances and background of the offence. Applicants are required to inform GBS Malta of any relevant unspent criminal convictions as part of the admissions process. GBS Malta will assess each case individually, considering the duty of care owed to its staff, students, and third parties.

6.2 GBS Malta will judge the application through standard processes in the first instance and, if the recommendation is to offer the applicant a place, the application will be assessed by suitably qualified and experienced staff in the light of the declared conviction. Applicants with convictions currently on licence are required to notify GBS Malta of any licence conditions which may prevent full engagement. Where possible, GBS Malta will make reasonable adjustments to facilitate inclusion.

7 Applicants with a disability and/or additional support needs

7.1 GBS Malta welcomes applications from candidates with a disability or additional support needs. Such applicants will be considered against the same criteria as all other candidates following the process outlined in this policy.

7.2 In the event that a candidate with a disability or additional support needs is deemed qualified and eligible for an offer of a place, GBS Malta Welfare staff will contact the applicant to discuss the additional support the applicant is likely to require in order to manage their circumstances.

7.3 Where the needs of the applicant are complex, GBS Malta may issue an offer based on academic and other eligibility criteria, which remains subject to investigation as to whether suitable reasonable adjustments can be implemented. Notwithstanding any offer made based on academic and other eligibility criteria, in the unlikely event that GBS Malta decides that the adjustments required to support the applicant could not reasonably be made, GBS Malta reserves the right not to make such adjustments. In such a case, GBS Malta will contact the applicant directly to confirm this decision.

8 Decision making and offers

8.1 All application decisions are made by either the GBS Malta Admissions team or their partners.

8.2 There are differing deadlines for assessment according to each programme offered by GBS Malta or its partners, depending on the course and the start date. Where applications are submitted with all the requisite detail, GBS Malta will aim to provide decisions within 2 working days in the case of programmes for which GBS Malta makes direct offers. For some programmes, as shown in the Appendix I, where GBS is not responsible for issuing the offers, the time taken to make the offer may vary. Where applications require further information or assessment this may delay the time it takes to provide applicants with a decision.

8.3 The conditions of the offer will be outlined to all applicants in writing via email. If an applicant is able to demonstrate they meet the conditions of our offer, they will be accepted and, once applicants have received their visas, invited to enrol in person at our GBS Malta campus one week prior to their study start date.

9 Recognition of Prior Learning

9.1 GBS Malta has a defined procedure for any applicants wishing to apply for academic study via Recognition of Prior Learning (RPL). Potential students may be awarded credit for part of their chosen programme by recognition of prior comparable learning and attainment, whether that be certificated or experiential.

10 Registration and enrolment

10.1 Once applicants have accepted their offer to study at GBS Malta and have received their visas, they are required to start their registration online and to attend the GBS Malta campus location during Welcome Week to register for their programme of study, including bringing their documents (passports, visas, proof of address and proof of highest qualifications) for verification.

11 Appeals against admission decisions

11.1 A formal appeal is a request for review of the application process, it is not a request for a review of an application decision. Appeals against admissions decisions can only be made on the grounds of procedural irregularity or evidence of any action of decision which is not consistent with the GBS Malta Admissions Policy. Disagreement with academic judgement is not a valid ground for appeal.

11.2 In cases where additional relevant information can be provided by a prospective student in support of their application, which was unavailable when the application was originally submitted, GBS Malta will take this into consideration and may reconsider the

application. In case of the final admission decision having been made by one of the awarding bodies, an applicant must make the request to the awarding body.

11.3 For appeals made to GBS Malta, the applicant or the agency must send GBS Malta an email addressed to The Director of Global Admissions at admissions@gbs.edu.mt stating the basis of the appeal and providing the relevant documentary evidence, in no more than 10 working days. GBS Malta will aim to respond to appeals within 5 working days although it may take up to 15 days.

12 Complaints against the admissions service

12.1 This procedure should be used when an applicant (or the applicant's representative) is dissatisfied with the service they have received from the GBS Malta with regard to an application.

12.2 The complaints handling procedure cannot be used as a means to change an admissions decision. However, if in the course of investigating a complaint the investigator believes there are grounds for an appeal against the admissions decision, the investigator may advise the applicant to submit a formal appeal.

12.3 For complaints made to GBS, the applicant must send GBS an email addressed to The Director of Global Admissions at admissions@gbs.edu.mt stating the basis of the complaint and providing the relevant documentary evidence, in no more than 10 working days. GBS Malta will aim to respond to appeals within 5 working days although it may take up to 15 days.

13 Fraud and Plagiarism

13.1 GBS Malta will not admit applicants on the strength of information considered to be either fraudulent or plagiarised. GBS Malta reserves the right to reject or cancel an application under these circumstances, or to make a recommendation to a validating body that they should. GBS Malta may terminate a student's registration if they are found at a later stage to have submitted a fraudulent or plagiarised application to the University.

