



Learning Agreement

between

**Teduka International Academy,
Valletta Design Cluster, Bull Street, Valletta
Malta**

-hereafter referred to as Teduka-

and

XXXXX XXXXXXXX

-hereafter referred to as applicant or student-

Details of the course of study

Yes, I am applying for the course of study "Doctor of Philosophy

Teduka matriculation number	
Study Program	PhD
Place of attendance	Malta
Awarding Body	Teduka International Academy
Degree	Doctorate
Enrollment semester	NA
Date of agreement	
Commencement	
Hours of total learning and Self-study/research	3904 Hours
Mode of Deliver	FT/PT
Language of Instruction	English



Personal details:

Full name	
Street and house number	
Postal code and city	
Country	
Date of birth	
Phone	
Mobile	
E-mail	



1. Introduction

This agreement is a study contract between **Teduka International Academy**, bearing company registration number C101056, a higher education institution recognized and accredited by the Government of Malta, holding registered premises at the Valletta Design Cluste, Bull Street, Valletta, herein after referred as 'Teduka' and **XXXX XXXX** holder of ID no **XXXXXX** herein after referred as the Student or Applicant.

This agreement is applicable as on the dd of MMr, YYYY

2. Definitions

Study programme means the Doctor of Philosophy

3. Scope of the Agreement.

The aim of the agreement is to regulate the relationship between Teduka and the Student before, during and after the course in Doctor of Philosophy.

4. Duration of Agreement

- a. This study contract is on a full-time/part-time basis (flexible study).
- b. The duration of the contract is for period of thirty-six (36) months/ seventy-two (72) months, which in the case of non-completion of all the study units by the Student, can be extended by a further six (6) months.
- c. Any request of extension by the student shall be in electronic written form addressed to Teduka International Academy Chief Academic Officer or his/her delegate three (3) months prior to the date of termination of this study contract.



- d. Teduka academic management team shall communicate its decision as to whether accept or refuse the request for extension by writing within a month that it is informed by writing of the Student's intention to extend the period of the study programme
- e. A one-time administration fee of €1000 is applicable where the request of extension by the Student is approved and implemented by Teduka.
- f. The decision of Teduka's Chief Academic Officer in regards to the extension is considered as final.

5. Admission

No Student shall be admitted in the course of Doctor of Philosophy if he/she does not meet all of the hereunder requirements: -

- a. Possesses a good command of English Language and either produces a certificate showing a level of C1 in the English language or demonstrates the equivalent level during an oral interview with Teduka.
- b. Possesses an MQF/EQF level 7 full qualification with at least overall Merit obtained from a recognised college/Institute/University in the Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus) followed by an interview which will determine the prospective students' aptitude for doctoral studies;
Or
- c. Possesses a First Class Honours degree obtained from a recognised college/Institute/University in the Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus) followed by an interview which will determine the prospective students' aptitude for doctoral studies;
Or



- d. Possesses relevant publications in referred academic journals in the field of Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus) followed by an interview which will determine the prospective students' aptitude for doctoral studies. Any certificates produced by the Student as per requirements in the preceding clause shall be certified copies.
- e. Teduka reserves the right to impose additional fees to those listed in Clause number 4 of this agreement, for the scope of review of the qualifications provided by the Student.
- f. The Student reserves the right to withdraw from the study contract within four weeks of the notice of postponement.
- g. Teduka reserves the right to refuse admission to the Student.
- h. Any refusal of admission must be informed to the student by means of a letter stating the reason of refusal.
- i. The Student is not entitled to any compensation , if Teduka refuses the admission of the Student based on a reasoned decision.

6. Enrolment

- a. The process of enrollment is through online registration accessible from the Teduka International Academy official web portal.

7. Modality of tuition

- a. The location and timetable of all doctoral seminars and activities will be communicated to the student within the first 2 months of the start of the study programme.
- b. Information on the study programme can be downloaded on the e-learning platform. The e-learning log-in credentials will be provided to the student upon confirmation of enrollment.
- c. The study programme is on a Hyflex basis, consisting of both online face-to-face activities and asynchronous learning phases on the e-learning platform.



- d. The online face-to-face doctoral supervision shall be held via Microsoft Teams which is Teduka's official mode of online communication.
- e. Online supervision is provided on the Teduka's e-learning platform, i.e. Moodle.

