

Provider Accreditation Application Form

to Licence an Educational Institution

Application Version No. (Administrative use only)

Note: All documentation submitted must be in English. If any of the documentation needs to be translated, any translation carried outside the territory of Malta must be either apostilled or legalised. Apostilles are to be affixed to the translation by Ministries responsible for Foreign Affairs, their Embassies, High Commissions, or Consulates.

Section A: General Information

A1	Date of Submission: Please update the date as applicable	
A2	Name and Surname of the contact person/s:	
A3	Email Address of the contact person/s:	
A4	Telephone and/or Mobile of the contact person/s:	

Section B: Owner/s

B1	Owner's Name and Surname:	
B2	Please include a copy of either the ID Card or Passport:	<input type="checkbox"/> Tick this box if copy (front and back) of the ID Card is attached to this application form.

Section C: General Details

C1	Full Name of the Education Institution: <i>The name indicated here shall be the name used in all media, advertising, published material or promotional material.</i>	
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	<p><i>The term 'University' and/or 'Higher' cannot be used in any part of the name unless the entity is eligible for this licence category.</i></p> <p><i>Please include abbreviations (if applicable).</i></p>	
C2	<p>Main Office Address:</p> <p><i>The office address provided is to be based in Malta.</i></p>	
C3	<p>Address/es of Training Site/s in Malta (if applicable):</p> <p><i>Please list all teaching sites planned for use. 'Training sites' refer to venues where the delivery of programmes is going to take place.</i></p>	
C4	<p>Address/es of Training Site/s abroad (if applicable):</p> <p><i>Please list all teaching sites going to be used. 'Training sites' refer to venues where the delivery of programmes is going to take place.</i></p>	
C5	<p>Platform to be used in case of fully online or blended learning (if applicable):</p> <p><i>In the case that training is held fully online or blended, kindly provide the necessary links and details which will enable us to access the online platform and VLE both as a lecturer and a student.</i></p>	
C6	<p>Address/es of the venues used for practical training (if applicable):</p> <p><i>Kindly provide a copy of the Memorandum of Understanding and/or contract that the entity holds with the hosting venue. This is to be provided for every venue listed.</i></p>	
C7	<p>Include all the URL (internet address/es and/or web address/es) and any social media channel/s that will be utilised by education institution applying for this licence:</p> <p><i>The social media channel/s, internet address/es and/or web address/es listed here shall be those that will be utilised for marketing and to</i></p>	

	<p><i>provide timely and current information to staff, your current students and perspective students.</i></p>	
<p>Section D: Body Corporate</p>		
<p><i>Attach a copy of certification proving that the entity is a Body Corporate registered as a company, a foundation, an association, or a voluntary organisation.</i></p> <p><i>If an applicant would like to apply through a foreign incorporated company within the EU, kindly provide us with a good standing certificate or certificate of incumbency.</i></p> <p><i>This is not a prerequisite for those applying under the category 'Further Education Centre' and 'Tuition Centre'.</i></p>	<p style="font-size: 2em;">□</p> <p><i>Tick this box if copy of the requested is provided.</i></p>	
<p>Section E: The Licence Category</p>		
<p>Choose the License Category:</p> <p>The category is determined according to the MQF/EQF level/s of the programmes intended to be offered.</p>	<p><input type="checkbox"/> University <i>(Applicable for licensed Higher Education Institutions only).</i></p>	<p><input type="checkbox"/> Higher Education Institution <i>(Offers foreign-awarded/ home-grown programmes at MQF levels 5 – 8)</i></p>
	<p><input type="checkbox"/> Further Education Institution <i>(Offers foreign-awarded/ home-grown programmes at MQF levels 1 – 4)</i></p>	<p><input type="checkbox"/> Further Education Centre <i>(A sole individual only offering foreign-awarded programmes at MQF levels 1 - 4).</i></p>
	<p><input type="checkbox"/> Further and Higher Education Institution <i>(Offers courses from MQF Level 1 to MQF Level 8, covering both Further and Higher programmes)</i></p>	<p><input type="checkbox"/> Tuition Centre <i>(Offers courses that are not mapped to the MQF).</i></p>
<p>Section F: Legal Representation</p>		
<p>F1</p>	<p>Name & Surname of Legal Representative:</p> <p><i>The person appointed shall be based in Malta and authorised to enter into legally binding agreements on behalf of the institution.</i></p> <p><i>The Head may also be appointed as the legal representative of the Education Institution if s/he is based in Malta.</i></p> <p><i>If the appointed legal person resides abroad, the applicant is requested to appoint a resident agent. A resident agent is a person who will be representing the legal person here in Malta. Any correspondence is communicated with this agent which communication is deemed as being with the legal person.</i></p>	

