Programme Admission Documentation Policy

POLICY # EAI/2024/241012 (Ver 1.1)

Adopted by the Senate on November 17, 2026.

https://euroamerican.edu.mt/policies/admission-documents-policy.pdf

This policy establishes the documents and verification controls required for admission to the programmes covered by its schedules, including recognition of prior learning (RPL), credit transfer and exit qualifications. It is binding on the EAI teams responsible for admission and enrolment.

Document owner	EAI Senate
Policy sponsor	Rector and Head of Institution
Policy custodian	Registrar, in coordination with the Quality Assurance Cell
Approved by	The Senate of Euro American Institute Malta
Original Senate approval	*16 October 2024 (Version 1.0)*
Senate approval date	17 November 2026
Effective date	17 November 2026
Version	*1.1*
Review cycle	Annual, and earlier following a material programme, policy or regulatory change
Classification	Institutional Policy | Mandatory

The document schedules form part of this policy. Main qualifications and their exit qualifications are grouped together; the six short awards share one document list.

Euro American Institute
Coordinator (IQAC)

AGORA BUSINESS CENTRE LEVEL 2 TRIQ IL-WIED TA' L-IMSIDA
MSIDA, MSD 9020, Malta
qa@euroamerican.edu.mt

Contents

Select a section title or page number. The Back to index link at the end of each section returns to this page.

Policy section or document schedule	Page
1 Purpose and scope	3
2 Documentary requirements	3
3 Roles and responsibilities	3
4 Verification and academic decisions	4
5 Admission and enrolment controls	4
6 Records and confidentiality	5
7 Exceptions and unresolved cases	5
8 Review and related documents	5
A Common mandatory documents	6
B Conditional documents	7
C RPL and credit transfer documents	8
D1 DBA with MPhil	9
D2 MBA with postgraduate diploma and certificate	10
D3 BBA with undergraduate exit qualifications	11
D4 Master of Computer Science with postgraduate exit qualifications	12
D5 BSc Computer Science with undergraduate exit qualifications	13
D6 Master of Education with postgraduate diploma and certificate	14
D7 MSc Actuarial Science with postgraduate diploma and certificate	15
E Short awards with shared document requirements	16
F Secondary qualification document routes	17
G Institutional admission records	18

1 Purpose and scope

Euro American Institute Malta (EAI) shall collect sufficient, relevant and verifiable evidence to assess each applicant fairly and to maintain a clear admission record. This policy applies to new applicants, applicants seeking recognition of prior learning or credit transfer, and existing students requesting an exit qualification within the programmes listed in the schedules.

It applies to Admissions, authorised academic and RPL decision-makers, Registry, Finance and the Quality Assurance Cell. Agents and ESSIPs may assist with non-academic document collection and support within their authorised role. They shall not determine eligibility, approve admission or RPL, or promise an academic outcome.

Back to index

2 Documentary requirements

The required file consists of Schedule A, the mandatory documents for the selected programme, and only the applicable items in Schedules B, C and F. A mandatory item qualified by "if", "where" or a specified entry route is required only when that condition applies. Alternative identity, English and qualification routes shall not be treated as cumulative requirements.

Additional desirable documents are optional. Their absence shall not, by itself, prevent admission. If an applicant relies on such evidence to establish eligibility under an approved alternative route, the relevant evidence becomes necessary for that assessment and the reason shall be recorded.

Each checkbox represents one document. Separate entries shall be used for additional certificates, transcripts, module descriptors, translations or other evidence. Staff shall reference an accepted document already held rather than request another copy. A declaration or brief response already contained in the application form need not be submitted again.

Grouping a main qualification with its exit qualifications does not create a new direct-entry route. Direct entry to an exit qualification must be expressly authorised under the approved programme arrangements. Existing students requesting an exit award follow Schedule B; award credits represent completion requirements rather than credits that every new applicant must hold before entry.

Back to index

3 Roles and responsibilities

Responsible function	Responsibility
Admissions	Receive, log and screen applications; identify the evidence route and communicate outstanding requirements.
Authorised academic and RPL decision-makers	Decide eligibility, equivalence, recognition and academic conditions; record decisions and reasons.
Registry	Verify documents and agreement execution; maintain records, issue final confirmation and authorise activation.
Finance	Invoice after agreement execution; confirm cleared payment or satisfaction of an approved financial arrangement.
Quality Assurance Cell	Monitor consistency; resolve requirements with Registry and the academic authority; maintain policy accuracy.
Senate	Approve the policy and substantive amendments.

