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Student Handbook 2025–2026

GIOYA®
HIGHER EDUCATION INSTITUTION

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1 INTRODUCTION

1. The student handbook is a collection of procedures, general policies, regulations, guidelines, and information you need, in order to support you through your studies at **GIOYA HEI**. In case of a possible conflict in the interpretation of the contents of this handbook, the documents available on the **GIOYA HEI** website will be final and binding **https://GIOYA.edu.mt/.** Students are expected to read this manual and direct any enquiries to the staff concerned.

2. **Acronyms**

ECTS	European Credit Transfer System
GDPR	General Data Protection Regulation
RPL	Recognition of Prior Learning
IT	Information Technology
MQF	Malta Qualification Framework
MFHEA	Malta Further and Higher Education Authority
GIOYA HEI	**GIOYA Higher Education Institution**

2. MISSION STATEMENT

"Rooted in the experience, values and global network of its UN-affiliated founders, GIOYA was established to blend institutional vision with innovation in education. In dialogue with the Maltese government, it secured its Higher Education Institution license at a pivotal moment when Malta was embracing new educational models inspired by Scotland and Finland. This unique foundation soon attracted the attention of Tuscany's world-leading yacht manufacturing district, which acquired 10% of the institution—marking the entry of the luxury yachting sector into the governance and future direction of the Institution. The integration of this glamorous industry transformed the original name GY into GIOYA—an evolution inspired by Flavio Gioja, the 13th-century inventor of the compass, and rooted in a shared maritime legacy that reflects both precision and vision. Today, GIOYA merges the elegance and forward-thinking nature of the luxury industry with the institutional strength and ethical compass of its founders— professionals shaped by the UN system and deeply committed to public good. This commitment echoes the legacy of Adriano Olivetti, whose revolutionary vision placed social responsibility at the heart of entrepreneurial success. It is this spirit that continues to guide GIOYA's mission: to create a new generation of leaders where knowledge meets influence, and business serves society"

3. EQUAL OPPORTUNITIES

GIOYA HEI is committed to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. **GIOYA HEI** will take active steps to promote good practice in this direction. It will:

- Work towards the elimination of unlawful discrimination, harassment and victimization based on a protected characteristic, whether actual, perceptive or associative.
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it.
- Subject its policies to continuous assessment to examine how they affect protected groups and to identify whether its policies help to achieve equality of opportunity for all these groups, or whether they have an adverse impact.
- Promote an inclusive culture, good practice in teaching, learning, and assessment, and good management practice, through the development of codes of ethics best practice, policies and training.
- Take positive action wherever possible to support this policy and its aims.

3.1 Infringement of Equal Opportunities complaint

Equal Opportunities Act complaints: a claim that alleges any actions prohibited by Equal Opportunities Act of 2000, Chapter 413.

All complaints related to the infringement of the Equal Opportunities act must be submitted in writing to info@GIOYA.edu.mt to the staff of Student Management office, who will conduct an investigation into the claims amongst all interested persons and their representatives with notice and an opportunity to be heard.

The Student Management Office will inform the HOI about the results of the investigation, who will then proceed to issue a written decision on the complaint and a proposed resolution, by no later than 10 working days after the complaint was made. The student has the possibility to appeal the HOI's written conclusion or proposed resolution as per the *Appeals Policy and Procedures* at page 34.

4. GIOYA HEI QUALITY POLICY

GIOYA HEI is fully aware that education and training institutions require a focused strategy to achieve educational objectives, therefore it has developed a structured Quality Management System which makes an effective contribution to the attainment of GIOYA HEI's strategic plan, and which supports the academic planning process. The system fulfils the requirements of the National Quality

Assurance Framework for Further and Higher Education and other international standards.

Students and other stakeholders are key contributors to the shaping of GIOYA HEI's policies and mechanisms in the area of quality and standards. They can bring different perspectives and effective ways on how to achieve excellence and quality trough evaluation processes, in the role of a team member or observer, in internal reviews and other quality events and decision-making processes.

Students' involvement and enthusiasm in their education and their commitment to quality can be a great combination to their personal growth and contribution to the development of GIOYA HEI.

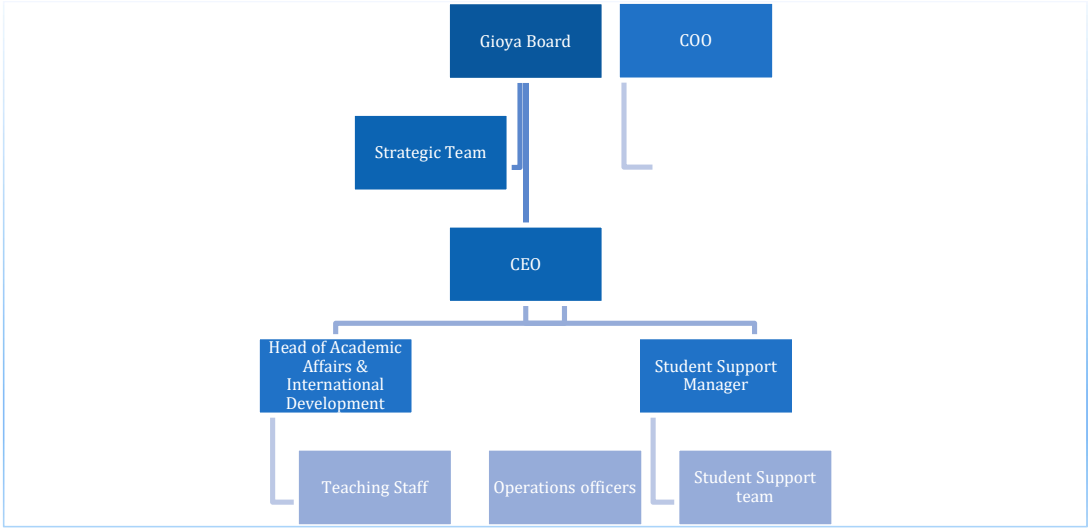
All policies and procedures relating to quality and standards are subject to regular review to ensure their ongoing fitness for purpose in a rapidly changing internal and external environment.

You can find the GIOYA HEI's IQA Policy and Procedure document on our website at: https://gioya.edu.mt/wp-content/uploads/2023/05/GY-IQA-5.3.pdf

5. GIOYA HEI ORGANIZATIONAL STRUCTURE

The organisational structure of GIOYA HEI has been designed with the objective of ensuring strong governance and effective operations as an educational and training institution. This requires a strong and regulated financial set-up and headship positions that are occupied by staff with the right qualifications and experience within the field.

Figure 1 below presents the organisational structure of GIOYA HEI.



The strategic management and governing structure of GIOYA HEI will be led by **GIOYA's board** that

is driven by the president and is supported by a **strategic team**. The strategic team of the provider will be composed by the President, the head of institution (which will act as chair) and internal quality assurance expert. The overall responsibility of the board is to ensure that the strategic development and operational management of GIOYA HEI is being executed effectively so that its students receive quality education and training.

The educational leadership and strategic and operational management will be led by the **Head of Institution (HOI) – Chief Executive Officer -** of the academy. The HOI acts as the Chief Executive Officer of the provider.

The HOI will be supported by the **Student Support Manager**. The latter will be managing all functions related to student affairs which include program information and guidance, admission, and registration, learning, teaching and assessment, student support and certification.

The HOI will also be supported by the **Operations Manager, also called Chief Operation Officer (COO).** The role of the operations manager is to manage administrative affairs of the provider which includes the engagement of staff working with the academy, information management, and performance assessment and analysis.

The **Head of Academic Affairs and International development**, under the direction of the HOI, will be providing academic development and leadership to **teaching staff** that will be engaged on a contract for service basis by the provider.

6. MANAGEMENT TEAM

The Board of Directors, the Academic Senate and the Faculty of GIOYA includes distinguished leaders from academia and industry, ensuring GIOYA's programs maintain the highest standards of excellence and innovation.

FRANCESCO CAPPE
President of the Board and CEO

CEO of GIOYA HEI; He is a former United Nations Official, Head of Security policies, dialogue and innovation at UNICRI and then member of the UN task force of the General Assembly on Counter – Terrorism policies. He has also worked as Senior Strategic Advisor for different entities among which the Confederation of the Italian Industries (Confindustria) and the Robert F. Kennedy Foundation where he founded and chaired the Robert F. Kennedy Flagship on Mediterranean Challenges. He is member of several Boards and founder of the garagErasmus Foundation (the Official Erasmus professional network). He was adjunct professors of strategic forecasting and future studies at Scuola Superior Sant'Anna. He is the chief representative of the Shanghai Arbitration Commission in Europe. Currently he is the chief representative of the Shanghai Arbitration Commission in Euro/Med and Adjunct Dean and visiting professor at the Shanghai University of Political Science and Law.

