



WELCOME!

The whole ASCENCIA MALTA team joins me in welcoming you.

During this year, you will discover a new professional and educational environment.

Our role is to accompany you throughout your training but also in your professional integration.

The mission of each of ASCENCIA MALTA's employees is to allow you to live the best possible educational experience in our schools. Your satisfaction and, even more, your future success is our constant concern.

I hope that you will have a great time at our establishment and that you will make great professional friendships. Do not hesitate to ask me if you have any ideas, projects or suggestions: I am at your disposal.

Management.

THE VALUES OF ASCENCIA MALTA

- International Openness: Programs are specifically designed to welcome international students and facilitate their mobility.
- Educational excellence: The member institutions of the Collège de Paris are all recognized in their field of specialty and offer a guarantee of inclusion in the global employment markets. The teaching teams are made up of an academic faculty and the best professional speakers.
- Individualized support towards employment: Each training corresponds to a personal ambition; all our learners benefit from individualized support. The success of all - before, during and after training - is at the heart of our work. Our teams, accompany each student in the success of his project. Professional integration, promoted by periods in the company, is our top priority.

ASCENCIA MALTA AND DISABILITY

ASCENCIA MALTA offers individualized support to each person, with a disability or facing health problems to continue their studies, who wishes to integrate our establishment.

You can be put in touch with the disability referent of the establishment, your privileged interlocutor, who will accompany you throughout your training course. Its role is to analyze your needs (adjustments to teaching, examinations, etc.), to organise all the tasks related to your reception and integration as well as to ensure coordination with the pedagogical and administrative teams and with external organizations.

For more information, you can contact the school's educational services.

YOUR TRAINING

In this part of the booklet, the training of the students will be detailed. They will find their entire career with information on their training program, pedagogical modalities, evaluation procedures. This information can be completed when we have all the authorisations for our programmes.

SATISFACTION SURVEYS AND PROFESSIONAL INTEGRATION

In order to respect our quality commitments, satisfaction surveys concerning the training modules as well as the overall satisfaction survey will be administered throughout the year, in a nominative and compulsory manner.

Each trainee must complete the satisfaction surveys that he/she will receive from the teaching department.

At the end of the course, all trainees undertake to respond to the satisfaction surveys sent to them by e-mail at the end of each semester as well as to the professional integration surveys sent annually for five years.

PROFESSIONAL PRACTICE

A period of immersion in a company is compulsory regardless of the candidate's status. The compulsory practical training period must have taken place before the date(s) of submission of the final year's work, according to the calendar imposed and communicated by the Examination. This period of immersion in a company will allow the candidate to

This period of immersion in a company will enable candidates to apply the theoretical aspects of the training they have followed in practice and to demonstrate the skills they have developed in the fields of the chosen training.

NB: In case of interruption of the professional immersion, the candidate commits himself to inform the establishment within 48 hours so that the service in charge of the accompaniment can take stock of the situation and evaluate the complementary needs in immersion.

ASSESSMENT PROCEDURES

Evaluation methods

To validate your diploma at the end of the course, you will be assessed throughout the course by formative assessments (continuous assessments) and summative assessments (case studies).

The continuous assessments help to verify your knowledge acquisition on all the courses you follow.

The case studies are based on real company situations. They help to assess your ability to think, analyse and make decisions.

The aim is to assess your ability to find a job after your studies. Through the assessments, the teaching team will be able to offer you an individualised follow-up course taking into account your strengths and weaknesses.

The conditions for validation

- ✓ Obtain a minimum average of 10/20 in each teaching unit
- ✓ Also obtain a minimum grade of 10/20 in their end-of-course file
- ✓ Have presented themselves to all their final evaluations

Methods of calculation

- ✓ The average of a course consists of a possible continuous assessment every 10 hours of training and a final evaluation at the end of the module
- ✓ In case of continuous control, the value of the mark is 1/3 against 2/3 for the end of module assessment
- ✓ The average of a teaching unit is composed of the mark / average obtained for each module (coefficient 1) and the mark of the case study (coefficient equal to the number of modules evaluated in the teaching unit)
- ✓ The grade of the end-of-study case study considers the written work of the case and the oral restitution

Conditions of access to remedial courses

- ✓ Have completed at least 80% of the training hours (except in special cases subject to the decision of the Management)
- ✓ To have validated at least 50% of the teaching units
- ✓ To have passed all the case studies and the end of course orals
- ✓ To have registered for the catchups according to the calendar and the process imposed by the pedagogical referent

Catch-up procedures

- ✓ At the end of the total training period (September)
- ✓ Only the final case studies and the final professional portfolio are eligible for remediation
- ✓ The grade(s) obtained cancel(s) and replace(s) the previous one(s)

NB: A candidate may only participate once in the make-up session during his/her year of training.

Absence in training / Evaluation

Absence from training

Medical certificates, hospitalisation of the candidate, and death certificates of direct relatives (father, mother, brother, sister) will be considered as justified absences if the 48-hour deadline for sending proof is respected.

NB: If the work stoppage occurs during the training period, the original must be sent to the employer and only the digital version to the only the digital version to the training organisation. For all other absences, the candidate must still provide proof of absence so that the administrative department can administrative department can notify the reason for the absence in the "student space" in order to ensure the pedagogical follow-up.

Absence from an assessment

As indicated in the "Validation procedures" section, the candidate must be present at all end-of-module assessments and case studies. In case of absence, the candidate will be sanctioned by a zero except in the event of the candidate's hospitalisation, work stoppage lasting more than 15 days or in the event of the death of a close relative (father, mother, brother, sister).

Reserve right of the institution

The school reserves the right to make exceptional modifications to all the elements of Ascencia Business School's General Management or for particular and individual cases with the agreement of the individual cases with the agreement of the Director of Studies.

All modifications will be notified in writing to all candidates.