Back to index

4 Verification and academic decisions

Clear digital copies may be accepted for initial screening. Registry shall apply proportionate authenticity checks and request originals, certified copies, issuer confirmation or certified English translations where required. A candidate may be required to submit an MQRIC recognition statement to establish the recognition or level of a foreign qualification. An application receipt does not clear a condition requiring the recognition statement itself.

The approved programme specification, applicable accreditation conditions, operative approved RPL policy and approved institutional requirements govern each decision. Registry and Quality Assurance shall resolve any discrepancy between published information and approved records before a decision affected by that discrepancy. The verified requirement and supporting basis shall be recorded. This includes grade thresholds, subject combinations, English test versions and waivers, and the scope or timing of bridging.

Programme-specific English requirements shall be applied. A waiver permitted for one programme shall not be transferred automatically to another. International grades shall be evaluated in context; 55% and GPA 2.0 out of 4 shall not be treated as universal conversions.

RPL and credit transfer shall be assessed only through the authorised EAI process using Schedule C and the operative approved RPL policy. Previous attendance, employment duration or a qualification title alone does not establish equivalent learning. Completed partial study may be assessed without requiring completion of the original degree.

Outstanding admission conditions must be cleared before written admission approval. Where authorised, a Provisional Offer may identify the outstanding conditions and the evidence needed to clear them. A prerequisite expressly approved for completion within the programme shall instead be recorded in the study plan and completed before the relevant advanced module.

Back to index

5 Admission and enrolment controls

All applicable admissions shall follow the sequence below. The Provisional Offer stage is omitted when no conditions remain outstanding.

1. Application
2. Screening
3. Academic or RPL decision
4. Provisional Offer where required
5. Conditions cleared
6. Written Admission Approval Notice together with the applicable Student Agreement
7. Student Agreement signed by EAI and the student
8. Invoice and payment
9. Finance payment clearance
10. Final Unconditional Admission and Enrolment Confirmation
11. Registry and LMS activation

No tuition fee shall be requested or accepted before the Student Agreement has been signed by the student and an authorised EAI representative. The executed agreement shall be supplied to the student and retained in the official file. Existing Senate-approved programme-specific Student Agreements remain the controlling contractual documents; this policy does not amend them.

Registry shall issue final confirmation only after all admission conditions are cleared, the agreement is signed by both parties, and Finance has confirmed cleared payment or satisfaction of the approved written financial arrangement.

Payment screenshots or informal agent assurances do not replace Finance clearance. Registry and LMS activation follows final confirmation.

Back to index

6 Records and confidentiality

Registry shall maintain an auditable applicant record, including the documents reviewed, outstanding and cleared conditions, the identity of the responsible officer, verification dates and the authorised decisions. Applicant details and verification sign-offs shall be retained in the individual applicant record. Schedule G identifies the institutional records.

Access to applicant information shall be limited to authorised staff for the relevant purpose. Support-adjustment evidence shall be handled separately and confidentially. Records shall be retained and disposed of under EAI's applicable data protection and retention arrangements. Applicants shall redact unnecessary third-party personal or confidential information from portfolios and work samples.

Back to index

7 Exceptions and unresolved cases

Admissions shall refer unclear, inconsistent or exceptional cases to the Registrar and the Quality Assurance Cell, with the relevant academic authority involved where needed. Staff shall record the issue, applicable requirement, decision and reasons. No admission stage or approved academic requirement may be bypassed for commercial urgency, intake deadlines, agent requests or administrative convenience.

An unresolved verification concern shall be examined through the applicable institutional procedure and the applicant shall be given an opportunity to supply clarification. An exception may operate only where the approved rules permit it; it does not create authority to waive an accreditation condition or alter the Student Agreement.

Back to index

8 Review and related documents

The Registrar and Quality Assurance Cell shall review this policy annually and when programme or regulatory requirements materially change. Substantive amendments shall be submitted to Senate. Administrative corrections that do not change approved requirements may be maintained under EAI's document-control process. Superseded copies shall be withdrawn from operational use.

This policy shall be read with the Internal Quality Assurance Manual, the operative approved RPL policy, the Admissions, Student Agreement, Fee Collection and Enrolment SOP, the approved programme specifications and Student Agreements, and the applicable data protection and records-retention policies.

