

Student Agreement

1. This agreement shall govern the relationship between Training Three Sixty with license number 2022-0.12, hereinafter referred as 'the educational institution' and **xxx, ID number xxxx**, hereinafter referred to as 'the student'. By accepting an offer to study at the institution and by completing the process of registration and enrolment, the institution and the student are agreeing to abide by the terms of this agreement.

2. The terms of this agreement will become effective upon registration and payment to the institution of the fees for the educational programme quoted in Clause 3.

i. The educational programme

- ii. Name of the educational programme: xxxx
- iii. Awarding Body: Training Three Sixty
- iv. EQF/MQF Level: MQF level 5
- v. Number of credits: xx ECTS
- vi. Duration: xx contact hours
- vii. Commencement date: xxxx
- viii. Termination date: xxxx
- ix. Hours of Total Learning: xxx
- x. Mode of Delivery: xxx
- xi. Mode of Attendance: xxx
- xii. Language of Instruction: English
- xiii. Addresses where the programme will be delivered: Online, a calendar invite will be sent
- xiv. Entry Requirements for the educational programme:
 - ✓ Students registering for this course generally require qualifications at EQF/MQF level 4. This can be in form of at least 3 O' Levels and an Intermediate or an A' Level, ideally related to Business Studies.
 - ✓ For students over 23 years of age, the maturity clause applies
 - ✓ Applicants need to have a basic qualification in the English language applicable at MQF level 3. Alternatively, adult learners can provide a school leaving certificate and show evidence of language competency in English, or undergo an English language test with us.
 - ✓ Adult learners must also have a basic competency in ICT, since this course is delivered 100% online
- xv. Structure of the programme:

Adult learners are required to complete all 4 compulsory modules (10 ECTS) to fulfil the requirements of completion for this Award in Human Resources Management at MQF Level 5.

The 4 Modules are:

 - a. Recruitment, Reward and Retention
 - b. HR Operations
 - c. HRM Strategy
 - d. Legal aspects related to HR
- xvi. The intended learning outcomes:

By the end of this course, the learner will be able to:

 - ✓ Develop research skills to identify and apply relevant data to support them in designing and implementing Human Resource policies and practices.

- ✓ Apply their natural intuition, logical analysis, creative and other analytic abilities in problem solving and transfer of knowledge to different HRM situations.
- ✓ Identify and apply most appropriate communication style depending on the scenario and parties involved As a result, learners will be better able to communicate HRM strategy and develop beneficial collaborations with employees and other departments.

xvii. The teaching, learning and assessment procedures:

After each module, learners are assessed through different assessment tools generally available in the educational sphere.

Adult learners are either given a case study to be examined in class, a Self Study, or a written/multiple-choice assignment. All 4 modules together carry 60% of the final work. Learners writing an essay would be required to present at least around 600 words.

The final assessment involves a 3-hour written paper, with 8 questions, covering all areas of the syllabus. It will have four different sections, each section on each module.

Adult learners will be presented with 8 questions, two on each module. The learners are required to answer one question from each section (4 questions in all). Answers are expected to be around 600 words but quality is always an essence. The formal challenge exam at the end of the course carries 40% of the final mark.

xviii. Academic qualifications leading to a regulated profession

The Malta Further and Higher Education Authority (MFHEA), which is the national authority that accredits all further and higher education institutions in Malta, has fully approved Training Three Sixty as a Further and Higher Training Institution

The certificate accreditation is in line with the Bologna Process, which is a higher education cooperation initiative that brings together 49 nations (including Malta) in the so-called "European Higher Education Area". All signatories must agree to use a common credit system (ECTS) to facilitate mutual recognition of study programs and to work together to assure quality assurance.

Your certificate will be legally recognized all across the world.

xix. The grading system:

Marks Obtained	Grade
100 – 70	Distinction
69 – 60	Merit
59- 50	Pass
49 -0	Fail

xx. The educational fees:

- ✓ Course fee: €xxx
- ✓ Option to pay by instalments, at no interest fee!
- ✓ Apply for the Get Qualified Scheme, and claim 70% back!

Pro rata payment for each module need to reach Mr xxxx, by Revolut on number: xxxxx unless you have opted to pay for the course in full, as stated on your application form.

3. Cancellation and Refund Procedures

Training Three Sixty has a policy in place to secure refund for students who need to exit the course.