MAURITS VAN ROOIJEN
Chair of the Strategic Team "Senate" and Board member

Chair of the GY HEI Strategic Team Plenary session, he is full Professor and Chairman of GISMA's Board of Governors, Chief Academic Officer (CAO) of Global University Systems, and Rector of the University of Europe for Applied Sciences, Germany. In addition to these roles, he is the Board Chair for IBAT College Dublin, Ireland. He was awarded the Constance Meldrum prize for Vision and Leadership from the European Association for International Education (EAIE) and the Insignia d'Ouro of the Universidade Santiago de Compostela.

ANDRA PIPERNEA
Head of Academic Development and Operations

She received her Bachelor Degree in Law at the University of Babes Bolyai Cluj Napoca, Romania in 2009. She has a Master Degree in International Diplomacy from the Mediterranean Academy of Diplomatic Studies of the University of Malta. For some years Andra worked in law firms and other sectors both in Romania and Italy before moving permanently to Malta. In 2015, Andra underwent an internship period with the Malta-based Parliamentary Assembly of the Mediterranean where she was assigned work related to Political and Security Related Cooperation. Andra is a Romanian national with a cross-culture of international experience. She is a native

LUCIO TONELLO
Scientific Oversight and Strategic Team member

He is Full Professor at GIOYA HEI where is also supporting the Strategic Team in internal quality matters. He is a researcher at the Center for Nonlinear Science at the University of North Texas (Denton, Texas, US). His main topics are related to Neuroscience in a trans-disciplinary perspective and he is author of more than 150 scientific publications. He is a fellow of the Research and Development Department of the Italian Motorsport Authority Federal School.

LUIGI P. MURCIANO
Member of the Board of Directors

Co-founder of the firm MV Legal , a cassation lawyer, and a doctoral researcher in tax procedural law, he has acquired significant expertise in the fields of tax and customs litigation; corporate business, and international tax planning, including innovative start-ups; corporate restructuring in times of crisis; and crowdfunding.

BING HAN
Member of the Board of Directors

He is the Executive Director of the Business School in Netherlands Asia Program.

PIETRO ANGELINI
Member of the Board of Directors

Pietro is the Director General of Navigo – a consortium of more then 200 companies of the yachting sector – CEO of the Yachting Tuscany district (world largest yachting district) and of TYT (True Yachting Training ltd) and Board member of Foundation ISYL – Italian Super Yacht Lifestyle. He is currently the representative in the board of the students/professionals of GIOYA.

CRISTINA BERTACCA
Student Service Support

She received a PhD in History of Visual and Performing Arts at the University of Pisa. She attended courses in audience development, communication, crowdfunding, social and community fundraising at Fitzcarraldo Foundation of Torino. She collaborates with many cultural associations of GIOYA.

CHRISTIANNE SEVER
Administrative Assistant

Christianne Sever is the Administrative Assistant at Gioya HEI. She has a diploma in business and office management and has over 25 years experience in business and office management having worked with several well-known international companies.

7. STRATEGIC TEAM "SENATE"

The strategic management and governing structure of GIOYA HEI is led by GIOYA board and is supported by a strategic team "Academic senate". The strategic team provides scientific and strategic support and it will oversee the internal quality of the Higher Education Institution. The United Nations University for Peace, has granted a permanent sit in the Academic Senate of GIOYA.

MAURITS VAN ROOIJEN and **LUCIO TONELLO** are also distinguished members of GIOYA Strategic team "Senate" as well as:

VINCENZO POERIO
Chair of Yachting World School

Vincenzo has graduated with honors in naval engineering from the University of Naples after attending the Nautical Institute. With extensive experience in the nautical sector, he transitioned from research to high-level positions at FINCANTIERI and later joined Azimut BENETTI, eventually becoming its CEO. He served as president of Navigo and currently presides over the Regional Technology District "Nautica e Portualità." He heads Y.A.R.E. and I.S.Y.L. (yachting higher technical School). He is CEO of Tankoa Yachts since February 2020. Additionally, he owns and oversees the Agritourism Company Poggio Mori in Tuscany, renowned for its wine, oil, and other products.

FRANCISCO ROJAS ARAVENA

Elected as the 8th Rector of the UN University for Peace in 2013 and re-elected in 2018, holds a Ph.D. in Political Science from the University of Utrecht. A specialist in international relations and human security, he has served as Secretary-General of FLACSO and taught at institutions like Stanford and Florida International University. A prolific author, he has received accolades such as the Malinalli Prize (2016) and honors from Costa Rica, Paraguay, and the Dominican Republic for his contributions to Latin American integration. GIOYA HEI recognised to UPEACE a permanent sit in its Academic Senate.

EVARIST BARTOLO

He served until March 2022 as Minister of Foreign Affairs of Malta and previously was Minister for Education and Employment. He has been a member in Parliament since 1992, working mostly in education, European affairs and tourism. Between 1996 and 1998 he served as Minister of Education and National Culture under a Labour Government. He has lectured in communication studies at University of Malta and he has recently being appointed honorary professor at University of Shanghai of Political Science and Law.

JULIO ANDRADE RUIZ

He serves as the Deputy Director of the CIFAL Global Network at the United Nations Institute for Training and Research (UNITAR). Additionally, he holds the position of Area Security Coordinator in Málaga for UNDSS and serves as the Vice President of the Forum for Peace in the Mediterranean. He dedicated 26 years to the City of Málaga, including 11 years as a Counselor and Deputy Mayor, until 2024. He has also served as the VP of the Gender and Security Commission of the Spanish Federation of Municipalities. Currently he is a visiting professor at the University of Shanghai for Political Science and Law and is a member of the Institutional Academic Council at UTEL. Julio holds a bachelor's degree in Law from Camilo José Cela University in Madrid, an MBA from EOI-ESESA (Spain), and a Master's degree in Counseling in Emergencies and Catastrophes from the University of Málaga.

STEFANO BRESCIANI

He is full professor in Business Management at the Department of Management, University of Turin, where he teaches Business Management and Innovation Management. His main areas of research include business, innovation and strategic management, areas that he has published in many refereed journal articles, contributed chapters and books and presented papers to conferences on a global basis. He is leading different research centeres (i.e. EROIC, Q-Institute Reasearch center, EuroMed Research Business Institute, KMIRC….) and in member of different boards (i.e. ESPC, Italy).

SAMER SALAMEH

Samer brings 27 years of corporate management experience as a senior executive for industrial groups in the U.S., Canada and Latin America. He was group CEO for Carlos Slim and later for Ricardo Salinas, two of Latin America's leading businessmen. He led one of NASDAQ's largest IPOs and completed Latin America's largest greenfield fibre deployment. He is currently the Executive Chairman & CEO of Gasia Energy.

JEAN PAUL LABORDE

Currently Ambassador for the Parliamentary Assembly of Mediterranean and Professor at the French Military Academy and chairs the activities on cyber security/cyber defense and is the director of the Centre of expertise on CT Activities. Jean-Paul Laborde was the Head of the Secretariat for the negotiations of the Transnational Organized Crime Convention at the United Nations Office on Drug and Crime (UNODC) Vienna before assuming the functions of Assistant Secretary General of the United Nations in New-York as Executive Director of the Counter-Terrorism Executive Directorate at the UN Security Council until 31 July 2017.

PATRIZIA POLLIOTTO

Patrizia Polliotto is a highly specialized lawyer in corporate and banking law, particularly in relation to extraordinary transactions. Since 2007, she has been admitted to practice before the Italian Supreme Court (Corte di Cassazione). Polliotto is well known for her extensive experience in holding top-level positions within major Italian multinational companies. Since February 2025, Patrizia Polliotto has held the position of Secretary General of the CRT Foundation. In addition, she serves as liquidator, statutory auditor, chairwoman, independent director, and member of boards of directors and supervisory bodies of various companies, including Juventus S.p.A., Vincenzo Zucchi S.p.A., Reply S.p.A., Ufficio Pio, IIGM, and Atlantica Digital S.p.A. In August 2021, Forbes named Polliotto among the four women who brought prestige to the world of corporate social responsibility in Italy.

CRISTINA DE DONA

CEO & Board Executive Adviser and corporate international lawyer across multiple jurisdictions. Cristina recently worked as Executive Vice President – Chief legal officer and General Counsel for Prada Group, Chief Counsel International for Hershey Company, Execute Director, legal & compliance for Morgan Stanley, Ferrero International, Deputy Counsel General and Chief of staff. Cristina hold also the position of Chief of staff at the Cabinet of Minister in Italy as well as she had experience at the United Nations and INTERPOL. She serves as a member of the Advisory Board at Sanford Royce. Cristina holds a bachelor's degree in International law from University of Turin, a post graduate degree in Competition Law from King's College in London and an MBA from London Business School. Cristina speaks fluently Italian, English, German, French and Spanish.

JOSÉ CALDERÓN

José Calderón is a distinguished retired basketball player, renowned for his successful career as a point guard in the NBA. Over his 14-year tenure in the league, he played for multiple teams, including the Toronto Raptors, Dallas Mavericks, and Cleveland Cavaliers. Internationally, Calderón represented Spain, winning multiple medals, including a gold at the 2006 FIBA World Championship. He has served in executive and advisory roles within NBA organizations, as well as being founder of different social and entrepreneurial projects, such as "The Embassy" (called the Basketball Sanctuary for USA players).

