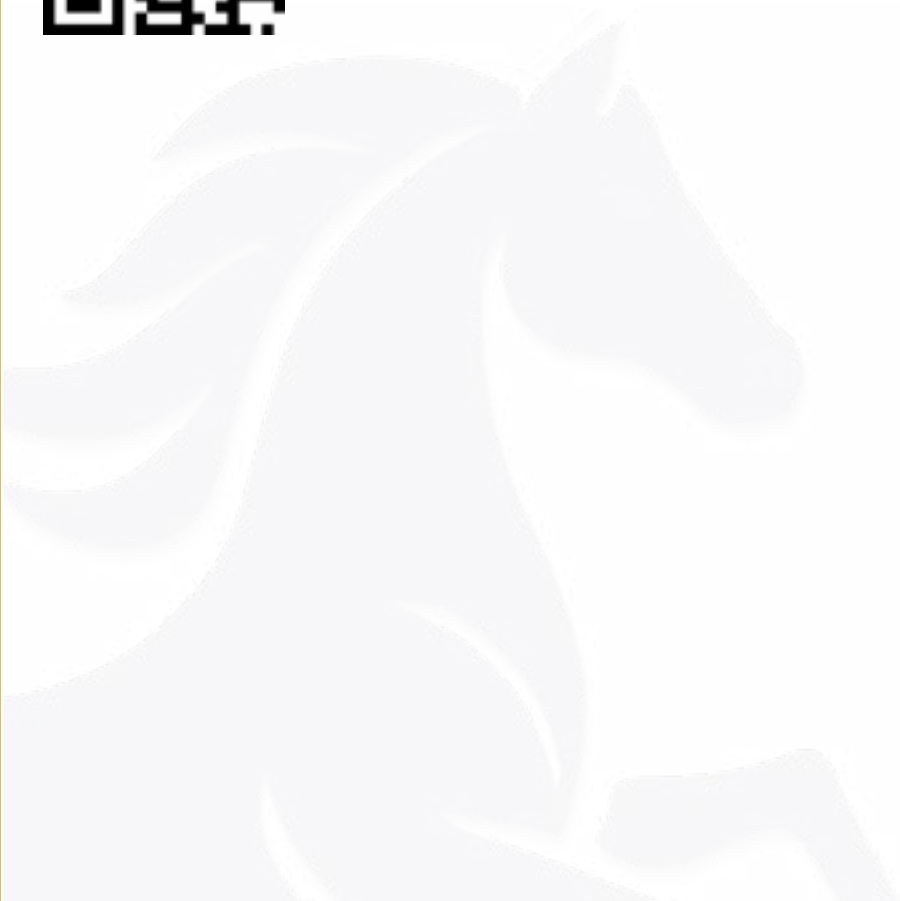




EUROPEAN
SCHOOL of
BUSINESS &
DIPLOMACY
MALTA

Admissions and Student Enrolment Policy (ASEP)

The European School of Business & Diplomacy



1. Purpose

The purpose of this policy is to establish clear, transparent, and equitable procedures for admitting students into programmes at the European School of Business & Diplomacy (ESBD). It defines eligibility requirements, application processes, required documentation, and guiding principles aligned with the Malta Qualifications Framework (MQF) and MFHEA standards. ESBD ensures that all admissions decisions are based on merit, fairness, and a commitment to global inclusion.

2. Eligibility Criteria

ESBD offers undergraduate and postgraduate programmes. The following entry requirements apply:

Bachelor's Degree (Undergraduate Programmes):

- Completion of secondary education or equivalent MQF Level 4 qualification.
- Minimum of 5 passes at GCSE/IGCSE/O-Level or equivalent, including English and Mathematics.
- Mature applicants (21+) without formal qualifications may be considered under RPL (see Section 5).

Master's Degree (Postgraduate Programmes):

- A recognised Bachelor's degree or equivalent MQF Level 6 qualification.
 - Applicants without a degree but with significant managerial or professional experience (minimum 5 years) may apply via RPL.
 - English language proficiency at CEFR B2 level or equivalent is mandatory for all applicants.
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3. Required Documentation

All applicants must submit the following via the online application portal:

- Completed application form
 - Certified academic transcripts and certificates
 - Curriculum Vitae (CV)
 - Personal statement (max. 500 words)
 - Proof of English language proficiency
 - Two academic or professional reference letters
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4. Admissions Procedure

1. Applicants apply through the online portal.
2. Admissions team verifies documentation.
3. RPL applicants are referred to the RPL Panel.
4. Shortlisted candidates may be invited for an online interview or offered a place.
5. Admission decisions are communicated within 10 working days.
6. Upon acceptance, the student receives an Offer Letter and Student Agreement.