F2	Please include a copy of the ID Card of the Legal Representative:	<input type="checkbox"/> <i>Tick this box if copy (front and back) of the ID Card is attached with this application form.</i>
F3	Office address of the Legal Representative:	
Section G: Locality and Mode of Provision (Fill in and tick as applicable)		
G1	a) <input type="checkbox"/> All provision is delivered physically in Malta.	
	b) <input type="checkbox"/> Provision is delivered partially in Malta and partially abroad with a substantial part of the provision being held in and from Malta. Indicate percentage of programme activities to be provided physically in Malta and abroad. ___% in Malta ___% abroad Kindly include what kind of activities will take place both in Malta and abroad: Activities in Malta: Activities abroad:	
	c) <input type="checkbox"/> Provision is exclusively through digital channels.	

- d) Provision through digital channels with additional learning activities delivered physically in Malta - Blended provision.

Indicate percentage of programme activities to be provided physically in Malta and through digital channel/s:

_____ % in Malta ____ % through digital channel

Kindly indicate what kind of activities will occur through the digital channel/s and in Malta.

Activities in Malta:

Activities through Digital Channel/s:

- e) Blended provision (provision through digital channels) with additional learning activities delivered physically abroad.

Indicate percentage of programme activities to be provided through the digital channel/s and abroad:

____ % through digital channel/s ____ % abroad

Kindly indicate what kind of activities will occur through the digital channel/s and abroad:

Activities through Digital Channel/s:

Activities abroad:

- f) Blended Provision (provision through digital channels) with additional learning activities delivered both physically in Malta and aboard.

Indicate percentage of programme activities to be provided physically in Malta, abroad, and through digital channel/s:

_____ % in Malta _____ % abroad _____ % through Digital Channel/s

Kindly indicate what kind of activities will occur through the digital channel/s, and both in Malta and abroad.

Activities in Malta:

Activities abroad:

Activities through Digital Channel/s:

<p>G2</p>	<p>Include the name of any third parties involved in the delivery/provision of the programmes (example: for practical placement, online platform, and so on).</p> <p>Please include the activities carried out by third parties listed in this section.</p> <p>Also attach proof of the contractual agreement/s or equivalent.</p>	
<p>G3</p>	<p>Include the contact details of any partner(s) named in section G2.</p>	

G4	In case of any part of the training occurring aboard, attach documentation proving that you have local permission in line with all local/regional/national regulation to provide these training services.	
G5	Is the entity registered or has it ever been registered as an education provider in another jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G6	Has the entity ever operated as an education provider in another jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G7	If you are operating outside of Maltese jurisdiction, kindly provide us with any legal documents concerning this provision.	
Section H: Head of Institution		
H1	Name & Surname of the Head of the Institution:	
H2	ID Card / Passport:	<input type="checkbox"/> <i>A copy of the ID Card (back and front) or passport is to be attached with this application form</i>
H3	Email Address:	
H4	Contact Number:	
H5	Work Permit Reference Number (if applicable):	

H6	<p>Current Head's Curriculum Vitae (CV):</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Attach an updated CV of the Head of Institute.</p> <p><i>The CV must include information regarding the prospective Head of Institution's qualification/s, training, and work experience/employment history.</i></p>
H7	<p>Attached copies of the Head's main and related Qualification/s:</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Attach scanned copies of the Head's main and related qualification/s which need to be certified true copies (signed by a notary or lawyer).</p> <p><i>If any of the main and related qualifications are foreign awarded and not found on the Register of Regulated Qualifications (OFQUAL), kindly provide us with a recognition statement. If a recognition statement is not available, apply for a recognition statement from the following link: https://mfhea.mt/academic-qualifications/.</i></p>
H8	<p>Include the selection criteria for the Head of Institution:</p> <p><i>Here, include a generic profile which explains the requirements in terms of type and level of qualification/s and/or experience required to be appointed as the Head of Institution.</i></p>	