ANNAMARIA POGGI

Annamaria Poggi is a Full Professor of Constitutional Law and Regional Law at the University of Turin and Director of the Interuniversity Center for Regional Studies "Giorgio Lombardi," in collaboration with the University of Turin and the University of Eastern Piedmont. Since June 7, 2024, she has served as President of the CRT Foundation. She is a member of numerous ministerial commissions for constitutional and legislative reforms, including the Technical-Scientific Committee for LEPs, the Presidential Table of the First Commission on Constitutional Affairs, the Commission on Differentiated Autonomy, and the Working Group on Gender Equality in Institutions (2021), contributing to the drafting of the bill on interest representation. An author of works on public law and territorial autonomies, she has edited, among her latest volumes, *European Union and Territory: Problems and Perspectives* (Federalismi, 2020) and *The Rights of Individuals. The Welfare State as a Republic of Rights and Duties* (Mondadori, 2022, 2nd ed.).

8. FACULTY TEAM

GIOYA has an international faculty composed of selected professors with a combination of academic and high-level professional experience in GIOYA HEI relevant sectors.

EVARIST BARTOLO, STEFANO BRESCIANI, CRISTINA DE DONA, JEAN PAUL LABORDE, LUCIO TONELLO , VINCENZO POERIO, **SAMER SALAMEH** are also distinguished members of GIOYA FACULTY TEAM as well as:

MARIA CHIARA MALAGUTI

President of the Executive Doctorate in Commercial Diplomacy joint degree GIOYA HEI – UN University of Peace, currently President of UNIDROIT (International organization for the unification of private law), full Professor of International Law at Università Cattolica (Milano), Senior advisor for the World Bank and for the Italian Ministry of Foreign Affairs. International arbitrator.

NABIL AYAD

Vice President of the Executive Doctorate Commercial Diplomacy – joint degree GIOYA HEI – UN University of Peace; Full Professor, Director of the Global European Diplomatic Academy, University of Europe for Applied Sciences, in Berlin and Dubai campuses. He was Director of the Diplomatic Academies at the Universities of Westminster, East Anglia and Loughborough.

SAMEH ABOUL-ENEIN

Deputy Foreign Minister and Director of the Egyptian Diploma- tic Academy, Cairo, Egypt and former Ambassador & Permanent Representative of League of Arab States to the United Nations in Geneva.

LUIS GALLEGOS

President of the Board of UNITAR (United Nations Institute for Train- ing and Research), Former Foreign Relations Minister of Ecuador (2020-2021), and Permanent Representative of Ecuador to the United Nations in New York and Geneva at various times, among other dip- lomatic roles.

AMR ALJOWAILY

Ambassador, Strategic Advisor to the Deputy Chairperson of the African Union Commission, Addis Ababa (since March 2022). Former Ambassador of Egypt to Serbia. Academic experience as visiting faculty member in multilateral diplomacy program at United Nations Institute for Training and Research (UNITAR); adjunct faculty member in multilateral diplomacy at the DIPLO Foundation (2007 till present).

DIEGO P. FERNÁNDEZ ARROYO

Full Professor of Law at Sciences Po Law School, President of the International Academy of Arbitration Law (Parsi), Director of the LLM in Transnational Arbitration & Dispute Settlement, well known international arbitrators.

RAED AYAD

Director of Operations and co-founder of the Global Institute for Diplomacy in Toronto, Canada, and Lecturer and Program Developer at the University of Europe for Applied Sciences Global European Diplomatic Academy in Berlin, Germany, and Dubai, United Arab Emirates.

AL NEMRAT

Reader in Cyber Security at the School of Architecture Computing and Engineering, University of East London (UEL); Director of Cyber Security and AI Cen- tre UEL; Director of the Professional Doctorate in Information Security & the MSc Information Security and Computer Forensics programs at UEL.

TITUS KEHINDE OLANIYI

Professor of Sustainable Energy Planning and Management at Glasgow Caledonian University London. He was formerly the Deputy Provost, College of Engineering at Afe Babalola University Ado-Ekiti (ABUAD), Nigeria. He is a Decision Scientist, COREN Registered Engineer, and Senior Fellow of The Higher Education Academy, UK. His teaching, research and consultancy services include sustainability, energy diplomacy, aerospace, information, communication technology and systems.

JUAN CARLOS SAINZ-BORGO

Vice-Rector at United Nations University for Peace is also holding positions at Universidad Central de Venezuela. He served as a Fulbright Visiting Pro- fessor at the Washington College of Law, American University, and held professorial roles at Universidad Alfonso X and Universidad Nebrija in Madrid. His experience in-cludes work as a Jurist for the International Committee of the Red Cross and service in the Venezuelan Foreign Service.

GABRIELE BAIMA

Professor in Marketing and Business Management at the University of Turin. He holds a PhD in Business and Management. He is a Professor of “Business Management and Organizational Behavior” at GIOYA Higher Education Institution. His research activity mainly focuses on consumer behavior, and he has authored/co-authored several papers in international journals. He is the Managing Editor of the British Food Journal. He is a Fellow of the EuroMed Research Business Institute and the Q-Institute Research Center. Additionally, he is a Council Member of the Italian Society of Management.

ANDREA BRACCIALI

He holds a PhD in Computer Science from the University of Pisa, where he graduated with a degree in Computer Science and obtained an MSc in Science and Information Technologies. He has held positions with the Computer Science Department at the University of Pisa, the ISTI institute of the Italian CNR, and the University of Stirling. He has also been a visiting professor at the University of Cagliari, Politecnico di Milano, and the University of Venice. He has taught graduate, post-graduate, and PhD courses, as well as professional continuous education courses holding a professor position at Stirling University.

REBECCA CASTAGNOLI

Joint Ph.D. in Business and Management cum laude at the Management Department, Unito, and in Industrial Engineering at Laboratoire de Génie Industriel, Université Paris-Saclay, CentraleSupélec. National Scientific Habilitation – ASN, concurrent area 13/B2 – Economics and Business Management. She is professor in Corporate Social Responsibility and Sustainable Development, GIOYA Higher Education Institution, Malta, International Business Strategies, ESOMAS Department, Unito, Economics and Management of Enterprises, Management Department, Unito.

ALBERTO GIUSTI

After graduating in management engineering from the Polytechnic of Turin, he founded and managed several internet companies in Italy, the United States, England, and Switzerland, and was involved in strategic consultancy and education in the digital field. He currently performs activities as a business angel in startups and as a limited partner and advisor in Italian and foreign venture capital companies. He is one of the founders of the Digital Building Blocks movement for the digital transformation of Italian managers. Additionally, he is a European Innovation Council Accelerator jury member and Director of the European Crowdfunding Center. He is also one of the founders of the Exponential Renaissance movement, which finds expression in Guilds42.

ALESSANDRO IMMOBILE MOLARO

Alessandro is a Managing Partner at an investment holding company, bringing a wealth of experience and insight to the field. As an angel investor and advisory board member in various companies and startups, he leverages his expertise to drive innovation in financial processes and funding strategies. With an MBA specializing in financial services, he is a recognized authority in alternative finance.

FRANCESCA PIA SCARDIGNO

PhD in Social Sciences: Theories, Applications, Interventions from Università G. d'Annunzio Chieti-Pescara. She is a researcher and freelance professional specializing in social policy planning and evaluation methods, as well as a specialist social worker (Register A). Her research interests include the planning and evaluation of social policies and interventions, qualitative research methods, and the sociology of sport. She is the author of several essays on these research topics.

ROCCO PALMA

Italian diplomat with several international experiences (Turkey, Saudi Arabia, Israel, Permanent Mission to the EU). Previously associate lawyer in top level law firms in Italy. Adjunct Professor at the Catholic University of Sacred Heart on International trade law and International Law and business ethics. He regularly lectures in several Universities and master courses in International law and European Union law with a focus on International trade and economic law, WTO law, investment law and arbitration, private international law, intellectual property, business ethics and interactions with public policy concerns. Currently seconded as senior legal officer at the International Institute for the Unification of Private Law (UNIDROIT).

DANIELE SPINELLA

After earning a Master of Science in Business Mathematics from Ludwig-Maximilians-Universität in Munich, Daniele established a distinguished career in financial services and the utilities sector. He has held key leadership positions at renowned institutions, including Associate Director at the government-backed agency FMS Wertmanagement and Vice President at Goldman Sachs. His expertise spans investment valuation, structuring, and financing in both the energy and financial markets. Currently, Daniele serves as a Senior Manager at PwC Germany, where he continues to drive strategic initiatives in these industries. In addition to his professional work, he actively contributes to research by publishing academic and industry papers, speaking at major national conferences, and providing expert insights to leading newspapers as a subject matter expert.