Version history

Version 1.0 | Senate approval 16 October 2024 | Original policy.

Version 1.1 | Senate approval 17 November 2026 | Revised policy and integrated programme documentation schedules. Supersedes Version 1.0.

Back to index

Schedule A Common mandatory documents

Collect the common mandatory documents below, the selected programme section's mandatory documents, and only the conditional documents relevant to the applicant. Desirable documents are optional unless relied on to establish eligibility.

Each checkbox records one document. Where several documents of the same type are needed, add a separate checkbox line for each. Record an existing verified copy instead of asking for a duplicate. Mark inapplicable alternatives N/A. Approved RPL may substitute authorised evidence for the ordinary qualification route.

Common mandatory documents for new applicants

☐ *Completed EAI application form, including programme, intake, entry route, contact details and accuracy declaration.*

☐ *Passport copy, if used as the identity document.*

☐ *Government-issued identity card copy, if used instead of a passport.*

☐ *Current CV in English. A brief education and activities profile is sufficient for a school leaver.*

☐ *Digital-readiness declaration confirming suitable device access, internet and online-study skills; it may be completed within the application form.*

One identity document is sufficient. Academic certificates, transcripts and English evidence are listed separately. A digital declaration or brief response may be included in the application form.

Back to index

Schedule B Conditional documents

Use only the applicable rows. Each document is checked separately; add another row for each additional award, translation or condition. A requirement already evidenced by an accepted document does not need a second copy.

English evidence

Choose one route permitted for the selected programme. Use the programme section's benchmark and approved test or waiver rules. For an internal assessment, EAI retains its assessment record.

☐ *English-language test score report, if using an accepted external test.*

☐ *Official medium-of-instruction letter, if using an English-medium study waiver and the language is not already established by an accepted academic document.*

☐ *Employer English-language confirmation letter, if the programme permits the workplace waiver; state employment dates and English as the primary working language.*

☐ *Native-English declaration, if using the permitted native-speaker route.*

☐ *Other specifically approved English-waiver document, where required.*

Qualification recognition and verification

☐ *MQRIC recognition statement for the foreign qualifying award, where required under EAI's applicable recognition process.*

☐ *Certified English translation of a document requiring translation.*

☐ *Original-language document corresponding to that translation, if not already filed.*

☐ *Name-change or identity-linking document, where names differ.*

☐ *Official grading-scale document, if the academic record does not explain the grading.*

☐ *Issuer clarification letter, if a specific verification discrepancy requires it.*

Registry shall confirm the recognition route and verify authenticity. An MQRIC application receipt alone does not clear an outstanding recognition condition. Clear digital copies may be accepted initially; certification or other authentication shall be requested where required for the case.

Existing students requesting an exit qualification

☐ *Written exit-award request identifying the qualification sought.*

☐ *Updated personal-details form, only if details have changed.*

The verified admission file shall be reused. EAI shall check the prescribed assessed modules and award requirements. Direct admission to an exit qualification requires a confirmed authorised route; grouping in this policy does not establish a new route.

Other applicable documents

☐ *Sponsorship confirmation letter, if sponsorship is requested.*

☐ *Scholarship approval document, if relied on for the financial arrangement.*

☐ *Legal guardian authorisation, if required for an applicant who is a minor.*

☐ *Evidence document required to clear an identified admission condition.*

☐ *Further document required to clear an identified admission condition.*

Support-adjustment evidence shall be handled separately and confidentially. Visa, police, medical and banking documents are not universal academic-entry requirements for the online programmes covered by these schedules.

Back to index

Schedule C RPL and credit transfer documents

These documents are mandatory only for the recognition claim being assessed. Use the operative approved RPL policy. Identify the programme, entry stage or modules concerned. Reuse accepted documents already in the file and add a checkbox for every additional document.

☐ *Completed prescribed EAI RPL or credit-transfer application form.*

Prior certificated or partial study

☐ *Official transcript of passed modules.*
☐ *Prior qualification certificate, if a qualification was awarded and it is relied on.*
☐ *Prior exit-award certificate, if an exit award was issued and it is relied on.*
☐ *Official module descriptor containing learning outcomes for the module relied on.*
☐ *Official credit and workload statement, if these details are absent from the transcript or module descriptor.*
☐ *Official qualification-level statement, if the level is not established by existing records.*
☐ *Official assessment-method statement, if not established by existing records.*
☐ *Official grading information, if not already supplied.*

A completed degree is not required solely to assess passed partial study. Applicants shall provide issuer verification details in the application. EAI shall verify status, authenticity and academic equivalence.