8. Tuition and fees

- a. The fees and payment schedule of this Doctoral programme are specified in the attached Financial Annex
- b. The candidate is required to submit progress reports every six (six) months to both the Teduka academic management, demonstrating satisfactory advancement in their research.
- c. Teduka reserves the right to terminate the learning agreement if the candidate fails to meet the financial commitment as set in this learning agreement, academic, ethical, or research standards set by Teduka.
- d. Any misconduct, plagiarism, or breach of Teduka policies may result in immediate suspension of financial support.
- e. Tuition fees are non-transferable

9. Information about the Programme of Study

- a. Structure of the programme

The PhD programme is structured as follows:

- i) Doctoral supporting activities

Throughout the doctoral journey the student will be documenting related activities in the Doctoral logbook. The logbook will be shared with the doctoral supervision team and doctoral committee to assess the progress made by the students and to ensure that specific learning components pertaining to this programme are reached. This must



include: (i) compulsory activities organised by the Higher Education Institute, notably the Doctoral Seminars; (ii) information on the progress of the thesis; (iii) Supervision meetings and notable outcomes; and (iv) other supporting non-compulsory activities which the student may wish to undertake for his/her academic development (e.g. organisation of conferences, publications, delivery of presentation, outreach on research etc.).

Doctoral Progress Biannual Reports:

To ensure continuous evaluation and support for doctoral candidates, Teduka International Academy mandates the submission of a biannual progress report. This requirement serves as a crucial checkpoint in assessing each student's academic and research advancements throughout their doctoral journey. These progress reports must detail the candidate's research activities, milestones achieved, any challenges encountered, and plans for the subsequent reporting period. The report also provides a platform for candidates to reflect on their learning and development, align their objectives with feedback from supervisors, and adapt their approaches as necessary. Supervisors review these reports to offer constructive feedback, ensure that students remain on track with their research timelines, and address any issues that could impede progress.

Doctoral Seminars:

Two doctoral seminars will be organised by Teduka in the first two years of the students' PhD programme:

– Seminar 1 – Reviewing Academic Literature



This kick off seminar will allow doctoral students to: (i) gain a comprehensive understanding of various literature review frameworks and select the most appropriate type for their research; (ii) enhance their ability to critically assess scholarly work and to express complex ideas effectively in writing; and (iii) be better equipped to make informed decisions about research methods and methodologies, considering the strengths and limitations of each approach in the context of their specific research aims.

– Seminar 2 – Doctoral conference

The doctoral student will present his research proposal and their initial phases of the research to the general public and to other academics in his/her field. The aims of this conference are to prepare the PhD student in terms of communication and delivery and ensure that the message that he/she wants to convey is done in the most effective way without losing the audience. The conference will be organised over three days: the first day shall include visual presentations and oral presentation of research topics by doctoral students (using PowerPoint or similar applications); the second day will be dedicated to reflection on the outcome of the first days and discussion on improvements and peer-to-peer evaluation; and the third day the same students will present their research again in the form of a poster taking into account the suggested improvements discussed during the previous day.

– Seminar 3 – Advance research methods and Academic writing retreat

Here doctoral students will attend a three-day activity which will focus on academic writing skills at the use of advance research methods at doctoral level. This will consolidate the learner's knowledge and ensure clarity and high academic standards in the way the written material is presented. The topics that shall be covered include but are not limited



to: (i) structure; (ii) effectiveness of paragraphs; (iii) Employment of reporting verbs and their effective use; (iii) referencing; (iv) qualitative and quantitative methods in doctoral research; and (v) Do's and Don'ts's in academic writing at doctoral level.

ii) Independent learning

Independent learning and self-study and supervision for the thesis (the indicative supervision hours are in the first section, i.e. Hours of Total Learning – this refers to 240 hours of supervision.

(iii) The Thesis

After the introductory seminars, students have regular individual tutorials in which they are given detailed guidance in the development of their topic and in the form and content of their final research.

The student is free to propose their specific topic within the academic discipline, which will be refined and approved during the induction period.

The topic, the form and content of the doctoral thesis must be negotiated with the appointed doctoral supervision team and approved. The purpose of interim submissions is to provide formative feedback through individual tutorials. Interim submissions are required as written drafts but may also include or be supplemented by other forms of presentation.