OTAVIANO CANUTO DOS SANTOS FILHO

Otaviano Canuto is a former Vice-President and Executive Director of World Bank, and has held senior leadership roles for 15 years at the IMF, IDB, and as Brazil's Vice Minister of Finance. With 24 years as a professor of economics, he combines academic rigor with high-level policy insight. Recognized for leading teams on complex economic issues, he excels at translating research into actionable strategies. He is currently a Senior Fellow at the Brookings Institution and the Policy Center for the New South, and a professor at George Washington University.

ALEX DE CASTRO

PhD mathematician and data-science leadership who launched LLM-powered search in BlackRock's Aladdin and now manages AI risk – covering trading, credit and payments – for a global all-in-one finance app, all-around turning advanced models into impactful products. Earlier, Alex De Castro built real-time energy forecasting at OVO, a post-surgery risk platform adopted by thousands at Zimmer Biomet, and £1 million-plus executive analytics programs at Imperial College Business School, consistently converting complex data into enterprise-scale value.

9. GENERAL INFORMATION

9.1 GIOYA HEI License

GIOYA HEI is a Higher Education Institution (License number 2019 – 005) accredited by Malta Further and Higher Education Authority (MFHEA), qualified to issue European valid Degree Courses from MQF Level 5 to Level 8 according to the European Higher Education System. Furthermore, the degrees obtained with GIOYA HEI have facility of recognition in 30 Commonwealth countries as well.

9.2 GIOYA HEI Accredited Programs

All programs of GIOYA HEI are pegged to the Malta Qualifications Framework (MQF) as all courses/qualifications are accredited by the MFHEA. The workload for each program is in ECTS. The courses/qualifications are learning outcomes based and each course/ qualification level descriptor is based on defined knowledge, skills, and competences that the course participant would gain after the successful completion of the course/qualification.

9.3 Scholarship Opportunities

Course participants are encouraged to explore the different scholarships opportunities under which our programs are eligible.

Course participants following GIOYA HEI programs leading to a certification, diploma, degree or post-graduate degree may apply for the Get Qualified Scheme, unless they already benefit from another scholarship as per Get Qualified Regulations. On successfully completing the course, the course participant will be able to benefit from a tax credit enabling them to partially recover costs incurred. Please carefully check conditions and regulations for the Get Qualified Scheme on: https://www.maltaenterprise.com/support/get-qualified-2017-2023

GIOYA HEI does not manage, or is responsible, for the abovementioned scholarship or other scholarship schemes. For further information or assistance on the Get Qualified Scheme, contact the Get Qualified Office on 25982112 / 25982113 / 25982114.

9.4 Student Feedback support and guidance

Feedback and support- Collaboration with the students is strongly embraced at GIOYA HEI as our aim is to ensure the best learning experience. After each module, course participants are encouraged to fill in the participant's feedback form whereby one can provide feedback in relation to the overall experience throughout the module in question. This is a significant tool which will assist GIOYA HEI to review and evaluate the quality of the modules being delivered and ensure that the learning objectives are being met. Course Participant Representatives may also be invited to collaborate on the Program Review where they have the opportunity to voice their feedback which will assist during

internal evaluation processes leading to program restructuring and program development.

Guidance – GIOYA HEI is committed to offer potential students with guidance service which can take on the form of one to one meetings, Teams calls and emails. This service to students will fall under the responsibility of the student services manager. Guidance will be offered on areas related to personal development and mostly information on programs. GIOYA HEI commits to conduct an induction session for all students with the objective of providing all the necessary information on the program, assessment and important policies as defined in this IQA document.

9.5 Pass Rates and Assessment

Modules of study are assessed by means of projects, portfolios, written assignments and/or examinations. Assessments are graded against a pre-set rubric which contains percentage marks. The rubric will contain assessment criteria. In addition, all assessments will be internally verified both before being issued and after being corrected. The latter will be based on a sample basis.

On completion of all assessments for a specific module, students obtain the following grades on the basis of the percentage mark obtained:

i. Grade 1 [85% or over]
ii. Grade 2 [60 to 84%]
iii. Grade 3 [45 to 64%]
iv. Fail [0 to 44%]

In the case of a failure, students are offered the opportunity to re-sit/re-submit once the assessments of the module. Moreover, students have the right to appeal on grades and evaluation directly with the HOI, both in the case of traditional or online programs, as per our Appeal Policy and Procedure at page 34.

9.6 Access to Library

As a student at GIOYA Higher Education Institution, you now have access to the Harvard Business Publishing collection online. Once registered, you will receive the special link.

You can access it using the following credentials:

- Access Link:
- User ID:
- Password:

Additionally, GIOYA students have access to the physical libraries of:

- the United Nations University for Peace in Costa Rica and Geneva
- the UNIDROIT Library in Rome

These resources offer valuable opportunities to deepen your research and academic exploration.

10. MEMBERSHIP OPPORTUNITIES

* For the most detailed and up-to-date information, please email us at *info@GIOYA.edu.mt*. Potential Students interested in enrolling in one of our programs are kindly requested to contact us either via email at info@GIOYA.edu.mt or directly through our website at https://GIOYA.edu.mt/. Admission to GIOYA Membership:

To become a member of GIOYA, the candidate must fulfill the criteria for one of the academic courses outlined in each membership category

ESSENTIAL MEMBERSHIP Bachelor Degree Level, includes
Bachelor Degree Level Annual Tuition Fee
RPL (Recognition of Prior Learning): your professional or life experience, your formal education prior achieved with other universities and relevant not academic courses you have been successfully following will be assessed and recognized in European academic credits up to 50% of the entire degree
Highly Selective Admissions
Ad Hoc Coordinator, 25 Students Maximum per intake
Access to restricted GIOYA Events gathering in a selected and exclusive environment relevant actor (entrepreneurs, investors, executives) to boost commercial diplomacy and internationalization of projects and businesses. Two years membership allows to participate to GIOYA restricted events for other 3 years (5 years in total) also in absence of membership renewal
High level dedicated graduation ceremony
Donation in line with the vision of GIOYA to boost impact and social responsibilities in developing business
Annual fee € 8.500,00
Limited special membership fee € 6.375,00 (25% off) - The RPL process can allow to complete the studies in two years of membership

ADVANCED MEMBERSHIP Bachelor Degree Level, includes
Bachelor Degree Level Annual Tuition Fee
RPL (Recognition of Prior Learning): your professional or life experience, your formal education prior achieved with other universities and relevant not academic courses you have been successfully following will be assessed and recognized in European academic credits up to 50% of the entire degree
Highly Selective Admissions
Personalized Study Coach to support your academic studies, support in the preparation of exams and final thesis
Ad Hoc Coordinator, 25 Students Maximum per intake
UNITAR (United Nations Institute for Training and Research) **CIFAL Certification on sustainability**
Access to restricted GIOYA Events gathering in a selected and exclusive environment relevant actor (entrepreneurs, investors, executives) to boost commercial diplomacy and internationalization of projects and businesses. Two years membership allows to participate to GIOYA restricted events for other 3 years (5 years in total) also in absence of membership renewal.
High level dedicated graduation ceremony
Donation in line with the vision of GIOYA to boost impact and social responsibilities in developing business
Annual fee € 9.500,00
Limited special membership fee € 7.600,00 (20% off) - The RPL process can allow to complete the studies in two years of membership

Limited Special Fee membership is granted to members and affiliated of GIOYA partners' entities

ELITE MEMBERSHIP **Postgraduate and Doctorate Level includes**
Postgraduate and Doctorate Level Annual Tuition Fee (Doctorate duration is 3 years)
RPL (Recognition of Prior Learning – when applicable at level 8): your professional or life experience, your formal education prior achieved with other universities and relevant not academic courses you have been successfully following will be assessed and recognized in European academic credits up to 50% of the entire degree
Highly Selective Admissions
Access to restricted GIOYA Events gathering relevant stakeholders (entrepreneurs, investors, and executives) in a selected and exclusive environment to promote commercial diplomacy and the internationalization of projects and businesses. A two-year membership allows participation in GIOYA's exclusive events for an additional three years (a total of five years), even without renewing the membership.
High level dedicated graduation ceremony
Donation in line with the vision of GIOYA to boost impact and social responsibilities in developing business
Annual fee € 12.000,00
Limited special membership fee € 8.760,00 (27% off)

SENATOR MEMBERSHIP

Executive Doctorate Level

Executive Doctorate in Commercial Diplomacy – Joint Degree with United Nations University for Peace's annual tuition fee (Doctorate granted by UN General Assembly and with European validity)
RPL (Recognition of Prior Learning – when applicable at level 8): your professional or life experience, your formal education prior achieved with other universities and relevant not academic courses you have been successfully following will be assessed and recognized in European academic credits up to 50% of the entire degree
Highly Selective Admissions
Access to restricted GIOYA Events gathering relevant stakeholders (entrepreneurs, investors, and executives) in a selected and exclusive environment to promote commercial diplomacy and the internationalization of projects and businesses. A two-year membership allows participation in GIOYA's exclusive events for an additional three years (a total of five years), even without renewing the membership
Access to Exclusive Senator Reception
High level Doctorate ceremony
1 Scholarship (extra 15% Off for Bachelor's Degree Programs with Essential Membership)
Donation in line with the vision of GIOYA to boost impact and social responsi bilities in developing business
Annual fee € 20.000,00

11. MISCONDUCT DISCRIMINATION AND PROCEDURES

GIOYA HEI is committed to maintain high levels of professional behaviour and ethical standards whilst ensuring that all stakeholders exhibit tolerance and respect for others. Accordingly, GY Academy condemns all forms of misconduct, discrimination or harassment and works incessantly to ensure that everyone is treated with dignity and respect. GIOYA HEI is committed to resolve breaches of conduct fairly, promptly, and efficiently.