14 Data protection

14.1 Access to any personal information given to GBS Malta when making an application or enrolling and studying with us is subject to a staff confidentiality agreement, in line with the General Data Protection Regulation (EU Regulation 2016/679) ('GDPR'), which has been implemented into Maltese law by virtue of the Data Protection Act (Chapter 586 of the Laws of Malta). Access to and use of personal information is limited in any specific circumstance to only those staff and administrators who need that access to manage and respond to applications, enrolment, studies and related processes and use of GBS Malta services. Upon submission of an enquiry to study with us, applicants agree to the use of their data in line with GBS Malta's Privacy Policy (see appendix 1.6).

14.2 In certain circumstances GBS Malta may need to share your data with a third-party external organisation to reach a decision on or progress your application. In such circumstances we are committed to protecting your data in accordance with all relevant data protection legislation.

Appendix 1.0 – benchmark documents for best practice in admissions within Higher Education admissions

- UK Quality Code for HE: Admissions, Recruitment and Widening Access <https://www.qaa.ac.uk/the-quality-code#>
- The Schwartz Fair Admissions Review <https://www.semanticscholar.org/paper/Fair-admissions-to-higher-education-%3A-for-good-Schwartz/2f357bf77bd52995ba5a34cd51420ef372ef0475>
- UUK & Guild HE Fair Admissions Code of Practice <https://guildhe.ac.uk/admissions/admissions-code-of-practice/>

Appendix 1.1

- Higher Education and Research Act 2017 <https://www.legislation.gov.uk/ukpga/2017/29/contents/enacted>

Appendix 1.2

- Malta Competition and Consumer Affairs Authority (MCCAA) <https://www.mccaa.org.mt/>

Appendix 1.3 – Partnerships

Partner	Recruitment	Admissions
Bath Spa University	GBS Malta is responsible for the recruitment of all programmes taught at GBS Malta premises.	GBS Malta is responsible for making an initial assessment and checking all the documents required for the application. Bath Spa University (BSU) is in charge of issuing a conditional offer letter. BSU makes the final decision and issues the unconditional offer letter.

Appendix 1.4 – GBS Courses

Awarding Body	Recruitment	Admissions
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GBS Malta (MFHEA Accredited programmes)	GBS Malta is responsible for the recruitment of all programmes taught at GBS Malta premises.	GBS Malta is responsible for making an initial assessment, checking all the documents required for the application and issuing a conditional offer letter. GBS Malta also makes the final decision and issues the unconditional offer letter.
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Appendix 1.5

- Common European Framework (CEFR) <https://www.cambridgeenglish.org/exams-and-tests/cefr/>

Appendix 1.6

- Maltese Data Protection Act 2018 (Chapter 586 of the Laws of Malta) <https://legislation.mt/eli/cap/586/eng/pdf>

Appendix 1.7 English Language Entry Requirements

GBS Malta, in agreement with its partner, accepts applicants who are at CEFR B2 and C1 levels of English, according to the programme. We assess the applicants' English levels up to standards established by our partner through a personal statement and agreed English language tests. GBS Malta also assesses the applicants' English levels up to standards established for their own program through a personal statement, an interview and agreed English language tests. Exceptions to CEFR requirements are agreed per partner based on previous education history such as completing a Degree from a majority English speaking country, accepted alternative English language qualification or alternative qualification completed in the UK.

Information on English language requirements can be found [here](#).

Appendix 1.8 – Detailed entry requirements by programme

Course	Awarding Body	English Language Requirements	Admissions Interview	Personal Statement (word count)	General requirements	Academic requirements
BA (Hons) Business and Management	Bath Spa University (BSU)	<ul style="list-style-type: none"> IELTS Academic 6.0 (minimum 5.5 in each band) TOELF iBT 72 overall (17 listening, 17 writing, 20 speaking, 18 reading) TOEFL Essentials/Best-score* 85 overall (17 listening & writing, 20 speaking, 18 reading) PTE Level C1 51 overall and in each component LanguageCert International ESOL B2 Duolingo 95 overall (85 minimum in each band) 	No	350	<ul style="list-style-type: none"> All applicants must have a valid passport. CV required where the study gap is over 2 years (if the end of studies was before May 2021 for Oct 2023 entry). BSU APEL (Approval of Prior Experiential Learning) required where the study gap is over 5 years. 	<ul style="list-style-type: none"> All applicants must hold a valid qualification and submit a copy of it (<u>must include certificate and transcript</u>): A Level – grades BBB-BCC preferred (we can't accept applicants that already hold a bachelor's degree but don't meet the criteria due to lower grades. We can accept them, however, if the BA from their country is equivalent to a L4 in the UK. If it is equivalent to a L5, we can't accept it). International qualifications accepted where recognised by GBS HE Malta. Certificate and transcripts are required. Also, certificate can be provisional up to 3 years – need final award cert if teaching ended before May 2020 for Oct 2023 entry.
MA in Business and Management	Bath Spa University (BSU)	<ul style="list-style-type: none"> IELTS Academic 6.0 (minimum 5.5 in each band) TOELF iBT 72 overall (17 listening, 17 writing, 20 speaking, 18 reading) 	No	350	<ul style="list-style-type: none"> All applicants must have a valid passport. CV required 	<ul style="list-style-type: none"> All applicants must hold a valid qualification and submit a copy of it (<u>must include certificate and transcript</u>): Lower Second-Class honours degree, or international equivalent as recognised by GBS HE Malta (we can accept applicants that already hold an

