

Provider Accreditation (Licensing)

Application Form -Part B

This form is to be filled in by those applying as University, Higher Education Institution or Further and Higher Education Institution. This application is also applicable for those apply for a change in category to add Higher Education provision.

This application can only be submitted upon successful completion of the Provider Accreditation/ Licensing Application Form - Part A. The MFHEA will notify the applicant if the licensing/accreditation request (Provider Accreditation/ Licensing Application Form - Part A) has been formally approved and on whether the process can proceed to the next stage. In case of approval, the MFHEA shall send an initial letter and request additional information as applicable.

Application Version No.
(Administrative use only)

Note 1: All documentation submitted must be in English. If any of the documentation needs to be translated, any translation done outside the territory of Malta must be either apostilled.

Note 2: The MFHEA reserves the right to request additional information and documentation.

Section A: General Information

A1	Date of Submission Please update the date as applicable
A2	Name and Surname of the Facilitator <i>The appointed Facilitator will be the main point of contact for the MFHEA.</i>
A3	Facilitator's Position within the Entity
A4	Email Address of the Facilitator
A5	Telephone and/or Mobile of the Facilitator

Section B: General Details

B1	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> <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> <i>Please include abbreviations (if applicable).</i>
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B2	<p>Address/es of Training Site/s in Malta <i>(if applicable)</i></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> <p><i>Kindly also provide a copy of the purchasing deed or the lease agreement. This is to be provided for every venue listed.</i></p>	
B3	<p>Address/es of Training Site/s abroad <i>(if applicable)</i></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> <p><i>Kindly also provide a copy of the purchasing deed or the lease agreement. This is to be provided for every venue listed.</i></p>	
B4	<p>Platform to be used in case of fully online or blended learning <i>(if applicable)</i></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>	<p>https://advancedlearningonline.moodlecloud.com/</p> <p>Lecturer: UN: EQATeacher PW: EQAPass123!</p> <p>Student: UN: EQAStudent PW: EQAPass123!</p>
B5	<p>Address/es of the venues used for practical training <i>(if applicable)</i></p> <p><i>Kindly also provide a copy of the purchasing deed or the lease agreement. This is to be provided for every venue listed.</i></p>	
B6	<p><i>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.</i></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 provide timely and current information to staff, your current students and perspective students.</i></p>	<p>www.advancedlearning.study</p>

Section C: The Licence Category

Choose the License Category

The category is determined according to the MQF/EQF level/s of the programmes intended to be offered.

University

(Applicable for licensed Higher Education Institutions only).

Further and Higher Education Institution

(Offers foreign awarded/homegrown programmes from MQF Level 1 to MQF Level 4 and MQF Level 5 to MQF Level 8)

Higher Education Institution

(Offers foreign awarded/homegrown programmes at MQF Levels 5 – 8) is provided.

Section D: Head of Institution

D1	Name & Surname of the Head of the Institution	
D2	ID Card / Passport	<i>A copy of the ID Card (back and front) or passport is to be attached with this application form. The copies of the identification document are to be certified by a certified public accountant, notary, lawyer or similar professional.</i>
D3	Email Address	
D4	Contact Number	
D5	Work Permit Reference Number (if applicable)	
D6	Current Head's Curriculum Vitae (CV) The CV must include information regarding the prospective Head of Institution's qualification/s, training and work experience/employment history.	<i>Attach an updated CV of the Head of Institute.</i>
D7	Attached copies of the Head's main and related Qualification/s	<i>Attach scanned copies of the Head's main and related qualification/s. The copies are to be certified true copies by a certified notary or lawyer.</i>

D8	<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>
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Section E: List of Programme/s

This section is to only be filled in in case of any additions or/changes which differ to what has been stated in Provider Accreditation (Licensing) Application Form -Part A - Section J.

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: homegrown programmes that are accredited through the MFHEA or foreign accredited qualifications. Kindly note that in order to issue a licence, an applicant must obtain accreditation for at least one homegrown programme or have permission to provide at least one foreign accredited programme from the programme's awarding body.

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

(Please skip this section if the entity is not going to provide foreign awarded programmes)

F1	Attach documentation asserting that the entity applying for the licence is an approved centre from the foreign awarding body.
F2	Provide proof (such as contractual agreement/s) that the entity applying for the licence is eligible to offer foreign awarded programme/s listed in Section I.
F3	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 E.

Section G: Employment Licence

All Third Country Nationals staff residing in Malta, including the Head of School, should have a Single Work Permit.
Kindly attach the relevant documents.

Section H: Self-Assessment Report (SAR)

The Self-Assessment Report (SAR) and its Annexes shall be submitted in electronic format. The template to be used by the institutions when drafting the SAR is available as supporting document.

