

This agreement shall govern the relationship between Malta ICOM Educational, hereinafter referred to as 'the educational institution' and (name of the student with Identity card number), hereinafter referred to as 'the student'. By accepting an offer to study at the institution and completing the registration and enrolment process, the institution and the student agree to abide by the terms of this agreement. The terms of this agreement will become effective upon registration and payment to the institution of the fees for the educational programme of study.

Student name:

Student ID number:

Student address:

1. NAME OF EDUCATIONAL PROGRAMME

2. AWARDING BODY

3. NUMBER OF CREDITS

4. EQF/MQF Level

5. DURATION IN YEARS

As a full-time undergraduate student, you must complete your four-year full-time degree within six years of registration. On other courses, if the usual duration of your course (full-time or part-time) is one year, you must complete your degree within two years. If the usual duration of your course (full-time or part-time) is two years, you must complete your degree within four years. This period includes periods of suspension, interruption of studies and withdrawal from Malta ICOM Educational.

For students that switch between part-time and full-time modes of study, their maximum period of registration shall be calculated on a pro-rata basis to the full-time equivalent. Switching between part-time and full-time study modes is subject to the necessary availability and approvals.

6. START DATE

7. END DATE

8. TOTAL HOURS

9. MODE OF DELIVERY

10. LANGUAGE OF INSTRUCTION

11. ADDRESSES WHERE THE PROGRAMME WILL BE DELIVERED

12. ADDRESSES WHERE PLACEMENTS/ CLINICAL TRAINING WILL BE DELIVERED

13. ENTRY REQUIREMENTS

The entry requirements for your chosen course are detailed on the website and/or in the conditions stated in your offer letter. Please review these requirements to ensure that you are eligible for entry to your chosen course. Suppose you are found not to have all the relevant entry requirements. In that case, Malta ICOM Educational has the right to withdraw its offer to you, or if you have begun your course of study, Malta ICOM Educational has the right to withdraw you from the course.

14. STRUCTURE OF PROGRAMME

15. THE INTENDED LEARNING OUTCOMES

16. THE TEACHING, LEARNING AND ASSESSMENT POLICIES

17. ACADEMIC QUALIFICATION LEADING TO REGULATED PROFESSION

- i. Fitness to practise
If you are applying for a course that leads to registration with a professional body (e.g., osteopathy or physiotherapy), once you have received an offer, you may be contacted regarding certain health and immunization criteria and your place may be conditional upon your suitability.
- ii. Adherence to the Fitness to Practise Standards is an ongoing requirement throughout your enrolment at Malta ICOM Educational and any change in your circumstances that may affect your Fitness to Practise should be declared to Malta ICOM Educational, may be investigated in accordance with the Fitness to Practice Standards, and could result in you being withdrawn from your course.

18. THE GRADING SYSTEM

19. THE EDUCATION FEES

- i. For undergraduate students beginning their studies between September 2022 and August 2023, Malta ICOM Educational will charge the tuition fees that are stated in your offer letter, on the course webpage and in the prospectus for the first year of study.
- ii. It is your responsibility to pay any deposit and your fees on time and in the full amount as stipulated in your offer letter. Malta ICOM Educational has the right to withdraw its offer of a place to study if you fail to pay any deposit owed before you commence your studies.
- iii. Malta ICOM Educational further has the right to impose sanctions potentially leading to it preventing your progression to the next year of study and/or your withdrawal from study if you fail to pay your tuition fees once you are a student at Malta ICOM Educational. Where there is an outstanding tuition fee debt, Malta ICOM Educational reserves its right to withhold evidence of your award and/or to take legal action against you. If you fail to pay any other (non-tuition fee) sums you owe to Malta ICOM Educational, the institution reserves the right to take action to recover those sums, and in certain circumstances taking legal action to recover debts owed.

20. CANCELLATION AND REFUND POLICY

- i. Once you have accepted your offer of a place at Malta ICOM Educational you have 14 days in which to cancel your acceptance (“the Cooling Off Period”) and you can do so for any reason. To exercise the right to cancel, you must inform Malta ICOM Educational of your decision to cancel this Contract by a clear statement. Malta ICOM Educational will accept notice of cancellation sent by email to segreteria@icomedicine.com
- ii. If you cancel your acceptance within the Cancellation Period, any fees paid by you to Malta ICOM Educational will be refunded in full. Malta ICOM Educational will process refund payments in accordance with Malta ICOM Educational Refund Policy.
- iii. This agreement does not preclude you from taking further action under the Consumer Affairs Act (Cap 378 Laws of Malta).

21. WITHDRAWAL PROCEDURE

22. Malta ICOM Educational OBLIGATIONS

- 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. Provide formal, clear, and fair procedures for handling student issues in relation to appeals from the result

- iv. 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.

23. STUDENT OBLIGATIONS

- i. Disclose to Malta ICOM Educational full and accurate academic and personal information as required for applications for admission, registration, and enrolment purposes.
- ii. Inform Malta ICOM Educational 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. Fulfil all the academic requirements of the educational programme, including participating in lectures/tutorials or other guided-learning activities, submitting coursework/assignments on time, participating in course-related activities, and adequately preparing and sitting for examinations/assessments.
- iv. Abide by any statutes, regulations, rules, and policies which are in place at Malta ICOM Educational, and which apply to students.
- v. Overseas students shall provide Malta ICOM Educational 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.

24. Malta ICOM Educational DEFAULT CLAUSE

If any of the events below occur Malta ICOM Educational will be default of the student contract agreement:

- i. The educational programme does not start on the agreed starting day or on the day agreed with all the students enrolled for the course, after being adequately informed with the valid reasons for the delayed start.
- 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 to the student, according to local or foreign licensing and accreditation terms and conditions, due to a condition or restriction imposed on the educational institution by the Authority in accordance with the regulations in S.L.607.03 or due to the revocation, by the Authority, of the applicable license or accreditation in accordance to S.L.607.03.
- 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.

When the educational institution is in default, the agreement will be terminated and the student will, where applicable, be refunded the tuition fees which would have been paid up to that day and any other expenses, such as travel and accommodation expenses, incurred for the purpose of studying in Malta.

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.

25. DEFAULT CLAUSES FOR STUDENTS

If any of the circumstances below occurring, the students shall be deemed to be in default of their student contract agreement in relation to the educational programme they are enrolled in:

- i. Where they withdraw from the programme either before or after the agreed starting day.
- ii. Where not having previously withdrawn from the programme, they fail to start the programme on the agreed starting day.
- iii. Where they fail to pay an amount, they were directly or indirectly liable to pay the licensed educational institution to undertake the programme.
- iv. Where they breach a condition on their student visa.

When the student is in default, the agreement will be terminated, and the student will not have the right be refunded the tuition fees which would have been paid up to that day.

26. Dispute Resolution Clause

The educational institution and the student shall attempt to resolve any dispute by following this procedure (explain the process by which both parties intend to resolve any dispute which may arise from the agreement). This agreement is governed by Maltese Law and does not preclude the parties from seeking other legal remedies provided under the Laws of Malta.

27. 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)), Malta ICOM Educational 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

Head of Institution's name

Date

Signature

Student's Name

Date