Section I: List of programme/s

*In this section, kindly include a list of programmes that are going to be provided through this licence. There are two kinds of programmes which can be provided: home-grown programmes that are accredited through MFHEA or foreign accredited qualifications. In the case of foreign accredited qualifications which are not found on the OFQUAL register of regulated qualification/s, please attach **a recognition statement**. One can apply online for a recognition statement from [MORIC](#). Please note that in order to issue a licence, an applicant must obtain accreditation for at least one home-grown programme or have permission to provide at least one foreign accredited programme from the programme's awarding body.*

Qualification Title (Provide full name)	Education Institution/ Awarding body: (The entity which will be issuing the certificate)	In case of foreign accredited qualifications found on OFQUAL register of regulated qualification/s, kindly provide us with the qualification number:	Web-link of the specific Foreign-Awarded Qualification (Only applicable to foreign-accredited qualifications)	EQF/ MQF Level:

Section J: Permission to provide Foreign Awarded Programmes
(please skip this section if the entity is not going to provide foreign awarded programmes)

<input type="checkbox"/> J1	Attach documentation asserting that the entity applying for the licence is an approved centre from the foreign awarding body.
<input type="checkbox"/> J2	Provide proof (such as contractual agreement/s) that the entity applying for the licence is eligible to offer foreign awarded programme/s listed on Section I.
<input type="checkbox"/> J3	If applicable, please provide proof that the teaching staff are approved as trainers/internal verifiers/ assessors from the awarding body for the programme you listed on Section I.
Section K: Employment Licence	
<input type="checkbox"/>	All non-EU country members of staff resident in Malta, including the Head of School, should have an Employment Licence issued by Jobsplus. <i>Please attach the relevant documents.</i>
Section L: Internal Quality Assurance Document	
<input type="checkbox"/>	An Internal Quality Assurance policy which is based on the mission statement of your institution and addresses all the 11 Standards outlined in the National Quality Assurance Framework for Further and Higher Education. For further information, you may wish to consult the National Quality Assurance Framework and step by step guide .
Section M: Premises	
<input type="checkbox"/> M1: Internal Provision	For programmes delivered in a classroom setting the following are required: a) Attach a declaration by a Health and Safety Officer that the venue going to be used for tuition purposes is free from hazards to safety and good health. (A

list of Health and Safety officers can be found on the Occupational Health and Safety Authority (OHSA) - Competent Person Register).

In case that the Health and Safety declaration does not meet full compliance, there should be a submission of an action plan. The action plan needs to clearly identify specific targets and completion deadlines that are to be met. If the venue may still be used for tuition purposes, at the time of development, this must be clearly stated in the declaration.

b) Attach a **declaration by a warranted Perit/ Architect** that the teaching venue is in full compliance with all building regulations, applicable laws and regulations, commission rules and quality assurance measures in force at the time of application including the following requirements:

- a) Lecture rooms with independent access that are: conducive to learning, reasonably free from noise and odour pollution, and with layout that minimises disturbance, discomfort, and danger to the users;
- b) Lecture rooms with dimensions that represent a minimum of 1m² per student;
- c) Lecture rooms that are well ventilated, lit, aired, and protected from heat, cold, and humidity;
- d) A layout that allows easy flow of students at peak and emergency times.

In the case that the venue does not reach the required building standards, there should be a declaration by the warranted Perit that Planning Authority has issued a development permit to meet the requirements specified above. This submission should include a timeframe within which such development must be completed and an action plan, drawn by the provider, clearly identifying specific targets and completion deadlines that are to be met.

If tuition includes minors, both declarations submitted need to take into consideration the National Minimum Conditions for schools (1994).