Experiential learning

☐ *Signed employment or service letter showing dates and relevant duties for the organisation relied on.*
☐ *Relevant training certificate relied on in the claim.*
☐ *Portfolio linking demonstrated learning to the outcomes claimed.*

The CV already supplied shall be used. Separate entries shall be retained for additional employer letters, certificates or work samples. Unnecessary third-party personal and confidential information shall be redacted. Employment duration alone does not establish equivalent learning.

Prior doctoral study where applicable

☐ *Official doctoral registration or status document showing dates.*
☐ *Assessed doctoral coursework transcript, if applicable.*
☐ *Official research-milestone assessment record, if relied on.*
☐ *Research-training record, if relied on.*
☐ *Supervision or research-progress report, if relied on.*
☐ *Research output relevant to the claim.*
☐ *Permission letter for research material, if required.*

Assessment submissions only when assigned

☐ *Technical diagnostic submission, if assigned.*
☐ *Analytical or academic-writing task submission, if assigned.*
☐ *Pre-admission bridging completion record, if bridging is an admission condition.*

EAI shall retain interviews, assessment findings and the academic decision. MCS experiential entry requires at least two years of relevant experience and the applicable technical and analytical or academic-writing checks. Any required interview shall be recorded by EAI.

Back to index

D1 Doctoral qualifications

Qualification covered	Level	ECTS
Main: Doctorate in Business Administration	8	Research
Exit: Master of Philosophy	7	Research

Use this group with the common documents on page 6 and applicable conditional documents on pages 7 and 8. Existing students requesting an exit award use the exit procedure on page 7.

Mandatory documents

Ordinary academic route: a recognised master's degree or full EQF Level 7 qualification. Published benchmark: 55% overall or GPA 2.0 out of 4, subject to proper grade evaluation.

☐ Qualifying master-level award certificate.

☐ Complete transcript for that qualifying award.

English: IELTS 6.5 or a programme-approved alternative. Permitted evidenced waivers include native English, English-medium schooling or degree study, and at least two years in a primarily English-working organisation. Use the separate evidence rows on page 7.

Additional desirable documents

☐ Brief research-interest or concept note.

☐ Academic reference.

☐ Professional reference.

☐ Master dissertation abstract.

☐ Academic writing sample.

☐ Relevant publication, if held.

☐ Research-training certificate, if held.

☐ Relevant management or consultancy experience letter.

For an existing DBA student seeking the MPhil exit, use the written exit request on page 7. Registry checks the assessed exit requirements; elapsed time alone is insufficient. A full doctoral proposal, publications, GMAT/GRE and a fixed number of management-experience years are not universal entry documents.

Back to index

D2 Postgraduate business qualifications

Qualification covered	Level	ECTS
Main: Master of Business Administration	7	90
Exit: Postgraduate Diploma in Business Administration	7	60
Exit: Postgraduate Certificate in Business Administration	7	30

Use this group with the common documents on page 6 and applicable conditional documents on pages 7 and 8. Existing students requesting an exit award use the exit procedure on page 7.

Mandatory documents

Ordinary academic route: a recognised bachelor's degree or full MQF Level 6 qualification in any discipline. Published benchmark: 55% overall or GPA 2.0 out of 4, subject to proper grade evaluation.

☐ Qualifying bachelor-level award certificate.

☐ Complete transcript for that qualifying award.

☐ Brief motivation statement covering business or leadership goals, if not completed within the application form.

English: IELTS 6.5 or a programme-approved alternative. Permitted evidenced waivers include native English and English-medium schooling or degree study. Use page 7; do not apply a workplace waiver from another programme automatically.

Additional desirable documents

☐ Relevant management or supervisory experience letter.

☐ Academic reference.

☐ Professional reference.

☐ Business or enterprise project report.

☐ Leadership or management training certificate.

Professional experience is preferred, not compulsory for ordinary academic entry. Existing MBA students seeking the diploma or certificate submit the exit request on page 7; Registry reuses the admission file and checks the prescribed modules.