5. Recognition of Prior Learning (RPL)

ESBD recognises experiential and informal learning for access or credit transfer. RPL applicants must:

- Complete the RPL Application Form
- Submit a portfolio of evidence (e.g., employment letters, projects, certifications)
- Participate in an RPL interview or assessment

Maximum of 40% of total programme credits may be awarded via RPL.

6. Equity, Diversity, and Gender Balance

ESBD actively recruits students from across the globe and promotes a learning environment that values diversity in all forms. We encourage applications from:

- Women and underrepresented genders
- Refugees and displaced persons
- Persons with disabilities
- Minority ethnic and cultural groups

Annual admissions data is reviewed to ensure equity targets are met. Scholarships are offered to promote access and support inclusion.

7. Student Agreement

All admitted students must sign a Student Agreement outlining:

- Tuition fee obligations and payment deadlines
- Commitment to the Code of Conduct and Academic Integrity
- Consent to institutional policies on plagiarism, LMS use, and data privacy
- Appeals, grievances, and disciplinary rights
- Terms on deferrals, withdrawal, and refunds

A Student Agreement Template is provided as Annex A

8. Refund and Withdrawal Policy

The following refund structure applies to all tuition-fee paying students:

- Withdrawal 2+ weeks before programme start: 100% refund
- Withdrawal within first 2 weeks of programme: 50% refund
- Withdrawal during Week 3: 30% refund
- Withdrawal after Week 4: No refund issued

Refund requests must be submitted in writing to the Registrar's Office. ESBD reserves the right to deduct any administrative charges. This policy aims to discourage late withdrawals while supporting students in genuine hardship.

9. Issuance of Portal and LMS Access

Upon payment of initial tuition deposit and submission of the signed Student Agreement:

- Students receive portal login details within 3 working days
- LMS credentials (LearnDash) are emailed 1 week before programme commencement
- Access to orientation materials and programme handbook is granted via the LMS dashboard

End of Document: Admissions and Student Enrolment Policy (ASEP)

ANNEX A: STUDENT AGREEMENT TEMPLATE

STUDENT AGREEMENT FORM

This Agreement is entered into by and between the European School of Business & Diplomacy ("ESBD") and the undersigned student ("the Student") who has been accepted to study on a programme delivered by ESBD.

By signing this document, both parties affirm their responsibilities and rights under this Agreement.

1. Programme Details

- Programme Title: _____
 - Award Level: _____
 - Start Date: _____
 - Mode of Study: Online Blended
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2. Tuition Fees and Payments

- Total Tuition Fee: € _____
 - Payment Plan (if applicable): One-off Installments
 - Deposit Amount Paid: € _____
 - Deadlines and invoices will be provided in advance.
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3. Access and Enrolment

Upon receipt of the signed agreement and tuition deposit:

- Portal access will be issued within 3 working days.
 - LMS access and orientation materials will be available 1 week before programme start.
-

4. Code of Conduct and Academic Integrity

The Student agrees to:

- Adhere to ESBD's Code of Conduct and Academic Integrity Policy.
 - Avoid all forms of plagiarism and misconduct.
 - Respect tutors, staff, and fellow students in all interactions.
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5. Use of Learning Platforms

The Student agrees to:

- Use the LearnDash LMS and associated tools as directed.
- Participate actively in modules and assessments

6. Data Protection and Communications

ESBD will handle student data in accordance with its Data Protection Policy. Students consent to receive official communications via email and the student portal.

7. Grievances and Appeals

The Student has the right to:

- Appeal academic decisions in accordance with the Academic Appeals Policy.
 - Lodge complaints or concerns through the formal Student Grievance Procedure.
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8. Deferral, Withdrawal, and Refunds

- Withdrawal 2+ weeks before start date: 100% refund
- Withdrawal within first 2 weeks of study: 50% refund
- Withdrawal in Week 3: 30% refund
- Withdrawal after Week 4: No refund

Requests must be made in writing to the Registrar.

9. Declaration

By signing below, the Student agrees to abide by the policies and regulations of ESBD.

Name of Student: _____

Student ID (if issued): _____

Signature of Student: _____

Date: _____

Approved on behalf of ESBD:

Name: _____

Title: _____

Signature: _____

Date: _____