	<p>In both part-time and full-time tuition, the venue must have facilities to serve the day-to-day student and management needs, provide lecture rooms, adequate and accessible common spaces for the assembly, and sanitary facilities that shall comprehensively determine the maximum number of students that are accepted by the institution at any one time. It should also have offices for the persons appointed to manage the non-academic services and rooms or appropriate spaces for teachers and students, resources, library (including physical and electronic resources), self-access internet, and administrative staff. In the case of full-time tuition, the venue must also have common spaces for the relaxation and social interaction of students.</p> <p>Sports grounds should be considered venues for internal provisions.</p>
<p><input type="checkbox"/></p> <p>M2: Licensed schools, hotels, retirement homes, and sporting venues</p>	<p>If provision is going to be carried out from already licensed schools, hotels, retirement homes, and sporting venues, the following is required:</p> <p>Attach a letter of authorisation from the hosting venue. The document needs to include the signature of a representative of the hosting venue.</p> <p>Licensed schools, hospitals, old people’s homes, sports venue/s, and hotels are deemed to be fit for purpose for regular tuition. In such cases applicants need only submit a letter of authorisation from the hosting venue. The MFHEA shall have the power to decide whether a particular venue is fit for purpose for the particular proposed tuition. In any case, the MFHEA may request such declarations by the specific warranted professionals as necessary as part of its due diligence.</p>
<p><input type="checkbox"/></p> <p>M3: Practical/s/ Internship</p>	<p>In the case where the courses provided require that specific practical assignments are held, such as in hospitals, laboratories, or clinics, the provider must provide certification that the venues to be used are in full compliance with the standards that the specific profession and level requires.</p>
<p><input type="checkbox"/></p>	<p>The provider must provide MFHEA with:</p>

<p>M4: External Provision - provision taking place in open spaces.</p>	<p>1. A declaration by a Health and Safety officer that the venue is fit for purpose.</p> <p>2. If the venue does not meet the required standards, there should be a submission by the provider of an action plan clearly identifying specific targets and completion deadlines. This submission should be accompanied by a declaration by a warranted Health and Safety officer that, at the time of development, the venue could still be used for tuition purposes. However, if the venue is already covered by a Planning Authority permit for this use, the venue is treated as with internal provision.</p>
<p><input type="checkbox"/></p> <p>M5: Overseas Provision – provision taken place outside Malta</p>	<p>In addition to the above conditions, the provider must also submit a certificate issued by the relevant authority that the overseas provision is in full compliance with the legal requirements of the country where the provision would be taking place.</p>
<p><input type="checkbox"/></p> <p>M6: Digital Provision¹ – provision taking place through a Virtual Learning Environment.</p>	<p>The programmes must satisfy the following criteria for the provision to be classified as “100% online or blended”:</p> <ul style="list-style-type: none"> a. The learning process is directed and supervised by at least one suitably qualified and competent tutor; and b. Students have the freedom and flexibility to access the course at a time which is most convenient to them (student control) in addition to the engagement required with the tutor as stipulated by the course description; c. An integral part of the programme or the whole programme should utilise pedagogical methods which deliver new skills, knowledge and competences to students through a virtual learning environment. <p>The MFHEA issued a communication to clarify the most common terms that are used in relation to online learning for ease of use and distinction. The definition can be accessed from the following link: NCFHE_09_2020-Definitions-of-Terms-in-Online-Learning.pdf (mfhea.mt).</p>

¹ Digital Provision refers to online/blended programmes that may include both synchronous and asynchronous learning activities under the direction and control of a trainer, where new content is being disseminated to learners.

