

Admissions Policy

Effective from 13th December 2022

1. Citation and Interpretation

These regulations shall be cited as the Admissions Policy.

In these regulations, unless the specific term is deliberately intended, (a) words importing the masculine gender include all other genders; (b) words importing the feminine gender include all other genders.

These regulations are to be read in conjunction with all other Statutes, Regulations and By-laws of Triagon.

In case of conflict of interpretation, these regulations shall be subservient to the Constitution.

2. Purpose

This policy applies to applicants who apply to for one of Triagon's academic programs. All application forms will be processed by the Student Services Office. This office shall admit or reject an applicant as soon as all required documentation have been received and any applicable fees have been paid as agreed with the proviso that students with special needs will be referred to the Student Support Officer responsible for counseling.

Entry criteria are established per course or program and outlined in the course handbook and on Triagon's website.

3. Admissions Material

Applicants must apply using the online application system.

The online application will be received by the Triagon Student Services Office who will contact the respective applicant and request the following information and documents:

- Copy of an identification document
- Curriculum Vitae
- True copy of formal qualifications
- Language proficiency certificate (where applicable)
- Letter of Intent (applicable for doctoral and research degrees)
- Research proposal (applicable for doctoral and research degrees)

4. Admission Process

Once the applicants have submitted the requested information as specified in section 2 above, the Student Service Office will review the documentation and confirm that:

- a) the identification document is valid. The Student Services Office may schedule an interview with the applicant if they suspect that the document might be false.
- b) the qualifications are in line with the program admission requirements as per course handbook; The Director of Administration may refer applications for admission to the Malta Qualification Recognition Information Centre (MQRIC) in cases where the applicant is deemed to be borderline on entry requirements. The application may be also referred to the Triagon Senate if it is felt that admission of the applicant may be detrimental to himself, his peers or the institution.
- c) the letter of intent provides the necessary justifications (applicable for doctoral and research degrees); and
- d) the research proposal conforms to the relevant standards (applicable for doctoral and research degrees)

Once all verifications and checks have been successful, the student will be entered into the internal software system UIS. This system is a digital student database of student which holds important information about successful applicants and their educational journey with Triagon.

The student shall be provided with IT credentials and access to Triagon's virtual learning environment and online libraries.

5. Responsibilities

Student admissions are the responsibility of the Director of Administration.

6. Non-Discrimination Policy

Triagon does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, or disability. The institution is committed to creating a diverse and inclusive community that celebrates differences and promotes equality of opportunity.

7. Transfer Credit Policy

Triagon applies two types of Recognition of Prior Learning as defined by MFHEA, namely:

- a) Recognition of Prior Learning for non-formal and informal learning, and
- b) Credit Transfer. Triagon may accept transfer credits for courses completed at other accredited institutions, subject to and in line with the Recognition of Prior Learning Policy:

Both pathways are regulated in the Recognition of Prior Learning and Credit Transfer Policy and Procedure.

8. Selection of Applicants

Triagon is committed to giving any willing student with the required qualifications the chance to join and benefit from our community of professors, researchers, and learners the chance to pursue their studies in a highly active, supportive and inspiring environment. To achieve the required flexibility, Triagon strives to adapt its resources to demand. In cases, where the number of qualifying applicants exceeds the number of openings, students will be chosen based on a set of criteria established by the Examination Board that may vary for each specific course or program. The standards might include:

- a) Academic success as determined by the candidate's Grade Point Average (GPA), test results, or other academic accomplishments.
- b) Relevant experience e.g., work experience, volunteer work, or other relevant experiences that demonstrate the applicant's skills and abilities.
- c) The applicant's motivation as articulated in a written statement outlining their reasons for applying to the course or program, their ambitions, and how they will contribute to it.
- d) Letters of recommendation by teachers, professors, or other professionals who speak to the applicant's abilities, and potential.
- e) Extracurricular activities such as participation in sports, clubs, or other activities that demonstrate leadership, teamwork, or other valuable skills.
- f) Diversity and inclusivity aspects in accordance with the Equal Opportunity Policies of Triagon.

§1 Appeal Process

Rejected applicants may appeal the decision in writing to the Student Services Office. The appeal must be submitted within 30 days from the date of the decision letter. The Student Services Office will review the appeal in consultation with the Director of Administration and the Executive Dean and notify the applicant of their decision within 30 days from receipt of the appeal.

By applying to Triagon, applicants agree to abide by the institution's rules and regulations.



Prof. Dr. Dr. Dr. h.c. mult. Christian Werner

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