

The Independent MIPP Courses Review Board

Terms of Reference & Duties:

In the structure of the MIPP NCFHE accredited Courses, provision has been taken to have an Internal Verifier to fully view and assess the procedure and progress of the Awards/Courses, the learners' task work and the main tutor's assessments. Furthermore, there is the option for a learner to contest the result as well as a procedure for complaints.

All course related issues will be addressed by the Independent ***MIPP Courses Review Board*** consisting of three independent members. All members of this board will be appointed by the MIPP Executive Committee but must not be associated with the direct running of the course or the Committee. Members of the MRCB are to hold office for at least a two year term. This board shall be initially convened prior to the commencement of each MIPP accredited Award/course. The Board is to then convene as necessary in order to issue a studied report on each accredited MIPP Award. The board can invite stakeholders and relevant guests to sit and assist during their meetings.

MRCB REMIT:

1. MRCB Minutes are to be officially maintained during all board meetings and are to be made available to all Committee members.
2. All pertaining representations are to be addressed to *The Chairman, Independent MIPP Courses Review Board* at courses@mipp-malta.com. Official replies by this board will be issued within one month of any objection or appeal being filed.
3. At any time during the accredited course sessions, Board members and/or the IV are allowed to attend without any prior notice given to tutors/committee.

4. Official meetings under the remit of the MRCB, in conjunction with all internal accredited courses stakeholders (committee, tutors, students, trade representatives etc.), are to be held at least once a year or after the completion of each accredited course. During these meetings an official report is to be issued reviewing the course/s concluded and pointing out ways of improvement and adjustment. Course and tutor resources are to be reviewed.

5. The MRCB is also entrusted with monitoring and improving the development of the Institute's strategy, quality objectives, policy formulation and their updating. A yearly appraisal and report is to be compiled and issued to the MIPP Executive Committee at least once before the Annual General Meeting. This report is to outline its findings and point out ways of improving the Institute's running and management.

6. The MRCB needs to evaluate and give due consideration to the feedback from students and stakeholders both at the proposal and approval stages of new accredited courses. The MIPP Questionnaires are an important part in this process and need to be assessed and reviewed.

REVISIONS, REFUNDS, REFERRALS:

7. Should a Learner request a **Revision of Assessment**, this can be done through official MIPP channels. A fee of €25 is to be paid on application for this 2nd assessment. Should this revision be in favour of the Learner, this fee will be refunded. Prior to this, the Learner can also discuss his representation with the MIPP appointed Internal Verifier at no cost.

8. Learners and/or tutors who might have any comments or complaints on any aspect of the running of the Award/Course must file their communication in writing to the Board Chairman. Comments can be on tutors, fellow students, intolerance, discrimination or fraud of any kind. Such issues will be reviewed by the same 3 member independent Board responsible for revision of assessments.

9. In accredited courses, should a Learner's submission be incomplete by the initial announced final deadline, the Learner, in justifiable circumstances, may be granted a **Referral**. Such Referrals will be of one month duration from the original final submission deadline date. The MIPP Courses Review Board will study each Referral request and recommend if this is justified or not.* In all such cases, and if the subsequent work is deemed to be of the required level, the Learner can only obtain a pass mark. An administrative fee of €25 is to be paid to MIPP by the Learner. Failure to submit all work required by the referral deadline will automatically fail the Learner and will forfeit the administrative fee. However, should the MCRB feel that there is justifiable reasons to refund this fee, the MCRBs recommendations will be adhered to.

All such representations are to be addressed to The Chairman, Independent MIPP Courses Review Board at courses@mipp-malta.com.

* Justifiable circumstances are deemed to be those beyond the control of the Learner. It is also to be gauged whether the Learner did his/her best to surmount such circumstances during the course. The involvement and will to learn of the Learner is an important factor in deciding if such circumstances are justified.