

Key Information for Prospective, Continuing and Progressing Students for Short-courses, Awards and Full qualifications offered on part-time basis.

Learning Opportunities Target Group

MCAST is an inclusive College and welcomes candidates with diverse abilities. Depending on the candidate's qualifications and abilities MCAST will offer the prospective candidate the right course level to further studies.

The target audience for MCAST part-time courses is 16 to 65+.

All candidates can access any one of the level of the MQF at MCAST depending on their qualifications and the respective course entry requirements.

To review the current general entry requirements for full MQF qualifications offered on part-time bases please click [HERE](#). The requirements are the same as for the same courses offered on full-time basis

For specific course entry requirements for full-qualifications please click [HERE](#) .

Most short courses and awards do not carry entry requirements and are open to all candidates. For further information please refer to the respective course page on the part-time courses website <https://shortcourses.mcast.edu.mt/business-focus-areas> .

Campus

MCAST has four campuses as follows:

MCAST Main Campus

Triq Kordin, Paola, Malta

All courses except for the Institute for the Creative Arts, Centre of Agriculture, Aquatics and Animal Sciences are offered here.

Institute for the Creative Arts

Mosta Campus

Misraħ Ghonoq Targa Gap, Mosta

Gozo Campus

J.F. De Chambray Street

MCAST, Għajnsielem

Gozo

Institute of Applied Sciences,

Centre of Agriculture, Aquatics and Animal Sciences,

Luqa Road, Qormi

Language of Instruction

The official language of instruction at MCAST is English. All notes and textbooks are in English (except for language courses which will be in the respective language being instructed).

Intake Dates

MCAST opens calls for application for part-time courses twice a year between in September and March of each year for prospective applicants residing in MALTA.

For exact dates re calls for applications please follow this link

<https://shortcourses.mcast.edu.mt/content/how-to-apply>

Course Fees

All course fees are published on the Part-time brochure and on the website next to the respective course. To access the part-time course brochure please click [HERE](#).

Method of Application

Applications to part-time courses are received via a form that is available for download [HERE](#). Applicants will also need to fill in the online application through the College Management Information System if applying for a full qualification rather than a short course. Candidates can log in using Maltese Electronic ID (eID) or European eIDAS (electronic identification and trust services) to access the system directly and create an account as the identity is verified electronically via these secure services. Candidates will be guided through this process by the MCAST admissions office once the hardcopy application form is submitted and course is confirmed to be running.

Non-EU candidates not in possession of an eID need to request account creation through an online form by providing proof of identification and basic data. Once the identity is verified and the account is created the candidate may proceed with the online application according to the same instructions applicable to all other candidates.

Non-EU candidates require a study visa in order to travel to Malta and joint the course applied for. For further information re study-visa please access

<https://www.identitymalta.com/unit/central-visa-unit/> .

For access to instructions on how to apply online please visit

<https://shortcourses.mcast.edu.mt/content/how-to-apply> .

Further Learning Opportunities

MCAST offers course at all levels of the Malta Qualifications Framework and hence offers progression pathways after successful completion of each course up to MQF level 8 (MCAST does not offer post-doctoral programmes).

The Student Support Services are available for all prospective students who require any form of support related to information on courses, applications, and career guidance.

Contact : careerguidance@mcast.edu.mt or phone on 23987135/ 7136/ 7310 between 0800 till 1330. Prospective students can also ask for a remote meeting.

The staff at the Registrar's Office are available for all prospective students who require any form of support related to the application process.

Prospective students can also ask for a remote meeting.

MCAST Programme Regulations

In order to ensure the best possible student experience Prospective students are advised to read the respective programme regulations and Student Handbook available via the MCAST website in order to understand the student rights, responsibilities and obligations prior to applying to a Course at MCAST.

The Student Handbook provides general information and guidance to help the students make the most of the opportunities at MCAST. It also provides practical information on policies, procedures, and regulations.

[MCAST Programme Regulations : https://www.mcast.edu.mt/college-documents/](https://www.mcast.edu.mt/college-documents/)

[MCAST Student Handbook : https://www.mcast.edu.mt/students-handbook-2021-2022/](https://www.mcast.edu.mt/students-handbook-2021-2022/)

Mode of Teaching, Learning and Assessment

All part-time courses at MCAST are delivered through Face-to-Face learning unless health restrictions due to COVID-19 so dictate.

The programmes offered are vocational in nature and entail both theoretical lectures delivered in classes as well as practical elements that are delivered in laboratories, workshops, salons, simulators as the module requirements dictate.

Access to all resources is provided to all registered students. These include study resources in paper or electronic format through the Library and Resource Centre as well as tools, software, equipment and machinery that are provided by the respective institutes depending on the requirements of the course or module.

Students may however be required to provide consumable material for use during practical sessions and projects unless these are explicitly provided by the College.

Each course or unit (where the course consists of several units) entails a number of in-person and/or online contact learning hours that are delivered by the lecturer or tutor directly (See also section 'Total Learning Hours).. As stated earlier MCAST provides such contact hours face-to-face and with a minimum attendance that is a mandatory requirement as per MCAST rules and regulations.

Programme details are provided in the respective course page in the MCAST part-time courses website. For access to part-time course pages please click [HERE](#) .

Total Learning Hours

The Course Outlines provide the course structure and credit allocation to each unit forming part of the respective programme where this applies. If the course is a short-course with only one unit, all the details will be provided on the respective course webpage.

Contact hours are allocated to the respective unit through the course timetable that is published by the Institute directly to the student for short-courses or on the College Management Information System (also referred to on MCAST website as 'Classter'). All registered students are provided with an MCAST email address that provides access to the MIS, VLE, learning and research material and study units required through the student life at MCAST. For full-qualifications offered on part-time basis, the student's timetable will be personalised depending on the units you are enrolled to in the respective semester.

The total learning hours required for each unit or module are determined as follows:

Credits (ECTS / ECVETs)	Indicative contact hours	Total Student workload (hrs)	Self-Learning and Assessment Hours
1	5 - 10 hrs	25 hrs	20-15 hrs*
2	10 - 20 hrs	50 hrs	40-30 hrs*
3	15 - 30 hrs	75 hrs	60-45 hrs*
4	20 - 40 hrs	100 hrs	80-60 hrs*
6	30 - 60 hrs	150 Hrs	120-90 hrs*
9	45 - 90 hrs	225 hrs	180-135 hrs*
12	60 - 120 hrs	300 hrs	120-180 hrs*

*The Self-Learning and Assessment Hours amount to the difference between contact hours and total student workload.

The Malta Qualifications Framework defines one credit as being equivalent to a workload of 25 hours of total learning whereby 1 credit = 25 hours of learning (contact hours, practical sessions, mentoring, self-study such as reading, research, seminars, conferences, tutorials, assignments and assessments and related organised activities such as informal and non-formal learning).

Hence, while for example, for a six-credit unit you will have 60 contact hrs in class, workshop or laboratory etc., you will be required to invest a further 90 hrs of studying and working on assignments and other tasks required through the coursework in your own time.

MCAST expresses credits for courses at MQF level 1 to 4 in terms of ECVET (European Credits in Vocational Education and Training) and levels 5 to 8 in terms of ECTS (European Credit Transfer System).

Both ECVET and ECTS have the same total hours of learning (25 total hours to the credit with a minimum of 5hrs being taught hours (contact hrs). MCAST generally offers 10 contact hours to the credit but this may increase in lower levels (MQF 1-2) and decrease at higher levels (MQF 5-8) while always meeting the minimum requirement of 5 hrs to the credit.

For credits allocated to your respective units please refer to your preferred *Course Outline* on the MCAST website.

Pass Grade and Grading System

Short Courses

The grading system for short courses and awards differs from full qualifications.

Short courses and awards are graded as follows:

Pass (45-64)

Merit (65-84)

Distinction (85-100)

Full Qualifications offered on Part-time basis

Full qualifications such as Diplomas, Advanced Diplomas, Degrees and Master's Degrees are graded in the same way as their full-time counterparts.

All MCAST programmes adopt a learner centred approach through the focus on Learning Outcomes. The assessment of MCAST programmes is criterion-referenced and thus assessors are required to assess learners' evidence against a pre-determined set of Learning Outcomes and assessment criteria.

For a student to be deemed to have successfully passed a unit, a minimum of 50% (grade D) must be achieved. A compensatory pass is also considered to be a pass grade in the respective single unit where it is awarded but ONLY one CP can be awarded per programme as described above.

All units are individually graded as follows:

A* (90-100)

A (80-89)

B (70-79)

C (60-69)

D (50-59)

CP¹ (40-49)

Unsatisfactory work is graded as 'U'.

Work-based learning units are graded on a Pass/Fail basis only.

¹ A Compensatory pass can only be awarded for one unit within the programme provided that the candidate has passed all other units required by the programme specification. Other conditions are specified in the respective Programme Regulation via the MCAST website link <https://www.mcast.edu.mt/college-documents/>