All incidents of harassment based on a course participant's sex, gender, gender identity or expression or sexual orientation will be resolved through the Conduct Policy and Procedure.

11.1. Conduct Policy and Procedure

This Conduct Policy and Procedure is applicable to every Student registered with GIOYA HEI and with the purpose to provide for the determination of an allegation of an offence of misconduct against a student.

Misconduct which may be subject to proceedings and penalties for improper interference in its broadest sense with the proper functioning or work of GIOYA HEI, or activity which otherwise damages or is likely to damage GIOYA HEI.

The following shall constitute misconduct:

- disruption of, or improper interference with, the academic, administrative, social, or other activities of GIOYA HEI, whether on GIOYA HEI's premises or elsewhere, including electronic domains such as, but not limited to, Virtual Learning Environments and GIOYA HEI's social media channels.
- obstruction of, or improper interference with, the functions, duties or activities of any Student, member of staff of GIOYA HEI.
- violent, indecent, disorderly, threatening or offensive behavior or language (whether expressed orally or in any writing, sign or other visible representation including electronically) whilst on GIOYA HEI premises, engaged in any GIOYA HEI activity, or in an online environment of the GIOYA HEI.
- cybercrime including any criminal or illegal act dealing with computers and networks, such as hacking, phishing and any similar or new forms of misuse of the internet, and any traditional crimes or illegal acts conducted through the internet, such as hate crimes, telemarketing and internet fraud, identity theft, and credit card account thefts.
- distributing or publishing a poster, notice, sign or any publication, in any format, including written or electronic which is threatening, abusive, insulting, deliberately inaccurate or constitutes harassment, makes others fear violence or is otherwise

illegal and falls under the jurisdiction of Malta Law.

- fraud, deceit, deception, or dishonesty in relation to GIOYA HEI or its staff or Students, or in connection with holding any office in GIOYA HEI, or in relation to being a Student of the GIOYA HEI.
- action likely to cause injury or impair safety on GIOYA HEI premises, or whilst engaged in an activity of GIOYA HEI.
- harassment of any Student or employee of the GIOYA HEI on any grounds, and discrimination on any of the grounds
- damage to, or defacement of GIOYA HEI premises, caused intentionally or recklessly, and/or misappropriation of such property.
- conduct which constitutes a criminal offence (whether or not it leads to a conviction) where that conduct or offence: took place on GIOYA HEI premises, in an online environment of GIOYA HEI, or it affected or concerned other members of the GIOYA HEI community or damages the good name of GIOYA HEI.

In the event of a suspected incident of behavioural misconduct by a student, the person (e.g. student, staff, or faculty) raising the issue must submit a formal written report requesting action to info@gioya.edu.mt where the staff responsible of Student Affairs will review the written request and determine if there are sufficient grounds to pursue the case further. If so, the Manager will forward the case to the HOI who will collect all the necessary evidence before forming a committee made by students, faculty and board members, who will review the request, investigate the case and/or evidence and take a decision which may include corrective action/s.

The student under investigation will be formally notified of the date and venue of a hearing. The Manager of Student Affairs will make the student under investigation, fully aware of the charges. Final decision will be taken by the GIOYA HEI's Board. During the hearing, both the student and the person bringing the charges will be allowed to state their case privately before the Board.

Violations of the Conduct Policy may result in a variety of sanctions, ranging from severe penalties to less stringent measures, as appropriate to the underlying conduct, course of conduct, or overall course participant conduct. The primary purpose of sanctions is generally educational and rehabilitative. The reasons for the imposition of sanctions will be stated in the course participant's file and will become a part of the course participant's record.

Sanctions imposed may include but not limited to:

i. **Revocation of Admission** - Admission to the Institute may be revoked for fraud, misrepresentation, or a violation of the Conduct Policy.
ii. **Revocation of Award/Degree** - A degree awarded to a course participant by the GIOYA HEI may be revoked for fraud, misrepresentation, or other violation of the Conduct Policy.

iii. **Withholding Award/Degree** – GIOYA HEI may withhold the awarding of an award/degree otherwise earned until the completion of all sanctions imposed, if any.

iv. **Expulsion from GIOYA HEI** - The expelled shall be barred from all GIOYA HEI premises

v. **Suspension** - The student is suspended from GIOYA HEI for a specified period of time. Once the time of suspension was set, the student will automatically re-enter.

vi. **Disciplinary Probation** - a period of review during which the student must demonstrate the ability to comply with GIOYA HEI's, regulations, and all other stipulated requirements.

vii. **Disciplinary Warning** - A disciplinary warning is an official written notice expressing disapproval of conduct and a statement that the conduct violates one or more of GIOYA HEI's rules or regulations.

viii. **Notice of Reprimand** - A notice of reprimand is a written notification student's conduct was inappropriate for a member of GIOYA HEI. Continued violations of the will result in more serious disciplinary sanctions.

ix. **Restitution Compensation for loss, damage, or injury**. This may take the form of appropriate service and/or monetary or material replacement.

x. **Other Sanctions** – GIOYA HEI may impose any other sanction, depending upon the circumstances and the nature of the violation.

Should the student wish, they can lodge a formal, written appeal against the sanctions taken against him, as per the Appeal Policy and Procedure.

12. ACADEMIC DISHONESTY: PLAGIARISM AND CHEATING

GIOYA HEI is committed to promote a strong sense of mutual responsibility, respect, trust, and fairness among all course participants therefor all student of GIOYA HEI must adopt honesty and integrity throughout their learning journey in the pursuit to avoid any form of academic dishonesty that includes but is not limited to:

i. **Plagiarism** - the intentional or unintentional presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following:

ii. Copying verbatim all or part of another's written work.

iii. Using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source.

iv. Paraphrasing ideas, conclusions, or research without citing the source in the text and in reference lists.

v. Changing words but copying the sentence structure of a source without citing the source.

vi. Copying so many words or ideas from a source that it makes up the majority of your

work, whether you give credit or not.

vii. Copying other course participants' work/assignments.

**The forms of plagiarism mentioned above are all potentially disciplinary offences in the context of formal assessment requirements*

viii. **Self-Plagiarism** (duplicate submission) - occurs when the same piece of work (or a significant part thereof) is submitted for formal assessment twice.

ix. **Cheating** – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise.

Faculty members are also responsible for maintaining the integrity of the learning and evaluation process. Faculty members may actively proctor (invigilate) exams, prohibit the use of mobile phones in class or take any other actions they believe are warranted or deem fit in class or in the Virtual Learning Platform

For all academic assignments, project work, and presentations, students need to ensure due acknowledgment is given to the source of any information that they incorporate in their work. Students must confer with their professors/instructors if they are unsure whether something constitutes academic misconduct in any form.

12.1 Violations of Academic Integrity: Plagiarism

This is a serious academic offense that constitutes the use of someone else's ideas, words, projects, artwork, phrasing, sentence structure, or other work without properly acknowledging its source. Plagiarism is dishonest because it misrepresents the work of someone else as one's own.

It is intellectual theft as it robs others of credit for their work. For a student found plagiarizing; the punishment may range from receiving a failing grade without the right to redo the assignment up to dismissal from GIOYA HEI.

Coursework / assignments / case studies / essays / research projects / exams or other similar assessment materials are liable to submission through an online plagiarism detection program.
In every case of alleged academic dishonesty, GIOYA HEI's lecturer shall clearly demonstrate that the student committed an act of academic dishonesty.

Course participants can avoid unintentional plagiarism by carefully following accepted scholarly practices.
Notes taken for papers and research projects should accurately record sources of material to be cited, appropriately quoted, paraphrased, or summarized, and papers and research projects should acknowledge these sources in the appropriate places in the text of the paper as well as in a reference list at the end of the paper, in accordance with accepted citation practices.

Plagiarism Procedure for Assessments

Cases of plagiarism will be investigated, and penalties may range from deduction of marks, expulsion from the course to the non-conferment of the degree, depending on the seriousness of the case.

The primary responsibility for the detection of plagiarism within assessments submitted by course participants rest with the lecturer grading the said piece of work (herein refer to as the assessor). The assessors shall use their knowledge and academic judgement as experts in the subject area to decide whether plagiarism has occurred.

