



Student Admission Policy

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Revision History

Revision No.	Date	Comments
1.0	31 March 2026	Biannual update

1. Purpose and Scope

This policy outlines the principles, procedures, and regulations governing admission to all programs offered by the College of Remote and Offshore Medicine Foundation (CoROM). It applies to all applicants seeking entry to:

- Certificate and diploma awards (MQF Level 4–5)
- Undergraduate degrees (MQF Level 6)
- Postgraduate degrees (MQF Level 7)
- Any other credit-bearing or award-bearing programs delivered by the College

This policy aims to ensure that admissions processes are fair, transparent, evidence-based, and aligned with national and international higher education standards.

The policy is reviewed biannually and approved by the Board of Regents.

2. Principles of Admission

CoROM is committed to maintaining admissions practices that are:

2.1 Fair and equitable

All applicants are evaluated objectively based on merit and program-specific criteria. No applicant shall be subjected to unfair discrimination based on gender, age, disability, ethnicity, religion, nationality, sexual orientation, socioeconomic status, or political affiliation.

2.2 Transparent and consistent

Admission criteria are published and accessible. Decisions are based on documented evidence and applied consistently across all applicants.

2.3 Supportive of widening access

The College recognises diverse academic and professional backgrounds, including nontraditional entry routes, relevant work experience, and Recognition of Prior Learning (RPL).

2.4 Aligned with relevant external standards

Admissions practices comply with the Malta Further and Higher Education Authority (MFHEA), the Malta Qualifications Framework (MQF), and internationally recognised equivalence systems (e.g., NARIC/ENIC guidelines).

3. General Entrance Requirements

Applicants must meet both the College-wide entrance requirements and the programme specific criteria published annually on each programme page.

3.1 Minimum academic requirements

3.1.1 Certificate and Diploma Levels (MQF 4–5)

- Completion of secondary education equivalent to MQF Level 3.

- Some programmes may require professional experience or additional qualifications.

3.1.2 Undergraduate Degree Programmes (MQF 6)

Applicants must present:

- A whole MQF Level 4 qualification (e.g., MCAST Advanced Diploma, A-levels equivalent), *or*
- An MQF Level 5 diploma in a relevant subject, *or*
- Equivalent international qualifications per recognised NARIC/ENIC conversion tables.

Applicants with substantial professional experience may be considered through RPL.

3.1.3 Postgraduate Degree Programmes (MQF 7)

As per existing regulation:

- A relevant MQF/EQF Level 6 (Bachelor) degree at minimum at second class, *or*
- A relevant MQF/EQF Level 5 (Associate) qualification plus a portfolio evidencing relevant work experience for at least 3 years, supporting evidence from 2 referees.
- International qualifications are assessed for equivalency via NARIC.

3.1.4 Postgraduate Degree Programmes (MQF 8)

As per existing regulation:

- A relevant MQF/EQF Level 7 (Master) degree or equivalent, and 5 plus years work in a health/social care or other professional setting at a mid-senior level *or*
- A relevant MQF/EQF Level 6 (Bachelor) qualification plus a portfolio evidencing relevant work experience for at least 8-10 years in a health/social care or other professional setting at a mid-senior level and interview with the course coordinator or nominee and graduate record examinations test with a minimum score of 150 for verbal and 152 for mathematics.
- International qualifications are assessed for equivalency via NARIC.

4. English Language Requirements

Nonnative English speakers must provide proof of English proficiency (e.g. previous qualification delivery primarily in English) or IELTS score of 7.0 or equivalent (Results must be from within 2 years before programme commencement).

5. Recognition of Prior Learning (RPL)

The College may admit applicants based on:

- Prior certificated learning
- Prior experiential learning (e.g., extensive clinical or military experience)

RPL decisions follow the College RPL Policy and are approved by the Registrar.

6. Application Process

6.1 Submission of Application

Applications must be submitted through the College's official online application system or via authorised partner institutions.

6.2 Supporting Documentation

Required Documentation may include:

- Academic transcripts
- Certificates
- Curriculum vitae
- Personal statement
- Professional registrations or licences
- Identity verification
- English language certificates

6.3 Interviews

Specific programmes may require interviews, portfolio assessments, or competency evaluations.

6.4 Conditional Offers

Applicants may receive conditional offers based on outstanding Documentation, pending qualifications, or English language requirements.

6.5 Deferral

Applicants may defer admission for one academic year, subject to programme capacity and approval.

7. Admission Decisions

Decisions are made by the Registrar in consultation with the Programme Lead.

Applicants may receive:

- Unconditional Offer
- Conditional Offer
- Regret/Reject
- Offer of an alternative programme

All decisions are final unless challenged under the admissions complaints procedure.

8. Fraudulent Information

Providing false, misleading, or incomplete information may result in:

- Immediate withdrawal of an offer
- Invalidation of enrolment
- Expulsion from the College
- Forfeiture of tuition fees
- Revocation of credit or awards

The Registrar reviews cases.

9. Tuition Fees and Financial Obligations

- Fees are payable upon registration.
- Instalment plans are available for eligible programmes (as per College financial regulations).
- Failure to pay fees may result in suspension, withdrawal, or withholding of awards.
- Students may not progress to the next academic year while debt remains outstanding.

Academic consequences are determined by the regulations in place for postgraduate programmes.

10. Admissions Complaints Procedure

10.1 Grounds for Complaint

Applicants cannot appeal the academic judgment of admissions decisions. Complaints may only be submitted based on:

- Procedural irregularity

- New, relevant information not previously available
- Evidence of inconsistency with the College's admissions or the Recruitment, Transparency, and Fairness Policy

10.2 Informal Stage

Applicants must contact the Admissions Manager within 10 working days. A written response will be provided within 20 working days.

10.3 Formal Stage

If unresolved, the applicant may write to the:

Registrar at registrar@corom.edu.mt

The Head will investigate and respond within 30 working days. This decision is final.

11. Record Keeping and Data Protection

The College retains admissions records in accordance with GDPR and institutional data retention policies. All applicant information is handled confidentially and used solely for admissions purposes or regulatory requirements.

12. Amendments and Interpretations

The Academic Board may amend this policy. Amendments take effect on the date set by the Board and will be published on the College website. References to post-holders include their properly delegated nominees.