

Student Agreement Template



GC Academy Limited

Individual student contracts and programme information

Revision date 9 September 2026

Institutional approval pending

Refund terms awaiting confirmation before issue

This template sets out the relationship between GC Academy and each student. The completed agreement identifies the approved programme, fees, study requirements, services and the rights of both parties. It includes recording arrangements, withdrawal and default protections, complaints, appeals and personal-data provisions. Both parties sign the completed agreement before any payment and before programme commencement.

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Purpose and responsibility

This controlled template is completed for each student. Sections 3.4 to 3.9 provide the current BA in Media and Communication study terms and apply only when that programme is identified in the agreement. Use for another programme requires its own approved learning schedule and a consistency review before issue.

The Head of Institution verifies academic particulars and the programme schedule. Administration checks student information, supplied documents and signature records. The Director of Operations confirms financial terms and authorised execution. QA checks consistency with A12, A10 and published information. Institutional approval and the effective version are recorded separately from this revision date.

Resolve the outstanding commercial refund choice in section 4 before issuing this template. No fee, licence, programme accreditation or completed signature is established by a blank field. The appendix sets the preparation and issue checks; it does not record their completion.

Approval reference and date: _____

Effective version and review date: _____

Read the template with the identified A12 Student Learning Agreement, approved programme specification, A10 Tuition and Refund Policy, A18, A1, A2, A3, A4, A23, A24 and the AI and Generative AI Guidance for Staff and Students. A5 and A25 govern relevant privacy and student-record arrangements. The actual versions supplied are recorded before signature.

Regulatory reference: MFHEA Student Agreements guidance and S.L.607.03, regulations 26 to 29.
<https://mfhea.mt/student-agreements/>

Parties and formation of the agreement

1 Parties

GC Academy Limited, referred to as the Academy, enters into this agreement with the student identified below. The Academy remains responsible for the services and academic obligations it undertakes, including where an academic, recruitment or technology partner contributes.

Agreement identifier and issued version: _____

Current registered address: _____

Current institutional licence number: _____

Authorised Academy representative and role: _____

Student full name: _____

Student identifier and passport or ID reference: _____

Student email and telephone: _____

Student residential address: _____

Additional contact address where applicable: _____

2 Formation and commencement

Both parties sign the completed agreement before the student, or anyone acting directly or indirectly on the student's behalf, makes any payment to the Academy and before the programme begins. Admission and payment arrangements are communicated in advance; a payment, account registration or an agency recommendation does not replace the Academy's admission decision or the signed agreement.

The agreement consists of these completed terms and the programme and financial schedules expressly identified and supplied with it. The student can review the complete information, seek clarification and request an accessible format before signing. The Academy supplies the student with the signed version and retains the same version in the student record.

When A12 is supplied, its programme particulars and overlapping conditions must agree with this template and the approved fee policy. The Academy resolves any discrepancy before signature. A later LMS edit or policy upload does not silently replace a signed agreement; material changes follow the applicable approval and contractual process and are communicated to the affected student.

Programme particulars and schedules

3 The educational programme

Complete every applicable field from the approved programme record. Supply the full identified specification and schedules with the agreement before signature. A future upload or general website link does not replace that information.

Programme title: _____

Awarding body and accreditation reference: _____

MQF and EQF level and number of ECTS credits: _____

Normal duration and mode of attendance: _____

Agreed commencement date and cohort: _____

Scheduled completion date: _____

Total learning hours: _____

Mode of delivery and delivery location or platform: _____

Language of instruction and assessment: _____

Entry requirements and individual admission record: _____

Intended learning outcomes and specification reference: _____

Teaching learning and assessment schedule reference: _____

Grading and qualification requirements reference: _____

Educational fees and financial schedule reference: _____

Module allocation and approved timetable reference: _____

3 1 Programme information supplied

Supply the full programme details referenced above, including resource requirements and actual support routes. Verify GC Engine data against approved sources before releasing the agreement for signature, following the appendix checks.

3 2 BA programme particulars

The Bachelor of Arts in Media and Communication revision specifies MQF/EQF Level 6, 180 ECTS, three academic years, six semesters and 4,500 learning hours. It is full-time, fully online and in English, with 30 compulsory modules and no mandatory internship or electives. The registered address is not a teaching attendance requirement.

