

COMMUNICATION TO LICENSED FURTHER AND HIGHER EDUCATION INSTITUTIONS

Title: Updated Administrative Fees for Programme and Provider Accreditation		
From: Kenneth Camilleri, Head of Accreditation Unit	Date: 4 th February 2016	Comm. No.: 02/2016

Dear Colleagues,

In line with article 34 (2)(h) of SL 327.433 “to charge fees to providers seeking any type of accreditation under these regulations, including costs related to any quality audit carried out under its responsibility”, the National Commission for Further and Higher Education (NCFHE) is hereby amending the administrative fees for education and training providers seeking accreditation

The updated administrative fee structure has been re-designed to take into account the administrative costs linked to processing the applications to ensure the sustainability of the process and improve its effectiveness. The NCFHE will be coordinating training events to give further and higher education entities, as well as other interested practitioners, the skills required to write applications for accreditation. During the training events, the attendees will also become familiar with the protocol used by NCFHE to assess the fitness for purpose of the submitted applications before they are submitted to the external reviewers. Applicants can thus prepare their applications in a more comprehensive manner thus minimising the possibility of repeated recourse to external reviewer evaluation.

Annex 1 outlines the administrative fees’ structure. The structure is based on a unit cost system and the fees will be on a sliding scale basis as follows:

for Provider Accreditation :

- the category of Provider’s License as per Second Schedule of SL 327.433

for Course Accreditation:

- the MQF Level of the course or programme
- the length of the course or programme, which can be measured in either the number of ECTS/ECVET points (which are an indication of the length of the course)

Please note that:

- An application will be considered as null and void if after three months no feedback is received from the applicant, who will in turn need to re-submit an application.
- Fees charged for provider accreditation shall be the same for both full (5 years) and provisional (1 year) licenses. These also apply every time a licence or a programme is due for renewal.
- Fees paid are not refundable.

Once providers have filed their application with NCFHE to accredit an institution or course/programme, costs are calculated according to the pre-set criteria in Annex 1. Upon approval of the application, a payment of 50% of the total fee will be requested by the NCFHE’s Finance Department via bank transfer.

When the payment has been confirmed the process of accreditation will commence. When the accreditation process is finalised providers will be asked to settle the remaining balance, which will be calculated according to the course structure ultimately accredited. Failure to settle the remaining amount will result in the application being revoked and the process would then have to recommence.

The administrative fees in Annex 1 and the structure mentioned above come into effect and are applicable as of the 20th February 2016.

For further assistance interested parties are kindly requested to contact the Accreditation Unit on 2381 0115 or accreditation.ncfhe@gov.mt .

Regards

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