Course	Awarding Body	English Language Requirements	Admissions Interview	Personal Statement (word count)	General requirements	Academic requirements
		<p>speaking, 18 reading)</p> <ul style="list-style-type: none"> TOEFL Essentials/Best-score* 85 overall (17 listening & writing, 20 speaking, 18 reading) PTE Level C1 51 overall and in each component LanguageCert International ESOL B2 Duolingo 95 overall (85 minimum in each band) 			<p>where the study gap is over 2 years (if the end of studies was before May 2021 for Oct 2023 entry).</p> <ul style="list-style-type: none"> BSU APEL (Approval of Prior Experiential Learning) required where the study gap is over 5 years. 	<p>MA in any subject and in business if the qualification isn't from a European country. If from Europe, the MA can't be in business or a related subject).</p> <ul style="list-style-type: none"> Degree can be in any discipline: certificate and transcripts required. Also, certificate can be provisional up to 3 years – need final award cert if teaching ended before May 2019 for Feb/Apr 2023 entry, or before May 2020 for Oct 2023 entry.
MA in Marketing and Brand Management	Bath Spa University (BSU)	<ul style="list-style-type: none"> IELTS Academic 6.0 (minimum 5.5 in each band) TOELF iBT 72 overall (17 listening, 17 writing, 20 speaking, 18 reading) TOEFL Essentials/Best-score* 85 overall (17 listening & writing, 20 speaking, 18 reading) PTE Level C1 51 	No	350	<ul style="list-style-type: none"> All applicants must have a valid passport. CV required where the study gap is over 2 years (if the end of studies was before May 2021 for Oct 2023 entry). 	<ul style="list-style-type: none"> All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript): Lower Second-Class honours degree, or international equivalent as recognised by GBS HE Malta (we can accept applicants that already hold an MA in any subject if the qualification isn't from a European country. If from Europe, the MA can't be in business or related subjects). Degree must be in business, marketing or a related subject: certificate and transcripts required. Certificate can be provisional up to 3 years – need final award cert if teaching ended before May 2019 for Feb/Apr 2023 entry, or

Course	Awarding Body	English Language Requirements	Admissions Interview	Personal Statement (word count)	General requirements	Academic requirements
		<p>overall and in each component</p> <ul style="list-style-type: none"> LanguageCert International ESOL B2 Duolingo 95 overall (85 minimum in each band) 			<ul style="list-style-type: none"> BSU APEL (Approval of Prior Experiential Learning) required where the study gap is over 5 years. 	<p>before May 2020 for Oct 2023 entry.</p>
<p>Master of Business Administration (MBA) in one of the below:</p> <ul style="list-style-type: none"> Marketing Management Management Consulting Project Management Entrepreneurship Global Investment Banking 	GBS	<ul style="list-style-type: none"> IELTS Academic 6.0 (minimum 5.5 in each band) TOELF iBT 72 overall (17 listening, 17 writing, 20 speaking, 18 reading) TOEFL Essentials/Best-score* 85 overall (17 listening & writing, 20 speaking, 18 reading) PTE Level C1 51 overall and in each component LanguageCert International ESOL B2 	Yes ¹	350	<ul style="list-style-type: none"> All applicants must have a valid passport. CV required where the study gap is over 2 years (if the end of studies was before May 2021 for Oct 2023 entry). GBS APEL (Approval of Prior Experiential Learning) required 	<ul style="list-style-type: none"> All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript): Lower Second-Class honours degree, or international equivalent as recognised by GBS HE Malta (we can accept applicants that already hold an MA in any subject if the qualification isn't from a European country. If from Europe, the MA can't be in business or related subjects). Degree must be in business, marketing or a related subject: certificate and transcripts required. Certificate can be provisional up to 3 years – need final award cert if teaching ended before May 2019 for Feb/Apr 2023 entry, or before May 2020 for Oct 2023 entry.

¹ Interviews are conducted whenever the applicant does not meet the minimum academic entry criteria or for applicants from Ghana and Nigeria who graduated prior to 5 years of the start date of the programme.

Course	Awarding Body	English Language Requirements	Admissions Interview	Personal Statement (word count)	General requirements	Academic requirements
		<ul style="list-style-type: none"> <li data-bbox="696 331 913 429">• Duolingo 95 overall (85 minimum in each band) 			where the study gap is over 5 years.	