3 3 BA learning schedule

Supply A12 and the approved specification with its nine learning outcomes, module assessment weights and timetable aligned with application Section C5: 30 ECTS per semester. An exit award requires specific academic and MFHEA approval before inclusion; a revision date does not establish approval.

BA assessment and academic achievement

3 4 Assessment information and marking

The approved module brief and rubric are provided at the start of the module and before assessed work begins. They specify the learning outcomes, task, method, component weights, criteria, individual evidence, format and length, permitted resources and AI use, deadlines, presentation arrangements, feedback, reassessment and routes for mitigation and appeal.

Assessment includes essays, case studies, applied or practical projects, presentations and examinations, as allocated in the attached approved module schedule. The Academy checks that direct evidence demonstrates knowledge, analysis, critical thinking, application and relevant practical skills at Level 6. LMS access or participation data does not substitute for achievement of learning outcomes. A generic test length or quiz limit does not replace the approved module brief.

Each required assessment component must achieve at least 51%. Where a module has components weighted 60% and 40%, both must independently pass; a high result in one does not compensate for failure in the other. Module marks use the approved component weights. The approved grading and qualification requirements are supplied with this agreement.

A second suitable academic reviews tasks and criteria before release. Marking, second assessment and moderation follow A18. Students receive constructive feedback within ten working days of submission. The Board of Examiners validates official results and progression. Corrections retain the original result, authority, reason and date in the student record.

3 5 Three total assessment opportunities

The student has a maximum of three total formal attempts per assessment: the initial attempt and two further resits or resubmissions. Formative practice quizzes do not consume formal attempts. The published assessment arrangements identify the unsuccessful component, reassessment task and date, existing attempts and any authorised adjustment. A passed assessment is not repeated merely to improve its mark unless the applicable approved rules provide otherwise.

Illness, disability-related needs, technical disruption or other mitigating circumstances are considered on the available evidence through the authorised academic procedure. Report difficulties promptly and retain relevant records. A support message, interruption, module repetition or appeal does not itself grant extra attempts, waive a pass requirement or reset the record.

3 6 Collaboration and the Final Project

Where the approved task involves group work, the brief explains the shared output, each student's attributable contribution, individual reflection or questioning and the marking of individual achievement. A group product or peer score alone does not demonstrate every student's competence.

The 12 ECTS Final Project in semester 6 is an individual capstone with at least three scheduled supervision consultations. Its written study, project evidence and oral presentation or defence are assessed as one combined component worth 100%, with a 51% pass mark. Students receive the approved supervision, submission, defence and review arrangements in advance; a generic six-minute presentation rule does not determine the Final Project defence.

BA progression interruption and return

3 7 Module completion period

The 12-month completion period runs from the recorded registration date of the individual module. It is not a requirement to complete the three-year degree within 12 months of first programme registration. Administration communicates and records each module's registration date, completion deadline and any authorised amendment.

If a module remains incomplete at expiry, the competent academic authority reviews the affected record, remaining assessments and relevant circumstances under A18. Any lapse or required repetition concerns that incomplete module. It does not, for that reason alone, cancel credits achieved in other completed modules or require the student to restart the whole degree.

An extension, revised assessment date or other exception requires a recorded authorised decision. It states the applicable deadline and effect on attempts and results and is communicated to the student. Re-enrolment or a return to study does not automatically restart the module's completion period or create a fresh set of attempts. The agreement creates no new overall maximum study duration or unconditional lifetime validity of credit.

3 8 Inactivity and supportive review

The LMS supports early identification of reduced participation and missed commitments. Administration and academic staff contact the student, offer relevant academic or technical assistance, document follow-up and issue a warning where non-engagement continues. The central student record links the contact, response, support, escalation and resulting decision.

After 90 calendar days of inactivity, and prior documented contact and warning, the Academy reviews enrolment status. This is a review threshold, not automatic expulsion. The review considers the student's explanation, relevant circumstances, approved interruption or adjustments and the support provided. An LMS alert alone cannot terminate enrolment.