The assessor shall use the plagiarism detection software provided by GIOYA HEI as an aid in detecting plagiarized work. However, the assessor shall ensure that due evaluation and assessment shall be sought on the similarity report issued by the software, before determining that plagiarism has occurred. The Assessor should be aware of the limitations of this software and execute care in their interpretation of the similarity report.

GIOYA HEI recommends that as an initial guidance the similarity percentage should not exceed 21%. This percentage must be directly related to the nature of the subject being assessed.

12.2. Violation of Academic Integrity: Exam Cheating

Cheating is defined as any actual or attempted act that is undertaken with the intention to gain *unfair advantage on coursework, assessments, or examinations that includes, but is not limited to:*

- Unacknowledged use of information or ideas unless such ideas are commonplace.
- Breaching the word limit of assignments and/or intentionally mentioning the wrong word count.
- Obtaining / accepting /encouraging others to obtain unauthorized access to a copy of a test / exam before the test / exam is administered.
- Distributing for financial benefits or for free, a test before it is administered.
- Changing grades in a gradebook, on a computer, or on an assignment.
- Continuing to work on a test beyond the set time limit, unless authorized by the instructor

Procedure for Exam Cheating

Any suspicion of exam cheating will be reported, and the student will be notified that his/her exam will not be assessed while the case is being investigated. The Student Affairs Manager will investigate on suspected exam cheating, and will inform the HOI in a written report who will then decide on whether to reject the report or to continue the consideration of the case.

If the consideration of the case continues, the student will be informed in writing about the summary of the facts of the case. He/she will receive a copy of the report, a copy of his/her exam

paper/assessment with the indication of where there is a suspicion of cheating and a copy of the sources. The student has the possibility to request a meeting with the HOI, where he/she have the opportunity to comment on the case.

The conclusion of cases regarding suspected exam cheating normally takes two to four weeks from the time the Student Service Manager receives the report, until a final decision is made.

If a sanction is imposed, the student participation in the exam may be declared invalid and she/he Will be awarded a Fail.

If the report on suspected exam cheating is rejected or if the sanction is a warning, and the course participant has participated in re-examination in the intervening period, he/she will retain the highest exam result.

Appeal Policy and Procedure

This policy outlines the procedures for students wishing to challenge academic or non-academic decisions made by GIOYA HEI. It defines valid grounds for appeal, the burden of proof, evidence requirements, and procedural steps to ensure fairness and transparency.

1. Academic Appeals

1.1 Grounds for Appeal

- **Procedural Errors:** Significant deviations from established assessment procedures, unclear guidelines, or unfair application of policies.
- **Extenuating Circumstances:** Documented personal events (e.g., sudden illness, family emergency) that severely impacted the student's ability to complete assessments and were not adequately considered.
- **New Evidence:** Compelling information unavailable during the original decision-making process that could significantly alter the outcome.
- **Disproportionate Penalty:** The penalty imposed is excessively severe relative to the offense and inconsistent with similar cases within the institution.

1.2. Invalid Grounds

- Concerns related to teaching quality or supervision.
- Disagreement with academic judgment or individual assessment marks.
- Dissatisfaction without substantiating evidence.

1.3 Burden of Proof

Students must provide clear and convincing evidence to support their claim that one or more valid grounds for appeal exist.

1.4. Evidence

- **Procedural Errors:** Relevant policies, timelines, communication records
- **Extenuating Circumstances:** Medical records, documents substantiating emergency
- **New Evidence:** Documents, statements clearly linked to the original assessment
- **Disproportionate Penalty:** Records of similar cases, penalty guidelines

2. Non-Academic Appeals

2.1. Grounds

- **Procedural Irregularity:** Failure to follow established policies or significant deviations impacting the decision.
- **Decision Not Evidence-Based:** Available facts or circumstances were disregarded, leading to an incorrect outcome.
- **Incorrect, Unjust, or Unreasonable Decision:** The decision is demonstrably flawed, or the penalty is disproportionate to the offense.

2.2. Evidence

- **Policies and Procedures:** Relevant sections demonstrating non-compliance
- **Decision-Making Records:** Communication, documentation highlighting flaws

3. Appeal Procedure

3.1. Informal Resolution

Students are strongly encouraged to discuss their concerns with relevant staff (instructor, Student Affairs) to seek resolution before a formal appeal.

3.2. Formal Appeal Submission

- Submit in writing to studentaffairs@GIOYA.edu.mt within five (5) working days of the informal resolution attempt or the communicated decision being challenged.
- Include all relevant supporting documentation, with a clear explanation of the grounds for appeal and requested remedy.

3.3. Review and Decision

- The HOI will review the appeal and may request further information.
- A final decision will be rendered normally within five (5) school days.
- The HOI's decision is irrevocable.

3.4. Time Limits & Evidence

- Appeals submitted outside the deadline will not be considered without extraordinary justification.
- Failure to provide sufficient evidence may result in the appeal being dismissed.

13. RECOGNITION OF PRIOR LEARNING

All the information on the Recognition of Prior Learning can be found on the next website link: **https://gioya.edu.mt/wp-content/uploads/2022/11/RPL-Policy-and-Process-GIOYA-Academy.pdf**

14. ACADEMIC PROGRAMS

14.1. EXECUTIVE DOCTORATE IN COMMERCIAL DIPLOMACY

14.1.1. About the Program – Introduction

Credits needed to complete the program: NA
Degree Level MQF – Level 8
Qualification: qualification
Mode of delivery: Fully online

This program is tailored for executives who navigate the intricate landscape of international business and diplomacy. It blends academic rigor with real-world applications, equipping graduates to tackle challenges and seize opportunities in global markets. Furthermore, given the increasing intertwining of global commerce with geopolitics, there is a need for professionals who can navigate the complexities of international business relations. This doctorate program aims to equip senior professionals and executives who wish to apply academic rigor to real-world business challenges and contribute to the advancement of professional practice in the field of business and management, with advanced skills and knowledge in commercial diplomacy, allowing them to foster better international trade relations and create strategic business advantages.

14.1.2. Selection criteria for Admission

To join this course, learners should have the following requirements:

- ✓ Master's Degree: MQF Level 7 qualification (or its equivalent) is desirable to ensures they possess the foundational academic, professional and research skills necessary for doctoral studies. (DBA).
  In case the applicant, is not holding an MQF level 7 qualification, an interview process could be used to determine whether entry without a master's degree can be relaxed as a contextual entry.
  A pre-doctorate course that provides contextual candidates with the necessary academic and research skills for Level 8 study might be applied if requested by the interview panel.
- ✓ Professional Experience: the candidates should have a significant amount of relevant work experience (between 4 to 20 years) at a managerial or executive level. The APEL candidates will be considered.

  A clear outline of the prospective student's intended research or area of study to showcase the candidate's ability to identify significant research questions and offer preliminary insights into the methods and frameworks they might use.

A personal statement submitted by applicants is required at the moment of the application.

A personal interview may be required to further assess the candidate's suitability, motivation, research interests, and alignment with the program's objectives.
It is desirable on whether the candidate is part of an organization, to receive from his/her entity evidence of the support received, when applicable. This is not applicable for individual candidates.

- ✓ Language Proficiency: Level of English requested is C1. The level of English for non-native speakers can be assessed by an independent commission composed by language experts or, alternatively, can be proved with independent English evaluations (e.g. IELTS, TOEFL, CAMBRIDGE, etc). Students from countries where English is an official language or those who have completed prior degrees taught entirely in English are exempted from these requirements.

14.1.3. Program delivery

Pedagogical framework is meticulously designed for complete online delivery, ensuring a robust and interactive learning experience tailored to the needs of executive learners in order to support a dynamic virtual environment that facilitates intellectual growth, applied knowledge, and collaborative learning.

The UN University of Peace will be in charge of delivering the following:

1. **Interactive Online Workshops**: Core to the first year are the virtual interactive workshops that:
   - Stimulate engagement through digital case studies, online simulations, and virtual role-playing.
   - Encourage peer learning within a digital landscape, enabling participants to draw from diverse global experiences.
   - Utilize online breakout rooms for group discussions, which promote a collaborative learning space.

GIOYA HEI will be delivering and awarding the following:

1. **Self-Directed Online Learning**: Self-study, under the guidance of esteemed professors, is facilitated through:
   - A rich selection of e-readings, educational videos, and interactive content to suit varied learning styles.
   - A comprehensive LMS that provides personalized learning paths and facilitates communication with educators.
2. **Dedicated Virtual Faculty Supervision**: Faculty supervision in the virtual realm provides:
   - Consistent e-feedback to deepen understanding and enhance application skills.
   - Virtual office hours and web conferencing for personalized support and academic advising.

- Online reflective practices, such as e-journals or discussion boards, to integrate professional experience with scholarly inquiry.

14.1.4. Program Learning Outcomes

By attending this program, the students will gain the following skills, knowledge, and competences:

Strategic Analysis and Decision-Making: Analyze complex international business scenarios and make strategic decisions that demonstrate a deep understanding of commercial diplomacy and global market dynamics.
Advanced Research and Analytical Skills: Conduct high-level, original research using interdisciplinary approaches to generate new insights into commercial diplomacy practices.
Negotiation and Conflict Resolution: Utilize advanced negotiation techniques and conflict resolution strategies to effectively manage and resolve disputes in international trade settings.
Leadership and Management Competencies: Exhibit leadership skills that reflect an understanding of commercial diplomacy, guiding organizations through the complexities of international business relations and trade policies.
Effective Communication: Communicate complex ideas effectively to a variety of stakeholders, including business leaders, policymakers, and diplomats, using appropriate diplomatic language and protocols.
Policy Development and Implementation: Develop and implement policies and strategies that promote economic growth, sustainable practices, and ethical international business transactions.
Technological Proficiency: Apply new technologies strategically in international trade and diplomacy to enhance efficiency, transparency, and security.
Cultural Competency and Social Intelligence: Apply cultural intelligence to manage and lead diverse teams, to negotiate in cross-cultural environments, and to foster inclusive trade practices.
Financial Acumen: Utilize financial instruments and techniques to support international commerce, manage trade risks, and enhance economic diplomacy initiatives.
Interpersonal and Relationship-Building Skills: Build and maintain strong relationships with a network of international contacts, demonstrating trustworthiness and cultural sensitivity.

14.1.5. Teaching and Assessment Strategy

Teaching methods

Supervisors will be requested to have 2 sessions per month with students for a minimum of 2 hours in total and to remain available in case of urgent requests.

Technology-Enhanced Learning Tools:

Our online delivery is augmented by advanced educational technologies:

- Live webinars and interactive virtual lectures with real-time engagement tools like polls and Q&A sessions.

The program's virtual nature is a foundational aspect of its design, ensuring accessibility and interaction without compromising on the quality and engagement typically associated with on-campus programs. This online strategy not only aligns with the MFHEA's criteria for excellence and innovation but also caters to the demanding schedules of business executives, allowing for a flexible yet structured path to acquiring expertise in commercial diplomacy.

The focus is on ensuring that each element of the program is tailored to online execution while maintaining high standards of interaction, engagement, and academic integrity.

Assessment

Mid-Term formative assessment

A formative assessment will take place after 2 years from the beginning of the Doctorate. This assessment, is concived to evaluate whether the candidate is elegible to proceed towards the final stadium of the doctorate. This assessment does not provide any award.

Final Thesis Assessment Procedure

The culmination of the Doctorate in Commercial Diplomacy is the presentation and defense of the doctoral thesis, which represents a significant original contribution to the field. In alignment with the standards set by the MFHEA, the following online assessment procedure will be implemented:

1. **Thesis Submission:**
   - Candidates will submit their thesis electronically via the designated online platform, where it will be checked for adherence to submission guidelines and academic integrity, including plagiarism checks.
2. **Preliminary Review:**
   - Initially, the thesis will be assessed by the candidate's supervisory team to ensure it is ready for defense. Feedback will be provided, and any required amendments must be addressed before proceeding to the external examination.
3. **Appointment of Examiners:**

- A panel of external examiners, including at least one international expert in the field, will be appointed. These examiners will be responsible for evaluating the thesis independently.

4. Online Viva Voce (Defense):

- The candidate will defend their thesis in an online viva voce examination. This live assessment will be conducted via a secure video conferencing platform.
- The defense will involve a presentation by the candidate, followed by a series of questions from the panel of examiners.

5. Assessment Criteria:

- The thesis will be assessed based on criteria such as originality, critical analysis, methodological rigor, the relevance of findings to the field, and the quality of presentation and argumentation.
- The defense will evaluate the candidate's ability to articulate their research, respond to critical feedback, and demonstrate an in-depth understanding of the subject area.

6. Examiner Reports:

- Each examiner will submit a detailed report, including a recommendation for the thesis outcome. Possible outcomes may include pass, pass with minor corrections, resubmission with major corrections, or fail.

7. Final Decision:

- The final decision on the thesis will be made by a board or committee designated by the HEI, considering the examiners' reports and the candidate's performance in the defense. Possible outcomes may include pass, pass with minor corrections, resubmission with major corrections, or fail.

8. Thesis Corrections:

- If corrections are required, candidates will be given a clear set of expectations and a timeline for completing them. The revised thesis will be reviewed to ensure all necessary corrections have been satisfactorily addressed.

9. Awarding the Degree:

- Upon successful completion of the defense and any required corrections, the degree will be officially conferred.

10. Archiving and Access:

- The final, corrected version of the thesis will be archived digitally in the institution's repository, with provisions for public access as appropriate.

Note - The grading scheme includes only: pass, pass with minor corrections, resubmission with major corrections, or fail.

This process ensures that the assessment of the doctoral thesis is transparent and fair. All stages of the assessment, from submission to defense, and final approval, are designed to be rigorous, thorough, and adapted to the online delivery format of the program.

14.1.6. Career Opportunities

The students of the doctorate program may be employed in a wide variety of occupations, including but not limited to:

- ✓ ShipYards Manager; International Trade Negotiator:
  - ➢ Mastery in trade laws, multilateral negotiations, economic policy understanding, and international relations.
- ✓ Global Business Strategist:
  - ➢ Skills: Expertise in formulating and implementing business strategies across different countries and cultures.
- ✓ Diplomat or Attaché:
  - ➢ Skills: Proficiency in fostering business relationships between countries, understanding trade agreements, and promoting business interests abroad.
- ✓ International Business Consultant:
  - ➢ Skills: Problem-solving in global business contexts, analyzing international markets, and advising firms on global expansions.
- ✓ Director of International and Institutional Relations for Corporations:
  - ➢ Skills: Building and maintaining relationships with international stakeholders, understanding global business environments, and ensuring alignment with global regulations.
- ✓ International Trade Policy Maker:
  - ➢ Skills: Drafting, analyzing, and implementing policies related to international trade, tariffs, and business relations.
- ✓ Policy and Decision Makers

14.2. Doctorate in Business Administration – DBA

14.2.1. About the Program – Introduction

Credits needed to complete the program: NA
Degree Level EQF – Level 8
Qualification: Qualification
Mode of delivery: Fully online

The Doctor of Business Administration (DBA) program is an advanced professional doctoral degree designed to develop senior-level business leaders, executives, and scholars with a profound understanding of business theory and practice. The program prepares candidates for a variety of leadership roles across different sectors, including multinational corporations, government agencies, non-profit organizations, and consulting firms. The DBA program emphasizes a combination of

advanced theoretical knowledge, practical application, and original research, equipping graduates with the skills to address complex business challenges in a rapidly evolving global environment.

Key Features:

- Flexible Online Delivery: The entire program is delivered online, offering flexibility for busy professionals to balance their studies with work and personal commitments.
- Interdisciplinary Approach: The curriculum integrates multiple disciplines, including international relations, sustainability, strategic management, organizational behavior, finance, and global business.
- Research-Driven: Emphasis on original research culminating in a comprehensive dissertation that contributes to the field of business administration.
- Professional Relevance: Assignments and projects are designed to reflect real-world business scenarios, ensuring the applicability of theoretical knowledge to practical problems.
- Expert Supervision: Each candidate receives personalized guidance from experienced supervisors throughout their research journey.

Upon completing the DBA program, graduates will be able to:

- Exercise substantial authority in business contexts, demonstrating innovation, autonomy, and scholarly integrity.
- Promote social, scientific, and ethical advancement through responsible business practices.
- Commit to the ongoing development of new ideas and processes, contributing original insights to the field.
- Demonstrate leadership and make informed judgments in complex, multifaceted business environments.
- Foster interdisciplinary collaboration, integrating insights from various fields to drive innovation and improve organizational performance.

14.2.2. Selection criteria for Admission

To join this course, learners should have the following requirements:

- ✓ **Master's Degree**: The applicant should hold an MQF Level 7 qualification (or its equivalent) in business to ensures they possess the foundational academic, professional and research skills necessary for doctoral studies. (DBA)

  Note: if the applicant holds and MQF level 7 qualification (of its equivalent) not in business, but has at least 5 years professional work experience in a business setting they will also be eligible.

  A personal interview may be required to further assess the candidate's suitability, motivation, research interests, and alignment with the program's objectives.

OR

- ✓ **Bachelor's Degree:** Applicants to the DBA program are required to hold an MQF Level 6 qualification, ensuring they possess the necessary academic and professional foundation for advanced doctoral studies. This qualification demonstrates the candidate's capability in handling rigorous coursework and research activities. Additionally, prospective candidates must have at least 10 years of professional experience in high-level positions within business, management, or related fields. An interview with the academic board of GIOYA is part of the application process. This interview helps to assess the candidate's suitability for the program, focusing on their motivation, research interests, and alignment with the program's objectives. Should the board deem necessary, candidates may be advised to undertake supplementary coursework to fully prepare for the challenges of the DBA program.