Back to index

D3 Undergraduate business qualifications

Qualification covered	Level	ECTS
Main: Bachelor of Business Administration	6	180
Exit: Undergraduate Higher Diploma in Business Administration	6	90
Exit: Undergraduate Diploma in Business Administration	6	60
Exit: Undergraduate Certificate in Business Administration	6	30

Use this group with the common documents on page 6 and applicable conditional documents on pages 7 and 8. Existing students requesting an exit award use the exit procedure on page 7.

Mandatory documents

Ordinary academic route: one accepted secondary or school-leaving route equivalent to MQF Level 4. Complete the separate document rows for that route on page 17.

Page 17 gives an individual checkbox for the qualifying certificate and for each result statement required by the chosen national route. An authorised RPL route instead uses the relevant evidence on page 8.

English: IELTS 6.0 or another programme-approved test, a documented native or English-medium study route, or successful EAI internal testing. Use the separate English evidence rows on page 7.

Additional desirable documents

☐ Study-motivation statement.

☐ School or college academic reference.

☐ Business or enterprise project report.

☐ Volunteering record.

☐ Relevant short-course certificate.

☐ Digital-skills certificate, if already held.

For the IB route, the published benchmark is 34 overall, Mathematics 4 and a business-related subject 4 at HL or SL. Apply the conditions of the selected national route. A lower EAI certificate or diploma is not a prerequisite for entry into the parent BBA.

Registry shall verify the Higher Diploma award title and completion requirements against the approved award specification. The grouped table identifies the 90 ECTS exit qualification.

Back to index

D4 Postgraduate computing qualifications

Qualification covered	Level	ECTS
Main: Master of Computer Science	7	90
Exit: Postgraduate Diploma in Computer Science AI and Data Science	7	60
Exit: Postgraduate Diploma in Computer Science Cybersecurity	7	60
Exit: Postgraduate Certificate in Computer Science	7	30

Use this group with the common documents on page 6 and applicable conditional documents on pages 7 and 8. Existing students requesting an exit award use the exit procedure on page 7.

Mandatory documents

Ordinary academic route: a recognised related bachelor's degree or full EQF Level 6 qualification. Published benchmark: 55% overall or GPA 2.0 out of 4, or evaluated equivalent.

☐ Qualifying bachelor-level award certificate.

☐ Complete transcript for that qualifying award.

☐ Official computing-module descriptor, where needed to assess entry from another discipline.

☐ Official computing credit or workload statement, if the other-discipline route is not already evidenced by the transcript or module descriptor.

For another-discipline entry, EAI must establish at least 60 ECTS or equivalent in core computing. Record the chosen pathway in the application where relevant; the generic postgraduate certificate does not require a specialisation choice.

One readiness route

☐ Short personal statement, if using the statement route.

☐ Structured readiness-assessment submission, if using the assessment route.

If the required route is an interview, EAI retains the interview record. RPL entry additionally requires at least two relevant experience years and the technical and analytical/writing checks on page 8.

English: IELTS 6.5 or an approved alternative; evidenced native, English-medium study or two-year English-workplace waivers where permitted. Digital declaration: suitable virtualisation/Linux access, broadband and basic software skills.

Additional desirable documents

☐ Programming, data-analysis or machine-learning portfolio, for AI and Data Science.

☐ Authorised security-lab, networking or Linux project report, for Cybersecurity.

☐ Relevant IT certificate.

☐ Relevant IT employment letter, where experience is not an entry condition.

☐ Academic reference.

☐ Prior capstone abstract.

Back to index

D5 Undergraduate computing qualifications

Qualification covered	Level	ECTS
Main: Bachelor of Science in Computer Science	6	180
Exit: Undergraduate Higher Diploma in Computer Science	6	90
Exit: Undergraduate Diploma in Computer Science	6	60
Exit: Undergraduate Certificate in Computer Science	6	30

Use this group with the common documents on page 6 and applicable conditional documents on pages 7 and 8. Existing students requesting an exit award use the exit procedure on page 7.

Mandatory documents

Ordinary academic route: one accepted secondary or school-leaving route equivalent to MQF Level 4. Complete the separate document rows for that route on page 17.

Page 17 provides individual checkboxes for the certificate and each applicable examination result. Use the relevant RPL evidence on page 8 where an alternative route is authorised.

English: IELTS 6.0 or another programme-approved test, a documented native or English-medium study route, or successful EAI internal testing. Use the separate evidence rows on page 7.