Any proposed termination is considered through the applicable institutional procedure. The student receives written notice of the decision, reasons, effective date and applicable appeal route and deadline. An academic progression decision follows A18 and A1; an allegation of misconduct follows A4. Inactivity is not automatically an integrity offence.

3 9 Returning in the next semester

A student who has an approved interruption can rejoin the programme in the following semester with academic and administrative support. The Head of Institution and Student Management agree and record an individual return plan with the student. It identifies completed credits, remaining modules, actual teaching and assessment opportunities, existing attempts, deadlines, support needs and any effect on the expected graduation date.

Returning in the next semester does not guarantee that every missed module is redelivered immediately or that the original graduation date remains unchanged. The Academy explains the available sequence before return and records authorised adjustments. The student receives a copy of the confirmed plan and reports any difficulty in carrying it out.

Module deadlines, inactivity review and the normal six-semester programme duration are separate rules. None of them permits an automatic full-programme restart or an unrecorded reset of assessment attempts.

Fees withdrawal and refunds

4 Financial terms and withdrawal

The Academy completes the approved financial terms below before signature and before any payment. The student receives the same terms in A10, A12 and the published programme information. Identify every compulsory charge, its due date and refund treatment; mark a charge as not applicable where none is approved.

Total programme tuition and currency: _____

Registration and other compulsory charges: _____

Included services and any additional module costs: _____

Instalment amounts and due dates or attached schedule: _____

Approved financial schedule version and attachment: _____

Refund and payment enquiry contact: _____

Only the disclosed and agreed charges apply. A third-party payment does not change the student's contractual rights. Any scholarship, discount or financial assistance is included only if an actual approved arrangement applies to this student; the agreement does not promise an unspecified scheme.

WITHDRAWAL TERM AWAITING CONFIRMATION. The existing A12 and Student Agreement Template provide a tuition refund before the agreed starting day and no contractual tuition refund for voluntary withdrawal from that day. A10 instead provides 100% within 14 calendar days after the start and 50% within the first 25% of the programme. These conflicting commercial terms require an institutional choice and reconciliation before this agreement is issued or signed. This draft does not select either rule or establish a new entitlement.

4 1 Request and decision

Send a written withdrawal or refund request to the confirmed contact above. Identify the student, programme, agreed starting day, date of withdrawal, payments made, reason for the request and available supporting documents. Administration records receipt and routes the financial decision. The Academy confirms the applicable rule, calculation, amount and reasons in writing.

The A10 administrative targets are a refund decision within ten working days of the request and payment of an approved refund within thirty working days after the decision, normally through the original payment method unless otherwise agreed. Any exceptional-circumstances consideration follows the approved A10 terms and is recorded; a request alone does not establish an entitlement. A disputed decision follows the complaints and legal-remedy provisions in section 9.

No withdrawal clause removes the protections for institutional default or the student's right to take further action under the Consumer Affairs Act, Chapter 378 of the Laws of Malta, or another applicable mandatory provision.

Institutional and student responsibilities

5 Duties of the Academy

The Academy provides the agreed teaching, assessment and educational services, taking the steps reasonably within its power to deliver them. It retains academic, assessment and award responsibility when partners or technical providers contribute.

Students receive their results after completing the necessary assessment requirements of the programme or relevant part. The Academy provides current policies and support routes, communicates academic decisions and maintains accurate confidential records.

The Academy provides equal opportunities and addresses discrimination, harassment and unfair treatment under A23. Students can request reasonable adjustments. Staff agree, record, implement and review support without changing the assessed outcomes. Administrative and academic support is distinct from professional psychological counselling; external-support information reflects actual arrangements.

LMS orientation explains access, submission, communication, administration and technical support. Enquiries have a first-response target of 24 hours during business hours, followed by action or referral as needed. Resolution can take longer. Complaints and appeals follow section 9 deadlines.

6 Duties of the student

The student supplies accurate information for admission and enrolment and promptly reports relevant changes, including contact details. Overseas students keep the Academy informed of their applicable address and telephone details in Malta and contact address overseas, including relevant changes following completion. The student meets the approved learning and assessment requirements, follows notified policies, pays agreed charges and treats others respectfully.

