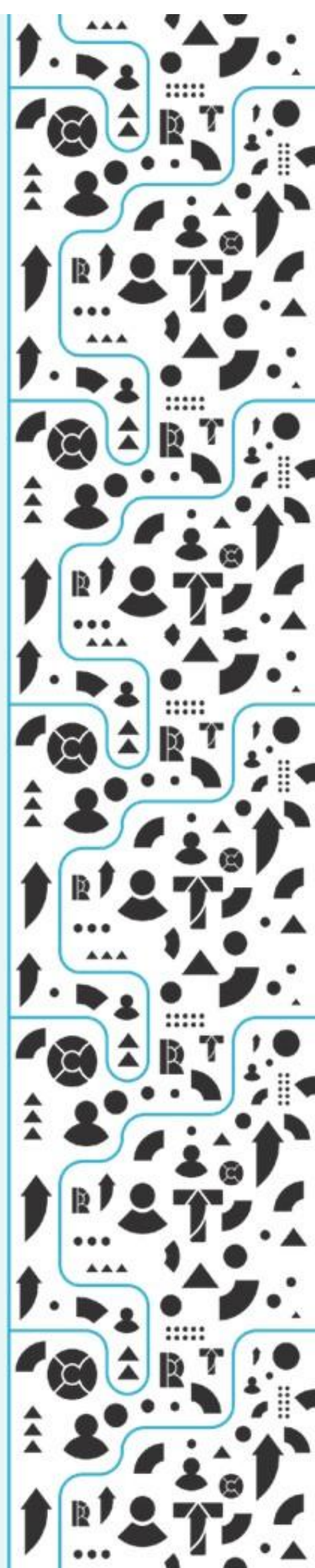




Policy Number ADMG 001
General Admission Policy for ThinkTalent
Students

Updated July 18 2025

5th Cycle



Admission Policy

Contents

1. 1. Purpose	3
2. 2. Scope	3
3. 3 Principles	3
4. 4 Admission Categories	4
5. 5. Eligibility Criteria	4
5.1 General Requirements	4
5.2 Program-Specific Requirements	4
5.3 English Language Requirements	5
6. 6. Application Process	5
6.1 Submission	5
6.2 Deadlines	6
6.3 Fees	6
6.4 Communication	6
7. 7. Evaluation and Selection	7
8. 8. Offers of Admission	7
9. 9. Notification of Admission	7
9.1 Discretion to refuse Admission.	8
10. 10. Appeals Process	8
11. 11. Special Considerations	8
11.1 Mature Applicants	8
11.2 International Applicants	8
11.3 Students with Disabilities	8
11.4 RPL Considerations	8
12. 12. Financial Support	9
13. 13. Policy Review	9
14. 14. Governance	9
15. 15. Effective Date	9
16. 16. Contact Information	9

	Admission Policy ADFS 1072025	Page	3
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1. Purpose

The Purpose of the ThinkTalent admissions policy admits students to accredited programmes ranging from MQF, EQF and OTHM Level 3 to 7 /MFHEA Level 3 to 7.

This procedures document outlines the principles and procedures governing admissions at the at the institute and ensures a transparent, fair, and consistent approach to student entry. It supports the Institutes commitment to academic excellence, diversity, and accessibility.

2. Scope

This policy applies to all applicants and staff involved in the admissions procedure at undergraduate, postgraduate, diploma, certificate, and special programs offered by Thinktalent.

3 Principles

- The institute is committed to a fair, transparent and consistent admissions.
- The institute seeks to attract and retain a diverse and high achieving student cohort, supporting inclusivity and potentially where necessary alternative access routes are explored and offered.
- Admissions are made contingent on meeting the minimum entry requirements and the availability of places.
- Places are offered based on the institutions published Terms and Conditions of Offer.
- Qualifications are assessed in an accessible and fair manner and within a reasonable timeframe.
- Equity and Inclusion: Admission decisions are made without discrimination based on race, gender, religion, ethnicity, disability, or socioeconomic status.
- Transparency: All criteria, deadlines, and processes are clearly communicated.
- Merit and Potential: Applicants are assessed on academic achievements, aptitude, and potential to succeed.
- Accessibility: The institution is committed to removing barriers to education through financial aid, accommodations, and outreach initiatives.

4 Admission Categories

Undergraduate Programmes

For school leavers or equivalent qualification holders.

Postgraduate Programmes

For applicants with an undergraduate degree or equivalent.

Special Admission

Includes mature students, international applicants, transfer students, applicants with non-traditional qualifications and applicants who qualify for RPL.

Part-Time/Distance Learning Programmes

These programs are available for those seeking flexible learning options. These options include candidates who personally prefer such an option or cannot physically attend courses at the Institute due to work or visa limitations. Such programmes are subject to MFHEAA and OTHM accreditation guidelines.

5. Eligibility Criteria

5.1 General Requirements

- Meet the minimum academic qualifications (second level, degree, masters).
- Satisfy program-specific prerequisites (e.g., courses, portfolios).
- Demonstrate English language proficiency (for non-native speakers).
- For non-nationals an English proficiency test shall apply.
- Age requirements as per awarding body but typically 17 years at date of registration.

5.2 Program-Specific Requirements

- Interviews or auditions (if applicable).
- Prior educational qualifications in the field of study.
- Professional experience (for certain postgraduate programs) as outlined in the course syllabus.