Students will have access to detailed learning material on the online learning platform. Therefore:



- The module will be delivered through supervision meetings and tutorials when necessary, individually, whereby the purpose of the dissertation is explained, and a direction of research given;
- The student will be exposed to autonomous research skills to enable one complete the task within the time framework allocated;
- Finally, the learning process becomes a more intimate one, where a doctoral supervision team is allocated to each student. It is expected that the student will then carry more self-study sessions with oneself and meet the members of the doctoral supervision team at least once every four weeks.

b. The Intended Learning Outcomes

Knowledge Learning Outcomes:

Demonstrate sophisticated critical thinking skills, providing new theoretical insights or practical solutions to complex problems.

b) Systematically understand theories and principles of highly specialised topics in the field of Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus) which build upon multi-disciplinary knowledge; c) Extend and redefine existing knowledge which contributes towards scholarly research of publishable quality in the field of Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus); d) Systematically and autonomously trace the development of research activities in the chosen field of specialisation and identify the current trends and techniques used in the field Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus); e) Empower candidates to conceive, design, implement, and adapt substantial research



projects that address significant theoretical, practical, or artistic challenges. f) Comprehensively determine the different types of Information and Communication Technologies (ICT) applied to the field of Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus) and how these technologies can assist in academic research; g) Facilitate contributions to the body of knowledge with work that is worthy of national or international refereed publication. h) Determine the originality of a topic in the Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus) and systematically devise methods how the original research can contribute towards lacunae in the same field of study. i) Cultivate a deep, systematic understanding of a chosen field of study, with a comprehensive mastery of research methods.

Skills Learning Outcomes:

Critically analyze, evaluate, and synthesize new and complex ideas. b) Devise and autonomously implement research strategies in the Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus) which may be applied to different academic contexts; c) Autonomously demonstrate the ability to apply advanced research techniques and tools relevant to their field of study, ensuring methodological rigor and integrity. d) Initiate autonomous research and be self-driven to propose new studies in the Arts, Humanities, Social Sciences, Science or Technology (depending on the field of study the learner chooses to focus) which will contribute toward local and international



academic sectors; e) Systematically promote technological, social, and cultural advancement within their professional and academic networks. f) Produce research that evidences originality, creativity, and the potential to significantly advance knowledge in their discipline. g) Critically assess the stakeholders/audience/clients which will be benefitting from an adequate original academic research within the Arts, Humanities, Social Sciences, Science or Technology sectors (depending on the field of study the learner chooses to focus); h) Achieve publication of findings in peer-reviewed journals, showcasing the significance and relevance of their research. i) Effectively communicate expertise obtained from original research in the Arts, Humanities, Social Sciences, Science or Technology sectors (depending on the field of study the learner chooses to focus) to a wide audience including peers and the general public by participating in specialised and general fora and by publishing material at both national and international level; j) Participate in national and international conferences, deliver presentations, and actively engage in academic and public discourse.

c. The Teaching, Learning and assessment procedures

The Doctoral programme consists of a number of phases which the PhD student must complete in order to progress to the next phase. While the outcome of the students' performance is recorded and informally assessed during each phase, this shall not affect the final evaluation and correction of the final thesis. It is to be noted, however that each of the stages which are being outlined below are determinant of the students' progression in the doctoral programme:

Research Phase



The PhD student with the guidance of the doctoral supervision team starts carrying out research (literature review; fieldwork; laboratory tests etc.)

Probation Review

Following the first one and a half or two years (depending on the mode of study), the PhD student will be subject to a Probation Review by an academic board appointed by the Doctoral Committee. This board shall be composed of three senior academics one of who shall be the principal supervisor of the PhD student. In this phase, the student must submit at least three chapters of the thesis – the progress will be assessed during a viva voce session presided by the academic board.

Transfer to write-up status

The student who has completed the active research shall apply for this status. This is however subject to the supervisors' and postgraduate tutor's approval. During this phase, the student will continue receiving support from the supervision team, particularly with regard to reviewing and commenting the different draft chapters of the thesis until these may be considered as final or near final.

Submission Phase



Students who reach this phase will have their thesis ready to be distributed to the external examiners. The examiners will be given 6 weeks to review the doctoral work before a date is set for the viva voce exam.

In this phase, students are assessed based on successful completion and presentation of the doctoral thesis

Thesis: Students will be assessed based on their ability to effectively conduct apply their original research skills acquired to effectively conduct research or projects on a given phenomenon. Students are required to present their research based on the approved final proposal.

Presentation: A presentation is given by the student after completion of the Thesis. This allows the student to describe how they obtained the data, analyse, interpret and use it to resolve an identified research problem. Time is allowed for questions and discussion.

Appointment of Examiners

The selection of examiners for the PhD examination panel must involve a meticulous process to ensure expertise and impartiality. The appointed examiners must hold significant experience and expertise in the field relevant to the candidate's research. In addition, the examiners must be scholars or researchers of repute with a substantial publication record and academic standing. Moreover, Teduka academic management shall prioritize selecting individuals who are not directly affiliated with the candidate's research or institution to maintain objectivity and fairness.