	<p>If an accredited education institution or a prospective education institution would like to introduce online/blended learning, they would need to provide MFHEA with the following:</p> <ol style="list-style-type: none"> 1. Access to online platform and Virtual Learning Environment (VLE) both as a student and as a lecturer. 2. Any contractual agreement you may have with the hosts/owners of the online platform (if applicable). 3. Answer in detail the guidance questions regarding online provision which are found in section N below. 4. At least one programme of studies offered through online / blended learning.
<p>Section N: Fully Online/Blended Provision</p>	
<p>All education institutions that wish to provide online/blended learning as part of their education institution must provide MFHEA with an answer to all the below questions.</p>	<p>Accreditation:</p> <ol style="list-style-type: none"> 1. Kindly indicate the office in Malta which will be used for the management and implementation of the online (virtual) aspect of the programmes. 2. Please indicate how the programme satisfies the criteria indicated above (point 1a-c). 3. Will the virtual learning environment (VLE) be used as a means of direct contact hours (learning new content)? <input type="checkbox"/> YES <input type="checkbox"/> NO <p>If yes, how will you track the number of hours (as per definition of the ECTS) and activities which are carried out in the virtual learning environment?</p> <ol style="list-style-type: none"> 4. If online videos are used as a mode of delivery, how do you ensure that the overall quality of the product is achieved and maintained? <p>Virtual Learning Environment:</p> <ol style="list-style-type: none"> 1. Name the virtual learning platform and explain why it is being used in this programme. 2. Indicate and describe the technical features which will be used and the technical requirements for students to be able to access the virtual learning environment. 3. How is data on students' interaction in the virtual learning environment going to be collected and used for the development of both the programme and the

virtual learning environment?

4. Provide your mechanisms for student security and privacy both online and offline.

5. Does the virtual learning environment have automated back-up systems? This is a requirement in terms of quality assurance. Please indicate the back-up systems (not archiving but redundancy systems such as mirroring) that are used and how you would ensure continuity of service in case of failure of hardware, software, and online services.

Quality Assurance:

The questions below shall be considered as guiding questions and answers should be reflected in IQA policy.

1. ADMISSION:

What are the administrative processes for student admissions and their authentication? (i.e., What is the process for giving them access to the online platform used?)

2. TECHNICAL INFRASTRUCTURE:

At programme design stage, how do you ensure that the virtual learning platform or other online tools used can deliver the programme or part thereof, and that it facilitates teaching and learning? Please specify any tools/technologies used to assist students with special needs.

3. TUTOR SUPPORT:

How do tutors receive academic, administrative, and technical support on the provision of the programme both in person and online/remotely?

4. STUDENT SUPPORT:

How will the education institution provide technical, administrative, and academic support including counselling to students in a virtual or blended environment?

5. TUTOR COMPETENCIES:

How will you ensure that tutors have the necessary ICT and pedagogical skills to use the virtual learning environment and other digital tools? Also describe any technical support which can be provided to staff in using this and other digital tools.

6. PEDAGOGY:

What pedagogical methods do you use for teaching and learning? Explain your selection with reference to virtual learning or both virtual and traditional in case of a blended provision.

7. INTERACTION AND COMMUNICATION:

How do students and tutors interact with each other? Please explain with

	<p>reference to virtual learning or both virtual and traditional in case of a blended provision.</p> <p>8. ACCESS: What technical resources provided by the entity are needed by tutors and students to access the virtual learning environment and engage in teaching and learning?</p> <p>9. INSTRUCTIONAL RESOURCING: Please state the type of resources that will be made available to tutors and students, including resources which are both in virtual and physical format. How will the quality of the resources be ensured?</p> <p>10. ASSESSMENT: What is your approach to minimise plagiarism and cheating? Please explain what arrangements are in place for assessment in the virtual learning environment. How is the identity of the students checked when they submit their coursework, engage in virtual communication, or sit for online assessments? (e.g.: verification methods)</p> <p>11. ARCHIVING: Indicate how records (including students' records, assignments, assessments, employment rates, and career paths when the course states an orientation towards employment, and so on) are going to be archived in Malta.</p> <p>12. REVIEW: Explain how you will monitor, review, and update programmes to benefit from the latest technologies available for virtual teaching and learning.</p>
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Section O: Declaration

We acknowledge that:

- The information provided here can be shared with third parties and other competent authorities for the sole purpose of the processing of the application.
- I assume the responsibility to inform the Malta Further and Higher Education Authority (MFHEA) of any changes to my circumstances (e.g.: address, contact details) while my application is being considered.
- We confirm that the information supplied in this form is complete, correct, and up to date. Any information which is incorrect or misleading may lead to the rejection of the application or the eventual withdrawal of the licence.

O1	Signature of Owner/s	
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O2	Signature of Head of Education Institution	
O3	Signature of the Legal Representative	
O4	Date of Application	____/____/____

A signed copy of the application form, together with the required documentation, needs to be sent to accreditation@mfhea.mt.