5.3 English Language Requirements

English is the primary language of instruction.

- Applicants whose first language is English must provide evidence of proficiency.
- Applicants who are applying for MQF levels 5 should preferably have obtained an IELTS, TOEFL or Cambridge certificate at B1 level.
- Applicants who are applying for MQF levels 6-7 must have obtained an IELTS, TOEFL or Cambridge certificate at a minimum B1+ level.

6. Application Process

6.1 Submission

Applications must be submitted online through the institution's portal or via email to admin@thinktalent.com.mt

This is subject to the following:

1. Completion of application form available online or sent to the prospective student via email.
2. Receipt of documents uploaded onto Think Talent CRM or sent through email to admin@thinktalent.com.mt

The documents required for both academic and Visa purposes are revised regularly to ensure that they are always aligned to MFHEA, OTHM and Identita Malta requirements and regulations. Students are advised to ensure that they are sending in all the required documents as stated on the online checklist. Any queries regarding this checklist can be directed to admin@thinktalent.com.mt

It is important to note that meeting entry requirements does not guarantee an offer, as demand for places may exceed availability.

6.2 Deadlines

Diploma Courses are built on a modular format which allows a rolling intake before the beginning of each module. The intake dates are available online or upon request. Any application or submission must be completed and confirmed for a minimum 4 weeks prior to the intake date.

Students who need visa clearance are required by law to submit submissions earlier. It is important for these students to familiarise themselves with Visa procedures through the links available on our website. Once submission is approved, Think Talent will issue a Conditional Offer Letter with the terms and conditions together with applicable administration and course fees. VFS and Identita Malta will only process Visa appointment requests submitted a minimum 9 weeks prior to the intake date.

6.3 Fees

Fees vary according to course and MQF or OTHM level as stated on the Think Talent Website. Students will receive a Conditional Offer Letter that will include the bank details and settlement deadlines for the payment of applicable fees. The standard settlement (unless otherwise agreed by both parties) comes into force upon the settlement of a non-refundable application fee and will provide a deadline for a 50% refundable deposit of the 1-year total course fee and the total payment deadline upon arrival in Malta.

6.4 Communication

Applicants will receive acknowledgment upon submission and regular updates on their application status, via LMS or email.

	Admission Policy ADFS 1072025	Page	7
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7. Evaluation and Selection

Academic Record

Primary consideration. Relevant academic records in the chosen field of study.

Primary consideration. English competency required at each level. Levels 6 and 7 require an IELTS, TOFEL, Cambridge B1+ minimum certificate.

Holistic Review

Assessment of personal statement, references, extracurricular activities, and achievements.

Interviews or Tests

For programs requiring additional evaluation. The test will be carried out by a board comprised of faculty members and administrators to ensure unbiased decisions.

8. Offers of Admission

Conditional Offers

Based on pending results or documentation and visa documentation.

Unconditional Offers

Granted when all requirements are fulfilled.

Deferrals

Applicants may request to defer their offer for a specified period.

9. Notification of Admission

Applicants will be notified promptly of admissions decisions.

Think Talent endeavours to turn around admissions within 10 working days of having received the application. In some instances, Think Talent reserves the right to notify applicants of instances when reviews and verifications of documents and portfolios require more than 10 working days.

Offers must be accepted within the time frame specified in the conditions of the offer otherwise they may lapse. See terms and conditions. Applicants have the right to request feedback on their applications.

9.1 Discretion to refuse Admission.

The institute had the right to refuse admission where the applicant –

- has previously been excluded from the institute.
- Is indebted to the institute.
- Has been expelled from another Higher Education Institute.
- Engages in dishonest behaviour during the applications process.

10. Appeals Process

Think Talent aims to provide a high standard and quality of service to applicants.

Applicants may appeal decisions that they feel may be incorrect or based on a misinterpretation of information with regards to admission by submitting a formal request within 10 working days of notification. The appeal will be reviewed by an independent committee.

11. Special Considerations

11.1 Mature Applicants

Aged 23+ with non-traditional educational backgrounds. Every opportunity shall be provided to support adult learners with experience in the necessary areas.

11.2 International Applicants

Additional visa and credential verification requirements. All applications shall meet the Identity Malta requirements.

11.3 Students with Disabilities

Reasonable accommodations provided in the application process and study process. All efforts shall be made to facilitate learning and admission. With support where necessary.

11.4 RPL Considerations

Think Talent adheres to all Recognition of Prior Learning regulations and best practices.

12. Financial Support

Support may be available from ISS and Get Qualified for students who are legally employed in Malta.

Some course fees may be subject to payment plans and there may also be scholarships available.

13. Policy Review

This policy is subject to annual review to ensure alignment with institutional objectives and regulatory standards.

14. Governance

The institute has a team in place to manage governance and best practice overseeing quality and assurance in line with best practice.

15. Effective Date

This policy is effective as of December 2024 and applies to all admissions for the Academic Year 2025/ 2026

16. Contact Information

Admission can be done online on our website www.thinktalent.com.mt

For any inquiries regarding admission, applicants can contact Admin@thinktalent.com.mt

Phone: 0356 2703 0133



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Prepared by QA Administrator

Reviewed

Head of Think Talent Institute

July 18 2025