Use only an authorised personal account, protect credentials and resources, respect confidentiality and intellectual property, and report technical or access difficulties promptly. Students remain responsible for their work and for identifying their own contribution to collaborative assessment. Unauthorised sharing, impersonation, plagiarism, fabrication and prohibited assistance are handled through the applicable procedure.

6 1 Integrity and AI use

Read and acknowledge the current A3, A4, A1, A23 and AI and Generative AI Guidance for Staff and Students. The approved assessment brief specifies permitted assistance, prohibited uses and the required task-level declaration. General acknowledgement of the AI guidance or A3 does not replace an assessment-specific declaration. Check sources and outputs and do not upload confidential or personal information to an external tool without authority.

A similarity score, AI flag or proctoring alert is an indicator for human review, not proof of misconduct. A negative result does not prove originality. Under A4, the student receives the allegation, relevant evidence and an opportunity to respond before formal referral. Three independent academic voters, including a senior academic chair, decide by majority; the original assessor or referrer does not decide the case. QA provides non-voting procedural support and the Head of Institution implements the authorised outcome.

Only sanctions authorised by A4 apply. A3 acknowledgement creates no separate suspension or external-reporting power and waives no response or appeal right. Any authorised resubmission or appeal remedy states its effect on existing attempts; it is not an automatic fourth opportunity.

Recordings participation and digital use

6 2 Recording categories under A24

Prepared lecture recordings are continuing programme learning materials. They remain available to the relevant students and are reviewed, updated or replaced; they are not automatically deleted at semester end.

Semester webinars provide interactive tutor support to the relevant cohort. Their recordings focus on the tutor, presentation and teaching materials. Eligible students can download them and keep them permanently for personal educational use. They must not redistribute, republish, sell, use them commercially or share them outside the authorised cohort. The LMS copy is removed at semester end and before the next cohort's learning area is prepared. This does not remove permitted copies already downloaded.

Other online teaching activities are not routinely recorded. Meetings, interviews and administrative events are recorded only for a defined purpose, with appropriate notice, informed consent and privacy arrangements. They do not carry the webinar download permission. Assessment presentations, identity verification and proctoring evidence follow their separate approved assessment and privacy procedures.

6 3 Notice consent and participation choices

Students receive recording information before the activity and again when recording begins. The notice states the purpose, what is captured, intended viewers, access and download rights, retention or removal point, participation alternative and privacy contact. The tutor explains the permanent personal-download permission before seeking agreement to include an identifiable student contribution in a webinar.

Ordinary webinar participation does not require the student to activate a camera or microphone. Including an identifiable image, voice, name, chat or screen contribution requires informed, voluntary and documented consent for the stated use. Joining the session, remaining silent, accepting this agreement or signing A3 is not that consent. Refusal does not attract a webinar participation penalty.

The tutor provides a genuine way to contribute without being identifiable in the recording, such as an anonymised question, a recording pause or a non-recorded follow-up. Switching a camera off is insufficient if a name, voice or chat remains identifiable. An accidentally captured contribution is restricted from release until appropriately removed or anonymised and checked.

Identity or assessment requirements are explained separately in advance, with the relevant support or adjustment route. A choice about webinar recording does not itself waive an approved assessment requirement. Photography, television, publicity or other promotional use requires a separate, specific choice; this agreement grants no blanket permission to film or identify the student for the duration of the contract.

6 4 Privacy ownership and concerns

Consent-based processing can be withdrawn through the contact in the notice as easily as consent was given. Earlier lawful processing is not undone. The Academy addresses institutional copies and required recipient action under A5 and A24; it cannot promise technical recall of every downloaded copy. Permitted downloading does not remove privacy rights.

Student submissions remain the student's intellectual property. Anonymous use for internal quality assurance requires consent under A24; teaching, publication or commercial reuse needs the relevant separate permission. Routine assessment and required record keeping use their notified arrangements. Respect the rights and licence conditions attached to Academy and third-party learning resources.

Default and protection of student rights

7 Institutional default

The following institutional-default protections are separate from the rules for voluntary withdrawal. The Academy is in default where the programme does not begin on the agreed starting day; where it ceases after starting but before completion; or where an MFHEA condition, restriction or revocation of the applicable licence or accreditation prevents full provision to the student. The relevant default does not arise for a student who withdrew before those circumstances occurred.

The Academy is also in default if it fails to issue the examination and other assessment results to which the student is entitled after completing all necessary assessment requirements of the programme or the relevant part. A financial or administrative dispute does not remove the right to results protected by the applicable regulations.

Where the Academy is in default, the student receives the tuition fees paid and the applicable expenses incurred for the purpose of studying in Malta, if any, as provided by the institutional-default terms and applicable requirements. A student studying entirely online does not thereby acquire a travel or accommodation expense that was never incurred. The student supplies available evidence of relevant expenditure and payments; the Academy records the calculation and written outcome.

The section 4 request procedure applies to the administration of a refund. The Academy identifies the default, affected provision, student's position and remedy in writing and explains any continuity arrangement under A14. A proposed alternative arrangement is not represented as agreed until the student's actual position and the applicable requirements have been addressed.

8 Student withdrawal and default

Student default includes withdrawal, failure to begin on the agreed starting day without prior withdrawal, and failure to pay an amount due under the completed agreement. Any applicable student-visa condition is considered only where relevant to the individual student; online enrolment is not a representation that the programme confers a visa entitlement.

The financial consequence is determined by the agreed section 4 terms and any mandatory rights. Withdrawal before commencement retains the stated pre-start tuition-refund protection. Calling an event student default does not remove institutional-default protection or create an undisclosed charge. Any non-tuition charge and its treatment must be specified in the completed financial schedule.

Academic failure, inactivity, approved interruption and misconduct have their respective progression or disciplinary procedures. Administration does not treat a support flag or an allegation as a completed termination decision. The student receives the applicable notice, reasons and review or appeal information.

Limits and remedies

No general limitation to the online course fee overrides the Academy's express institutional-default obligations, the applicable reimbursement of expenses or mandatory statutory and consumer rights. This agreement does not prevent either party from seeking another available legal remedy.

Complaints appeals and personal data

9 Resolving a dispute

The parties seek good-faith resolution where appropriate. Maltese law governs the agreement, which is interpreted in English. Institutional procedures do not prevent action under the Consumer Affairs Act or other available legal remedies.

9 1 Complaints and grievances

General service, financial and administrative complaints follow A2 Complaints and Grievances Procedure. Where appropriate, seek informal resolution within ten working days of the incident. Submit a formal complaint to QA within twenty working days. A2 specifies acknowledgement within five working days, investigation within fifteen and a written outcome within five after investigation. Appeal within ten working days to a senior reviewer not previously involved.

Use the formal route when informal contact is inappropriate, and the A23 unconflicted alternative for a concern about the usual contact. Students can seek support and representation without retaliation. Staff clarify mixed routes and preserve applicable deadlines.

9 2 Academic appeals

A1 Academic Appeals Procedure covers assessment, progression and mitigation decisions. Submit a formal appeal within ten working days of notification through the published LMS route or confirmed alternative contact. Grounds include procedural error, unfairness or bias, relevant new evidence and inadequate consideration of mitigating circumstances. For A4 decisions, an unsupported finding or disproportionate sanction can also be challenged.

For an ordinary assessment matter, prompt tutor clarification can assist, but it does not extend the formal deadline or prevent timely submission. An A4 misconduct appeal goes directly to the independent Appeals Panel without an informal stage with the original tutor. Three independent voters decide by majority; previous assessment, moderation, referral, first-instance decision or implementation involvement excludes a person from deciding the appeal.

The student receives a reasoned written outcome within fifteen working days of formal receipt; exceptional delay is explained with a revised date. A1 remedies include authorised correction, independent re-marking, reassessment or reconsideration of mitigation or progression. An appeal neither guarantees a higher mark nor automatically creates a fourth assessment attempt. Its authorised effect on deadlines, attempts and results is recorded and communicated.

10 Personal data and regulatory access

Before collection, the Academy supplies A5 Data Privacy and Usage Policy and information about purposes, legal bases, access, sharing, retention and rights. Necessary contractual or regulatory processing is separate from optional consent; acknowledgement waives no privacy rights.