The general structure of the SAR should be as follows:

1. Introduction – a general presentation of the provider, its mission and objectives, its governance and management, the infrastructure and staffing arrangements, its primary areas of academic provision, students and their socio-economic characteristics, relevant information about the context in which the provider operates.
2. Main body comprising:
 - the provider's perspective on how it meets the Standards of the **EQA Provider Accreditation Manual for HEI** in terms of the existing systems, policies and procedures.
 - an assessment of how effective these practices and procedures are in ensuring that the provider is fully compliant with the Standards.
 - a SWOT analysis for each of the Standards, including an outline of proposals for further developments to address any perceived gaps in procedures and to enhance the quality and standards of academic provision and the student experience.
 - In the case that the provider is licenced by MFHEA, the evolution of institutional performance during the period since the previous accreditation process is required (if applicable).
3. Annexes - all the documents supporting the elements presented in the main body. The information in the SAR must be cross-referenced in the attached Annexes and should illustrate and substantiate the statements made.

Section I: Teaching and Learning Venue/s

A. Internal provision

Those wishing to incorporate additional teaching and learning venues, or those in the initial application stage, are required to provide the following:

¹ The declaration submitted is to include the postal address of the teaching venue being proposed and the signature of the health and safety officer.

1. The premises dedicated to the **educational and administrative activities of the institution are under the ownership or lawful possession of the institution**. In both part-time and full-time provision, the teaching venue must have facilities to serve the teaching and learning activities and management's needs. Proof supporting this requirement must be submitted. The Authority may request further documents if it is not satisfied with the ones provided.
2. **A health and safety declaration by a competent Occupational Health and Safety Officer**, dating not more than 2 months from the date of submission, declaring that the teaching venue and its facilities are free from hazards to safety in line with the provisions set out in **CHAPTER 424 OCCUPATIONAL HEALTH AND SAFETY AUTHORITY ACT**.¹
3. **A declaration by a warranted Architect** confirming that the teaching venue and its facilities can be used for educational purposes and are in full compliance with the approved planning permit conditions and drawings, applicable laws and regulations, including **L.N. 227 of 2016 DEVELOPMENT PLANNING (HEALTH AND SANITARY) REGULATIONS** and its subsequent amendments. The declaration needs to also confirm the following requirements:
 - a. Lecture rooms with independent access that are: conducive to learning, reasonably free from noise, nuisance and odour pollution and with a layout that minimises disturbance, discomfort and danger to the users.
 - b. Lecture rooms are well-maintained and in good structural condition. Spaces should not be cramped and do not cause inconvenience to abutting properties.
 - c. Adequate sanitary facilities are provided for both staff and students.
 - d. A layout that allows an easy flow of staff and students at peak and emergency times.
4. **A declaration by a warranted Engineer** confirming that the lecture rooms are well ventilated, lit, aired and protected from heat, cold and humidity.
5. All buildings being used as a teaching venue shall be **fully accessible** as per Maltese laws and regulations, in particular to the Commission for the Rights of Persons with Disability (CRPD) **Access for All Design Guidelines, 2011**. It is the duty of the licence holders to make sure that the teaching venue/s used is/are in line with the relative legal requirements. The MFHEA reserves the right to request a compliance certificate issued by the CRPD at any time (including during Quality Assurance Audits). Requests for an addition of teaching venue must include a compliance certificate issued by the CRPD.

6. With regard to **sports grounds**, these should be considered as venues for internal provision and points 1, 2, 3, 4 and 5 apply. With regard to point 4, in the case of sports grounds, the Engineer must also submit an actual lighting analysis.

7. In cases where a **licensed school** will be utilised as the teaching venue, a signed letter of authorisation from the hosting venue confirming the period in which this venue can be utilised is to be provided. The MFHEA shall have the authority to decide whether a particular venue is fit for purpose for the proposed venue. In any case, the MFHEA may request declarations by specific professionals as necessary as part of its due diligence.

² *Those presently conducting their teaching operations from a hotel can continue their activities for the time being.*

8. For a **singular use of a venue** to conduct teaching activities, such as using premises owned by clients who are availing the service, it is imperative that the premises possess the requisite Health and Safety document(s) and adhere to pertinent legislation(s). The provider shall notify the MFHEA at least four weeks in advance. The MFHEA can object to the venue suggested. The MFHEA has the authority to request any documentation or information deemed necessary following any request for the use of premises owned by clients.²

9. **Any venues that will be used for any Work Placement/Apprenticeship and/or Internship**, are to follow the requirements indicated in the relevant laws and legislation. Moreover, a signed agreement is to be presented, clearly indicating the role and responsibility of both the educational institution and the entity providing the Work Placement/Apprenticeship and/or Internship.