Additional desirable documents

☐ *Computing project report, such as a website, application or robotics project.*

☐ *Coding portfolio.*

☐ *Relevant achievement certificate.*

☐ *Computing or ICT short-course certificate.*

☐ *School or college academic reference.*

☐ *Study-motivation statement.*

The approved BSc subject requirements govern the International Baccalaureate route. Registry and Quality Assurance shall verify those requirements before any decision affected by a subject requirement.

Existing BSc students seeking an exit award use the request on page 7. Registry checks the required assessed modules and credits; a lower EAI certificate or diploma is not a prerequisite for parent-programme admission.

Back to index

D6 Education qualifications

Qualification covered	Level	ECTS
Main: Master of Education	7	90
Exit: Postgraduate Diploma in Education	7	60
Exit: Postgraduate Certificate in Education	7	30

Use this group with the common documents on page 6 and applicable conditional documents on pages 7 and 8. Existing students requesting an exit award use the exit procedure on page 7.

Mandatory documents

Ordinary academic route: a recognised bachelor's degree in Education or a related field. For a degree in another discipline, certified relevant education experience is also required.

☐ *Qualifying bachelor's degree certificate.*

☐ *Complete bachelor's degree transcript.*

☐ *Certified relevant education-experience letter showing dates and duties, for the other-discipline degree route.*

English: IELTS 6.5 or an approved equivalent for non-native speakers. Record an applicable native-speaker basis; confirm any other waiver under the approved Education rules. Digital declaration: LMS use, online classes, collaborative documents and electronic assignments.

Additional desirable documents

☐ *Educational-interests and professional-goals statement.*

☐ *Academic reference.*

☐ *Education-sector professional reference.*

☐ *Relevant CPD certificate.*

☐ *Teaching-registration document, if already held.*

☐ *Anonymised educational project sample, such as a lesson plan or curriculum.*

☐ *Brief research-interest statement, particularly for the master's degree.*

☐ *Previous dissertation abstract, if available.*

Relevant education experience remains desirable on the relevant-degree route. A teacher licence, full research proposal or school-placement agreement is not a universal entry document. Registry shall confirm the applicable grade threshold under the approved programme specification.

Back to index

D7 Actuarial science qualifications

Qualification covered	Level	ECTS
Main: Master of Science in Actuarial Science	7	90
Exit: Postgraduate Diploma in Actuarial Science	7	60
Exit: Postgraduate Certificate in Actuarial Science	7	30

Use this group with the common documents on page 6 and applicable conditional documents on pages 7 and 8. Existing students requesting an exit award use the exit procedure on page 7.

Mandatory documents

Ordinary academic route: a recognised MQF Level 6 equivalent bachelor's degree in Actuarial Science, Mathematics, Statistics, Economics, Finance, Engineering or a closely related quantitative discipline.

☐ Qualifying bachelor's degree certificate.

☐ Complete bachelor's degree transcript.

☐ Official module descriptor, if quantitative preparation is unclear.

☐ Short actuarial-study motivation statement, if not included in the application.

☐ Verified relevant experience letter, where relied on for another-background route.

☐ Bridging completion record, where assigned as a pre-admission condition.

An approved in-programme prerequisite must be recorded in the study plan and completed before the relevant advanced module. Complete any required suitability interview; EAI retains its record.

English: IELTS 6.5 or a programme-approved alternative; evidenced native, English-medium study or two-year English-workplace waiver where permitted. Use the separate English-document rows on page 7.

Additional desirable documents

☐ Professional actuarial examination-results statement, if held.

☐ Professional actuarial exemption confirmation, if held.

☐ Relevant quantitative-course certificate.

☐ R, Python or Excel training certificate.

☐ Anonymised modelling-project report.

☐ Quantitative academic reference.

☐ Relevant professional reference.

A brief response within the application may meet the motivation-statement requirement. Registry and Quality Assurance shall confirm its applicability and the authorised grade threshold against the approved programme specification before applying them as admission conditions.

Back to index

Schedule E Short awards

The same document requirements apply to all six short awards listed below. Each award is at MQF Level 6 and carries 6 ECTS.

- *Award in Advanced Audit and Assurance*
- *Award in Audit and Assurance*
- *Award in Financial Management*
- *Award in Financial Reporting*
- *Award in Performance Management*
- *Award in Taxation United Kingdom*

Collect the common documents in Schedule A, applicable conditional evidence in Schedule B, and any RPL evidence required under Schedule C. The selected national route in Schedule F determines any additional examination-result document required. Reuse accepted documents already held.