Under Article 5 of the Further and Higher Education Act, Chapter 607, and subject to GDPR, the Academy provides MFHEA access to agreement information required for its functions within a reasonable time of a request. Applicable privacy and student-record controls govern access and retention.

Use the confirmed A5 contact for privacy requests. A5 explains access, correction, erasure, restriction, objection and portability rights, subject to their legal conditions, and complaints to Malta's Information and Data Protection Commissioner. Signing waives none of these rights.

Acknowledgement and signatures

Documents supplied with the agreement

Administration completes the issue record with the actual version or date and direct location of each document supplied before signature. Attach a continuation list if necessary. A link must give the student access to the identified version; a general reference to future publication is insufficient.

Approved programme specification and teaching calendar: _____

A10 Tuition and Refund Policy and financial schedule: _____

A12 and A18 learning and progression documents: _____

A3 Academic Integrity Acknowledgement: _____

A4 Academic Integrity and Misconduct Policy: _____

A1 Academic Appeals Procedure and submission contact: _____

A2 complaints procedure and submission contact: _____

A23 Code of Ethics and Professional Conduct: _____

AI and Generative AI Guidance for Staff and Students: _____

A24 Digital Conduct and Use Policy: _____

A5 privacy notice and monitored privacy contact: _____

Academic technical and access support contacts: _____

Student confirmation

I have received the completed agreement and the documents identified above, including the programme, financial and refund terms and the supplied schedules. I have had the opportunity to ask questions and understand my study obligations and the stated complaints and appeal routes. I agree to these terms and acknowledge receipt of the applicable policies. This acknowledgement is not a task-level AI declaration, recording or publicity consent, or a waiver of statutory, response, appeal or privacy rights.

Student signature or recorded electronic confirmation: _____

Date and electronic record reference if applicable: _____

Academy confirmation

The authorised representative confirms the completed particulars, supplied documents and agreed terms. Administration provides a copy of the signed agreement to the student and retains the actual version, signatories and dates. Neither a prefilled name nor this blank template constitutes a signature.

Authorised representative signature and role: _____

Date and agreement record reference: _____

Preparation and issue record

Appendix A Staff procedure

Administration uses the approved template and programme information. Where GC Engine populates fields, staff verify the inserted values against approved sources before release. Automatic population does not establish approval or successful programme-specific testing.

The Head of Institution checks every programme field and attached specification, including accreditation, assessment, award conditions and timetable. For the BA, verify A12/A18, module weights and Section C5 allocation. Administration confirms admission, student particulars, dates and actual contacts.

The Director of Operations confirms the complete fee and refund schedule. QA checks that A10, A12, the contract and published information state the same terms, that recordings follow A24, and that policy acknowledgement is separate from task-level AI declarations and recording consent. Any missing approval, unresolved refund term or inconsistent field prevents issue for signature until corrected.

Administration gives the student the complete version and attachments, allows clarification and records the two signatures before any payment and programme commencement. Preserve the signed document, supplied versions and dates, and give the student a copy. Record separate permissions only when actually obtained; a general acknowledgement does not create a recording or publicity consent.

Before first use, test the complete programme-specific process with clearly labelled test data: source-field population, preview, attachment access, authorised review, signature sequence, retained version and student copy. Record defects and corrections. A rehearsal is not a student contract or evidence of actual enrolment.

Blank issue record

Complete the following for an actual issue. Link supporting records rather than reproducing sensitive material here. Use a separate record labelled as a test for rehearsals.

Agreement identifier and student record reference: _____

Approved template and programme source versions: _____

Academic data check by and date: _____

Student particulars and admission check by and date: _____

Financial terms and refund decision reference: _____

QA consistency check and resolved issues: _____

Complete version and attachments provided on: _____

Clarification or access issue and resolution reference: _____

Student and Academy signatures and actual dates: _____

Verified signature before payment and start: _____

Signed copy supplied and retained record location: _____

Link actual approval and action evidence. Do not prefill signature, consent or issue dates. A25 and A5 govern access and retention; retain the authority, reason and prior version for changes.