Pro-rata refunds in the form of a non-transferrable credit note, is issued to students who decide to exit the course for a good and sufficient cause backed by evidence, which needs to be accepted by Training Three Sixty.

All courses are subject to availability, and there is no guarantee that the course will be offered within the same year.

This agreement does not preclude the student from taking further action under the Consumer Affairs Act (Cap378 Laws of Malta)

4. Duties of the Educational Institution

The educational institution shall: -

- (i) Provide to the student the teaching, assessment and other educational services for which the student is enrolled and the educational institution shall take all the steps which are reasonably in its power to provide these educational services in accordance with the terms of this agreement.
- (ii) Guarantee the students' rights, including the right to obtain assessment results upon the student having completed all the necessary assessment requirements of the programme or parts thereof.
- (iii) Advise the intending overseas students of their duty to furnish the educational institution with any change in their contact details, which include their residential address and telephone number in Malta as well as a contact address overseas, following the completion of their studies.

5. Duties of the Student

The student shall: -

- (i) Disclose to the educational institution full and accurate academic and personal information as required for applications for admission, registration, and enrolment purposes.
- (ii) Inform the educational institution if there is any change to the academic or personal information that was provided at admission, registration or enrolment stage as soon as is reasonably practicable.
- (iii) Fulfill all the academic requirements of the educational programme; including participating in lectures/tutorials or other guided-learning activities, submitting coursework/assignments on time, participate in course-related activities and adequately prepare and sit for examinations/assessment.
- (iv) Abide by any statutes, regulations, rules and policies which are in place in the educational institution, and which apply to students.
- (v) Overseas students shall furnish the educational institution with any change in their contact details, which include their residential address and telephone number in Malta as well as a contact address overseas, following the completion of their studies.

6. Institution's Default Clauses

The institution is in default and hence obliged to refund the student with the tuition fees which have been paid, when: -

- (i) The educational programme does not start on the agreed starting day;
- (ii) The educational programme ceases to be provided at any time after it starts but before it is completed;
- (iii) The educational programme is not provided in full to the student due to a condition or restriction imposed on the educational institution by the Authority in accordance with the regulations in S.L607.03 or due to the revocation, by the Authority, of the applicable license or accreditation in accordance to S.L.607.03.
Provided that where the intending student or the student has withdrawn from the programme before the day on which such circumstances arise, the educational institution shall not be deemed to be so in default
- (iv) The educational institution fails to issue all examination and other assessment results to the student upon the student having completed all the necessary assessment requirements of the programme or parts thereof.

7. Student's Default Clauses

The student is in default and hence not eligible for a refund of tuition fees and any other expenses:

- (i) When the student withdraws from the programme either before or after the agreed starting day.
- (ii) Where the student not having previously withdrawn from the programme, fails to start the programme on the agreed starting day.
- (iii) Where the student fails to pay an amount they were directly or indirectly liable to pay the educational institution in order to undertake the programme.
- (iv) Where the student breaches a condition on the student visa.

8. Dispute Resolution Clause

The educational institution and the student shall attempt to resolve any dispute by following this procedure:

Training Three Sixty takes all student concerns, whether formal or informal, extremely seriously and handles them quickly and efficiently and addressed in the strictest of confidence.

If a student has a complaint or appeal, it must be made in writing and addressed to the Head of Institute through email on: trainingthreesixty@gmail.com

Students can also talk to their Training Three Sixty Tutor about any non-academic concerns they're having.

When a complaint is received an acknowledgement by email is issued, and normal complaints are addressed with immediate action.

This agreement is governed by Maltese Law and does not preclude the parties from seeking other legal remedies provided under the Laws of Malta.

9. Data Sharing Clause

In accordance to article 5 of the Further and Higher Education Act (CAP 607 Laws of Malta) and without prejudice to the data protection provisions established by virtue of Regulation (EU) 2016/679 (the General Data Protection Regulation (GDPR), Training Three Sixty shall grant access to the Malta Further and Higher Education Authority (MFHEA) to the information collected through this student agreement. The data shall be transmitted to the Authority within a reasonable time from when it was requested and shall be used by the Authority in pursuance of its functions.

Signature

Signature

xxxxxx _____
Head of Institution's name

Student's Name

Date

Date