The selection process shall involve consultations with department heads, academic committees, and external experts to ensure the chosen examiners possess the necessary qualifications and impartiality for evaluating the candidate's thesis rigorously.

Pass mark and Grading System

Following submission of the PhD thesis and oral defense, the examiners will determine if the student:

Passed without Corrections

Passed with minor Corrections

Passed with major Corrections

Is referred to resubmit the whole work for the same degree

Master of Philosophy (MPhil)

Fail

10. Obligations of Teduka

- a. Teduka commits to provide a proper and professional education for the student based on the course manual and the examination regulations available on the e-learning platform. Teduka commits to provide the Student with qualified and professional lecturers and tutors, as also expertise on specialized knowledge to achieve the study unit objective through theoretical and practical tuition.
- c. Teduka can provide services of tuition and knowledge sharing also through qualified and appropriate educational partners or partner universities.
- d. The Student is allowed to use the in-house study areas on Teduka's premises for the scope of his/her studies and after consultation with Teduka.



- e. Teduka commits to provide the students with learning material in order to achieve the learning plan during the online face-to-face supervision sessions.
- f. Teduka commits to provide an e-learning platform, including access to an online library, whereby the student can follow the online study programme sessions.

11.Obligations of the Student

- a. The Student binds himself to provide the correct personal information for the purposes of registration.
- b. The Student must comply with the examination regulations (accessible on the e-learning platform).
- c. The Student agrees to follow the agreed study programme plan and follow the instructions given by lecturers and Academic staff of Teduka during the course of study.

12.Dismissal of student

Teduka Academy can dismiss a student permanently or temporarily from a study programme in the case of :-

- a. Misconduct on the part of a student such as, but not limited to (i) Plagiarism; (ii) physical or verbal offences towards other students or members of the Staff of Teduka, (iii) the Student is found guilty of a criminal offence;
- b. Public statements said by the Student with the malicious intent to tarnish the reputation of Teduka or of any members of the staff of Teduka or of any students;
- c. The student shall not be dismissed prior to being given the opportunity to give his/her version of events in front of an apposite Board appointed by Teduka to evaluate the case.

13.Personal Information and Data Protection

- a. Teduka binds itself to treat any personal information confidentially and according to Law.



- b. The Student agrees that his/her data will be stored by Teduka.
- c. The Student is entitled to view his/her data and if necessary request changes or deletion of any information given.
- d. Teduka reserves the right to check on the authenticity of the data given by the student.
- e. In particular but not limitedly, the student has to provide a valid identity card, or any other legal means of identification, a curriculum vitae and a valid credit card.
- f. Teduka reserves the right to initiate any due diligence checks on the Student.
- g. The Student authorizes the disclosure of his/her data by Teduka to the relevant educational partners as per the National Statistics Office and the Malta Further and Higher Education Authority provisions.
- h. The applicable privacy policy of this agreement is available on (www.teduka.mt/data-protection/).

14. Copyrights and Rights of use

- a. All materials and software used and provided by Teduka Academy are protected by copyright laws.
- b. The student may use content, materials, software and data provided by Teduka for the sole purpose of the study programme.
- c. Any distribution of Teduka's content, materials, software or data is not permitted without the written consent of Teduka.

15. Photo and film recordings

- a. The Student is hereby agreeing that all the lectures, seminars, activities and events can be filmed and recorded for the purposes of advertisement and internal or public review.

16. Applicable law

- a. This agreement cancels any previous agreement with the parties.
- b. This agreement shall be construed and interpreted according to the laws of the Republic of Malta, without giving effect to principles of conflict of laws. In the



event of any dispute arising out of or in connection with this Agreement, including any question relating to its validity, interpretation, breach or termination, such dispute shall be referred to the exclusive jurisdiction of the Maltese Courts for final determination.

- c. Should any clause of this Agreement be considered invalid or contestable, the rest of the agreements shall remain unaffected.

17. Revocation

- a. The Student has the right to cancel this agreement, within fourteen days from the day of this agreement.
- b. The Student has the right to cancel the agreement without giving any reason.
- c. The Student can only cancel the agreement within fourteen days from the date of this agreement by means of a formal written request to Teduka International Academy Chief Academic Officer - electronic mail is also accepted.
- d. Notwithstanding the preceding clause, the student can inform Teduka with his/her intention to cancel the agreement by any means of formal written requests which are duly notified to Teduka.

Name of Student

Legal Representative of Teduka
International Academy

Date:

Date: