



# **Extension to Duration of Studies Policy**

**Version 1.4**

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## Extension of Studies

Course participants may be permitted to extend their undergraduate (Bachelor) or postgraduate course (Diploma or Masters) by prior approval of the Student Affairs Committee. The time permitted in order to complete the respective course will subsequently be extended by a corresponding period. The minimum period of an extension will normally be 3 months and the total period/s of extension must not normally exceed 12 months during the full period of the course. Any further extensions beyond 12 months will only be permitted under the most exceptional circumstances and provided that this does not result in the course being completed beyond the maximum duration of studies listed in the table below. Course participants will not normally be permitted to interrupt during a period of extension. Course participants and lecturers should note that retrospective applications for extensions will only be considered in the most exceptional circumstances.

| Type of Qualification  | Min. period | Max. period | MQF Level | No. of ECTS |
|--|-------------|-------------|-----------|-------------|
| <i>Undergraduate</i>   |             |             |           |             |
| Bachelor of Education Honours (B. Ed. Hons)  | 4 yrs p/t   | 6 yrs p/t   | 6         | 180         |
| <i>Postgraduate</i>  |             |             |           |             |
| Postgraduate Certificate in Assessment for Learning Teaching Strategies (PG Cert.) | 2 yrs p/t   | 4 yrs p/t   | 7         | 30          |
| Postgraduate Certificate in Education (PG Cert.)                                   | 1yr p/t     | 3 yrs p/t   | 7         | 30-59       |
| Postgraduate Diploma in Education (PG Dip.)  | 2yrs p/t    | 4 yrs p/t   | 7         | 60-89       |
| Master of Education (M. Ed.)   | 3 yrs p/t   | 5 yrs p/t   | 7         | 90          |
| Master in Applied Educational Leadership (MAEL)                                    | 3yrs p/t    | 5 yrs p/t   | 7         | 90          |

Table 1: List of Qualifications

## Extensions to the submission pending period

The maximum duration of the submission pending period is normally 12 months. Any application for an extension must be submitted, along with evidence of extenuating circumstances, at least two months in advance of the final deadline for submission. In order to extend the submission pending period, the extenuating circumstances should have arisen within the submission pending year. Only in the most exceptional circumstances may course participants apply to extend the submission pending period. Extensions to the submission pending period must be endorsed by the dissertation supervisor. Extensions to the submission pending period must not result in the course being completed beyond the maximum duration of studies as listed in Table 1 of this policy. Extensions to the submission pending period are subject to the payment of fees related to the enrolment in a new

academic year. The applicable fee for an extension to the duration of studies / dissertation submission pending period, is equivalent to the annual fee of the programme for which an extension is being granted. This is a flat-rate fee payable in line with annual fee schedule of the Institute for Education.

### Extensions to the resubmission period

Course participants who have received a referral and have been asked to resubmit their dissertation with substantial corrections after first examination, have one academic year in which to resubmit a revised dissertation, provided that this does not result in the course being completed beyond the maximum duration of studies as listed in Table 1 of this policy. Course participants will be automatically moved to the next academic year. This will include the requirement of paying the fees for the next academic year.

### Procedures

1. Applications must be submitted through a [request for an extension to the duration of studies](#).
2. The Dissertation supervisors must endorse the application for an extension to an undergraduate or postgraduate course, giving reasons for the extension, details of the length of time required and assurances that such an extension will be sufficient for the course participant to complete the course. The endorsement is to reach the Student Affairs Committee through [ife.admissions@ilearn.edu.mt](mailto:ife.admissions@ilearn.edu.mt).
3. The relevant medical certificates and documentary evidence should be forwarded to [ife.admissions@ilearn.edu.mt](mailto:ife.admissions@ilearn.edu.mt).

### Version history

| Originator                          | Version | Date       | Changes Done  |
|-------------------------------------|---------|------------|---|
| Quality Assurance Department        | 1.0     | 25/04/2017 | Initial Release   |
| Research and Development Department | 1.1     | 12/10/2020 | Extension may not result in course completion exceeding 5 years; Extension to the submission pending period; Extension to the resubmission period; Procedures |
| Quality Assurance Department        | 1.2     | 27/10/2020 | Updated Extension of Studies Section  |
| Quality Assurance Department        | 1.3     | 15/03/2021 | Updated Extensions to the submission pending period   |
| Admissions Department               | 1.4     | 30/03/2021 | Updated Extension of Studies, Extension to the Submission Pending Period, Extension to the Resubmission Period and Procedures                                 |