

COMMUNICATION TO LICENSED FURTHER AND HIGHER EDUCATION INSTITUTIONS

<i>Title:</i> Use of Specific Wording and NCFHE Logo by Licensed Further and Higher Education Institutions		
<i>From:</i> Sandro Spiteri, Director	<i>Date:</i> 17 th December 2013	<i>Comm. No.:</i> 01/2013

Operators of Further and Higher Education institutions are kindly reminded of Article 23 of Legal Notice 296/2013

(1) Licensees shall clearly state their licence number and the category under which they are licensed, as defined in the Second Schedule, in all media, advertising, published material or promotional material to intending students, students, parents or the public.

(2) Where the media, advertising, published material or promotional material to intending students, students, parents or the public concerns a specific programme, licensees shall also state the accredited status of such programme, as provided in the Third Schedule, and the level of qualification awarded or addressed, within the Malta Qualifications Framework, or its comparable level, as the case may be.

(3) Licensees shall ensure that all adverts and student information provided by them shall be carried out with integrity and accuracy.

The following parameters are intended to ensure uniform implementation of these regulations, and to clarify other related issues.

In these guidelines 'licensed institutions' refers to both those with regular as well as provisional licences. Institutions with regular licences i.e. valid for five years shall be referred to explicitly.

These guidelines supersede the letter dated 30th September 2013: 'Monitoring the Support Service on Advertising by Further and Higher Education Institutions'.

These parameters shall be considered as part of the Licence Conditions of all Licensed Providers as per Article 12(3) of Legal Notice 296/2012.

1. Advertising, websites and other printed, published and/or disseminated material shall include the following information:
 - a) licence number
 - b) Second Schedule Category, e.g. Further Education Institution;
 - c) the accredited status of the course or programme: e.g. VET Award / Further Education Programmes, and
 - d) where applicable, the MQF/EQF level for programmes provided at the Institution, e.g. Level 5.

2. The certificates, and if applicable, related degree or diploma supplements issued by licensed institutions to the successful programme or course participants, shall include the following information:
 - a) licence number
 - b) Second Schedule Category, e.g. Further Education Institution;
 - c) the accredited status of the course or programme: e.g. VET Award / Further Education Programme;

- d) the MQF/EQF level for programmes provided at the Institution, e.g. Level 5, for example: 'MQF/EQF Level 5';
 - e) the number of ECTS/ECVET points, for example: 'Learning Points: 10'.
3. Licensed institutions are empowered to use the following wording on the certificates and, if applicable on related degree or diploma supplements issued by them to the successful programme or course participants:
The National Commission for Further and Higher Education (NCFHE) deems this certificate to be at Level "X" of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning.
In this case the information in point 2 d) above should then be ignored.
 4. Only **institutions with regular licences (i.e. valid for five years)** shall be empowered to use the NCFHE logo on their printed, published and/or disseminated material including certificates of programmes and courses. Such institutions may request a high-definition version of the NCFHE logo at accreditation.ncfhe@gov.mt.
 5. These parameters shall come into force from 1st January 2014.

Regards

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