*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 a 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. This board shall be convened prior to the commencement of each MIPP accredited Award/course.

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.

The *MIPP Courses Review Board* is also tasked with reviewing the running of the courses as well as give regular input and suggestions for improvement. The Board’s meetings must be recorded and the Board is to at least convene twice a year in order to issue a studied report on each accredited MIPP Award. At any time during the courses, Board members and/or the verifier are allowed to attend without any prior notice given to tutors/committee.

**Notes:**

1. 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 verifier at no cost.

2. Learners 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.

3. 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 €50 is to be paid to MIPP by the Learner. Failure to submit all work required by the referral deadline will automatically fail the Learner. All such representations are to be addressed to The Chairman, Independent MIPP Courses Review Board at courses@mipp-malta.com.

 

MIPP v.1/2018