Ordinary entry normally requires MQF Level 4 equivalent preparation. English: IELTS 6.0 or an approved alternative, a permitted evidenced waiver, or successful EAI internal assessment or English bridge. The approved requirements of the selected award govern the eligibility decision.

Mandatory documents

☐ *Qualifying secondary or school-leaving award certificate.*

☐ *Complete result statement for that qualifying award.*

These items apply to the ordinary academic route. An authorised alternative or RPL route shall use the evidence required under the approved route.

Additional desirable documents

☐ *Relevant course or training certificate, if already held.*

☐ *Relevant employment or internship experience letter, if available.*

☐ *Anonymised project report relevant to the selected award, if available.*

These documents are optional. Their absence shall not, by itself, prevent admission. Each additional certificate, letter or report shall have a separate checkbox in the applicant's record.

A prior Audit and Assurance pass, professional-body registration or professional accounting qualification is not a universal entry requirement for Advanced Audit and Assurance. UK residency or employment is not a universal entry requirement for Taxation United Kingdom.

Back to index

Schedule F Secondary qualification document routes

For BBA, BSc Computer Science and the six short awards, one accepted national route shall be used. Each required document is listed separately below. An accepted certificate or result statement already held shall be referenced rather than requested again. Academic staff shall evaluate recognition and grade equivalence.

Maltese route

☐ Matriculation certificate.
☐ Matriculation subject-results statement, if separate from the certificate.
☐ SEC examination-results statement.
Degree benchmark: two Advanced and three Intermediate subjects at grades A to D, with SEC English, Mathematics and Maltese passes. The Maltese-language condition belongs to this route.

International Baccalaureate route

☐ IB Diploma certificate.
☐ Full IB results statement.
BBA benchmark: 34 overall, Mathematics 4 and a business-related subject 4 at Higher or Standard Level. BSc subject requirements shall be confirmed against its approved specification. The short-award benchmark is normally 24 overall; Mathematics is recommended.

UK route

☐ GCSE results statement, if used.
☐ IGCSE results statement, if used.
☐ A-Level results statement, if used.
☐ AS-Level results statement, if used.
The accepted subject combination shall be verified against the approved specification. Degree benchmarks comprise five GCSE or IGCSE subjects and three A-Level or AS-Level subjects, at grades A to D or evaluated equivalents. Short-award benchmarks normally comprise five GCSE or IGCSE subjects at grades 9 to 4 plus passed A-Level or AS-Level subjects; no universal additional subject count is imposed by this schedule.

US route

☐ High school diploma.
☐ Complete high school transcript.
☐ AP score report, where required by the selected route.
Relevant AP results of at least 3 shall be supplied where required for the degree route; this schedule does not impose a universal AP count. For the short awards, two AP subjects at 3 are a recommended benchmark; other recognised combinations may be considered under the approved arrangements.

Other recognised national route

☐ Senior-secondary or school-leaving award certificate.
☐ Complete subject-results statement for that award.
Evidence must support the accepted MQF Level 4 equivalent route. Additional subject preparation may guide support planning. For an authorised alternative/RPL route, use page 8; years attended alone do not establish advanced-entry eligibility.

Sources: BBA | BSc Computer Science | Short awards

Back to index

Schedule G Institutional admission records

These records are created or retained by EAI. They are distinct from documents supplied by the candidate. Each checkbox identifies one institutional record; conditional records are required only when the relevant stage or route applies.

☐ Academic admission-decision record.

☐ RPL decision record, if recognition is requested.

☐ English assessment or waiver-decision record, where applicable.

☐ Interview record, where an interview is required.

☐ Provisional Offer Letter, where issued.

☐ Admission-condition clearance record, where conditions were imposed.

☐ Written Admission Approval Notice.

☐ Applicable Student Agreement signed by the student and the authorised EAI representative.

☐ Fee invoice issued after the Student Agreement is signed by both parties.

☐ Finance payment-clearance record.

☐ Final Unconditional Admission and Enrolment Confirmation.

☐ Registry and LMS activation record.

☐ Exit-award authorisation record, where an existing student requests an exit.

Registry shall record the responsible officer, verification date and decision in the applicant's file. The admission and enrolment controls in section 5 apply to these records.

Back to index