

# ADMISSION POLICY AND **PROCEDURE**

CODE: P002

Section: Academia/ Student

Policy Owner: BOG

Procedure Owner: CEO/Registrar

## **POLICY**

The policy of the Board of Governors is to admit qualified applicants in a timely, fair and transparent manner.

## **PROCEDURE**

This procedure refers to applicants who need to fill in an application form to be enrolled on ITS programmes. All application forms will be processed through the Registrar's office. The Registrar's office shall admit or reject an applicant once all required documentation is received and any applicable fees paid as approved by the registrar's office with the proviso that students that register themselves as having special needs will be referred to the Learning Support Committee. Please refer to Learning Support procedure.

Entry criteria are established per programme and found on the ITS WEBSITE under Prospectus

See Link:

<http://www.its.edu.mt/courses-admission/its-prospectus/its-prospectus.html>

International applicants are solely responsible for:

- Making all arrangements relating to their immigration status, including obtaining a work permit where applicable.
- Arranging appropriate health insurance coverage.
- Meeting financial obligation (if applicable).

In this context, the Institute of Tourism Studies has in place the following admission structure. This policy has the intention to clarify methods of entry which are already in practice and moreover provide clear guidelines when it comes to applicants with special needs in order to avoid situations which are potentially dangerous both for the applicant per se as well as to his/her peers.

The Registrar may refer applications for admission to the admissions board in cases where the applicant is deemed to be borderline on entry requirements or in cases where it is felt that admission of the student may be detrimental to himself, his peers or the institute.

The Admission Board is composed of the Registrar (chair), Assistant Manager in the Registrar's Office (Secretary), Academic Manager. The Board may also invite other experts or observers if it feels the need.