In the case where the programme being provided requires that specific practical assignments be held, such as hospitals, laboratories or clinics, certification that the venues to be used are in full compliance with the standards that the specific profession and level require need to be provided. Any venue that is subject to criminal investigation or under the Planning Authority's regulatory and appeals action is disqualified as an eligible venue for accredited provision.

B. External provision

Those wishing to incorporate additional teaching and learning venues, or those in the initial application stage, are required to provide the following:

³ *The declaration submitted is to include the postal address of the teaching venue being proposed and the signature of the health and safety officer.*

1. The premises dedicated to **the educational and administrative activities of the institution are under the ownership or lawful possession of the institution**. In both part-time and full-time provision, the external teaching venue must have facilities to serve the day-to-day students' and management's needs. Proof supporting this requirement must be submitted. The Authority may request further documents if it is not satisfied with the ones provided.

2. **A health and safety declaration by a competent Occupational Health and Safety Officer**, dating not more than 2 months from the date of submission, declaring that the external teaching venue and its facilities are free from hazards to safety in line with the provisions set out in **CHAPTER 424 OCCUPATIONAL HEALTH AND SAFETY AUTHORITY ACT**.³

3. **A declaration by a warranted Architect** confirming that the external teaching venue and its facilities are in full compliance with the approved planning permit conditions and drawings, applicable laws and regulations, including **L.N. 227 of 2016 DEVELOPMENT PLANNING (HEALTH AND SANITARY) REGULATIONS** and its subsequent amendments. The declaration needs to also confirm the following requirements:

⁴ The declaration submitted needs to include the address of the teaching venue being proposed and the stamp and signature of the warranted Architect on each page or drawing.

- i. Premises with independent access that are: conducive to learning, reasonably free from noise, nuisance and odour pollution and with a layout that minimises disturbance, discomfort and danger to the users.
 - ii. Premises are well-maintained and in good structural condition. Spaces should not be cramped and do not cause inconvenience to abutting properties.
 - iii. Adequate sanitary facilities are provided for both staff and students.
 - iv. A layout that allows easy flow of staff and students at peak and emergency times. ⁴
4. A declaration by a **warranted Engineer** confirming that the premises are well ventilated, lit, aired and protected from heat, cold and humidity.
5. All premises being used as a teaching venue shall be **fully accessible** as per Maltese laws and regulations, in particular the Commission for the Rights of Persons with Disability (CRPD) **Access for All Design Guidelines, 2011**. It is the duty of the licence holders to make sure that the teaching venue/s used is/are in line with the relative legal requirements. The MFHEA reserves the right to request a compliance certificate issued by the CRPD at any time (including during Quality Assurance Audits). Requests for an addition of teaching venue must include a compliance certificate issued by the CRPD

C. Overseas provision

If an accredited educational institution or a prospective educational entity intends to conduct aspects of teaching and learning activities overseas, they would need to submit an official document issued by the relevant Authority that the overseas provision and venue to be used are in full compliance with the legal requirements of the country where the provision would be taking place.

D. Digital provision

If an accredited educational institution or a prospective educational institution would like to introduce online/blended learning, they would need to submit the following:

1. At least one programme of studies offered through online/blended learning.
2. The **Guidelines for Quality Assurance for Online Learning Providers** address eight domains relevant to the quality assurance in online learning programmes. These domains are to be addressed in the Self-Assessment Report (SAR).
3. Access to the online platform and Virtual Learning Environment (VLE) both as a student and as a lecturer.
4. Any contractual agreement you may have with the hosts/owners of the online platform (if applicable).

Section K: Declaration

We acknowledge that:

- i. The information provided here can be shared with third parties and other competent authorities for the sole purpose of the processing of the application.
- ii. We assume the responsibility to inform the Malta Further and Higher Education Authority (MFHEA) of any changes to our circumstances (e.g., address, contact details) while our application is being considered.
- iii. 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, the eventual withdrawal of the licence if it has been already issued and legal action.

K1	Name and surname of the natural person as specified in Provider Accreditation (Licensing) Application Form -Part A		
K2	Signature of the natural person		
K3	Name and surname of the Head of Institution		
K4	Signature of Head of Institution		
K5	Signature of the natural person		
K6	Name and surname of the Legal Representative as specified in Provider Accreditation (Licensing) Application Form -Part A		
K7	Signature of the Legal Representative		
K8	Date of Application	/	/
		DAY	MONTH YEAR

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