- ✓ **Language Proficiency**: Level of English or French or Spanish requested is C1 or IELTS Level 6. The Language level for non-native speakers can be assessed by an independent commission composed by language experts or, alternatively, can be proved with independent English evaluations (e.g. IELTS, TOEFL, CAMBRIDGE, etc). Students from countries where the Language is an official language or those who have completed prior degrees taught entirely in English are exempted from these requirements.

14.2.3. Program delivery

The online platforms that will be used for the delivery of this program will be Moodle and Microsoft Teams.

14.2.4. Program Learning Outcomes

By attending this program, the students will gain the following skills and knowledge:

Knowledge:

a) Demonstrate comprehensive knowledge at the most advanced frontier of business administration, integrating insights from various disciplines to address complex, multifaceted business challenges.
b) Exhibit a deep understanding of emerging trends and contemporary issues in global business, utilizing multidisciplinary approaches to inform strategic decision-making.
c) Develop a systematic understanding of specialized fields within business administration, such as international relations, sustainability, strategic management, organizational behavior, finance, and global business.
d) Critically evaluate and synthesize knowledge from diverse sources, building upon specialized and multidisciplinary knowledge to create new frameworks and models in business practice.
e) Extend the existing body of knowledge in business administration by conducting original research that addresses significant gaps or unexplored areas within the field.
f) Redefine professional practice by applying innovative research findings to real-world business problems, enhancing organizational performance and contributing to the development of best practices in the industry.

g) Integrate theories and methodologies from different disciplines to develop comprehensive solutions to complex business issues, demonstrating the ability to operate at the interface between fields.
h) Synthesize interdisciplinary knowledge to drive innovation and strategic change within organizations, demonstrating the capacity to influence and shape the future direction of business practice.
i) Apply advanced knowledge to promote ethical, sustainable, and socially responsible business practices, addressing the global challenges of environmental sustainability and corporate governance.
j) Demonstrate a thorough understanding of the ethical implications of business decisions and research, ensuring that all professional activities are conducted with integrity and respect for diverse stakeholder perspectives.

Skills:

a) Apply the most advanced and specialized skills and techniques, including synthesis and evaluation, to solve critical problems in research and innovation.
b) Extend and redefine existing knowledge or professional practice through innovative application of research findings.
c) Demonstrate mastery in the selection and analysis of research, ensuring rigorous methodology and comprehensive data interpretation.
d) Exhibit advanced skills in academic writing, producing high-quality, well-structured, and compelling research documents.
e) Design, develop, and sustain robust arguments in innovative scholarly research, contributing to the academic discourse.
f) Respond effectively to technological, social, and cultural issues, addressing the evolving needs of a knowledge-based society.
g) Communicate research findings and expertise to a wide audience, including peers, industry professionals, and the general public, using diverse methods such as national and international publications and presentations at specialist forums.
h) Demonstrate expertise in critical evaluation and analysis, even with incomplete or limited information, to solve complex problems in new or unfamiliar environments.
i) Produce original research that adds significant value to the field of business administration, showcasing creativity and intellectual rigor.
j) Utilize advanced digital tools and platforms to conduct, analyze, and present research, ensuring accessibility and engagement with a global audience.

14.2.5. Teaching and Assessment Strategy

Teaching methods

To adapt to our target groups of students the DBA will be delivered fully online.

In general terms the class teaching will be limited in favor of more interactive workshop in particular the first year of study. The workshops will also focus on method of research for a DBA. Self-study

supervised and monitored by qualified professor will be the main modality.

The focus is on ensuring that each element of the program is tailored to online execution while maintaining high standards of interaction, engagement, and academic integrity.

The DBA will have a strong focus on international dynamics.

Assessment

The Doctor of Business Administration (DBA) program employs a dynamic assessment method structured to rigorously evaluate candidates' knowledge, skills, and research capabilities. The program designates 20% of the assessment to in-class participation to ensure consistent engagement and contribution to course discussions. The major component, comprising 80% of the assessment, is through detailed interviews conducted by the lecturer with the student. These interviews focus on the outcomes delivered and the expectations set for the students, providing a thorough assessment of their understanding and application of course material.

Course Specific Assessments

1. **Advanced Qualitative Research Methods for Doctoral Study**
    - Assessment: 20% from class participation; 80% from an interview focusing on the outcomes related to the application of qualitative methods.
2. **Advanced Quantitative Research Methods for Doctoral Study**
    - Assessment: 20% from class participation; 80% from an interview focusing on the outcomes related to quantitative analysis techniques.
3. **Applying Theory to Professional Practice**
    - Assessment: 20% from class participation; 80% from an interview focusing on the outcomes related to the application of theoretical frameworks in professional contexts.
4. **International Business Strategies and Trends**
    - Assessment: 20% from class participation; 80% from an interview focusing on the outcomes related to strategic analysis of international business trends.
5. **Sustainability in Business**
    - Assessment: 20% from class participation; 80% from an interview focusing on the outcomes related to sustainable business practices and policies.
6. **Research Abstract**
    - Assignment (100%): A detailed 7,000 – 10,000 word research abstract outlining the candidate's intended dissertation study, including literature review, research questions, methodology, and ethical considerations.

7. **Dissertation**
    - Dissertation (80%): A 60,000-word dissertation presenting original research conducted by the candidate, demonstrating their ability to contribute to the field of business administration.
    - Viva Voce (20%): An oral defense of the dissertation, assessing the candidate's understanding, articulation, and ability to defend their research findings and methodology.

Justification for assignment strategy for units 1 to 5

Justification for Assessment Method in the DBA Program

1. Alignment with Professional Schedules and Responsibilities: The DBA program is tailored for working professionals who have significant responsibilities in their respective fields. The assessment method, focusing on 20% class participation and 80% personalized interviews, accommodates their busy schedules. This structure minimizes extensive coursework and written assignments, which can be challenging to balance with professional commitments.

2. Practical Application and Relevance: By emphasizing interviews that assess the outcomes and impacts expected of students, the program directly aligns with the practical and applied nature of executive education. This approach allows candidates to demonstrate their ability to integrate and apply advanced business concepts and strategies in real-world situations, a critical skill for business leaders.

3. Depth of Understanding and Critical Thinking: Interviews provide a dynamic platform for assessing a candidate's depth of understanding and critical thinking. This method goes beyond traditional examinations by allowing candidates to discuss and defend their approaches and solutions to business challenges, demonstrating their analytical and strategic thinking skills.

4. Personalization of Learning and Assessment: The interview-based assessment enables a personalized evaluation of each candidate's progress and achievements. This is particularly important for working professionals, as it allows the assessment to be tailored to their specific professional experiences and the unique challenges they face in their industries.

5. Encouragement of Continuous Learning and Engagement: The structure of the assessments encourages ongoing learning and engagement throughout the course. By knowing that their understanding and application of the material will be tested through direct dialogue, candidates are likely to engage more deeply with the course content and actively participate in class.

6. Development of Communication Skills: The interview process also helps in honing the candidates' professional communication skills, an essential aspect for any leader. Discussing their ideas and

solutions with the academic staff develops their ability to articulate complex concepts clearly and persuasively, a key skill in any high-level business role.

7. Flexibility and Adaptability: This mode of assessment reflects the flexibility and adaptability required of modern business leaders. It acknowledges that theoretical knowledge needs to be adaptable to various practical scenarios, which is effectively assessed through interactive and outcome-focused interviews.

Grading scheme (Excludes Dissertation)

Grade	Percentage Range	Description
Distinction	85-100%	Exceptional performance demonstrating comprehensive understanding, critical analysis, innovative application, and significant originality. Work is of publishable quality or demonstrates potential for significant impact in the field.
Merit	70-84%	High-quality performance showing thorough understanding, strong critical analysis, effective application, and clear originality. Work is well-researched, well-written, and demonstrates strong potential for practical or academic contribution.
Pass	55-69%	Competent performance with a good understanding of concepts, reasonable critical analysis, and appropriate application. Work is adequately researched and presented, with minor weaknesses in depth or coherence.
Marginal Pass	50-54%	Basic understanding of concepts with limited critical analysis and application. Work shows some effort but lacks depth and significant analytical insights.
Fail	0-49%	Inadequate performance demonstrating poor understanding, minimal critical analysis, and weak application. Work is superficial, with significant weaknesses in research, argumentation, or presentation.

Note: In the case of failure and Reassessment:

If a student fails to obtain a pass mark in modules 1 to 5 , they will be allowed to apply for a resit examination of the module. If the student fails the resit exmanation, they will be considered upon special request to retake the module.

Final Thesis Assessment Procedure

The culmination of the Doctorate in Commercial Diplomacy is the presentation and defense of the doctoral thesis, which represents a significant original contribution to the field. In alignment with the standards set by the MFHEA, the following online assessment procedure will be implemented:

1. Thesis Submission:

- Candidates will submit their thesis electronically via the designated online platform, where it will be checked for adherence to submission guidelines and academic integrity, including plagiarism checks.

2. Preliminary Review:

- Initially, the thesis will be assessed by the candidate's supervisory team to ensure it is ready for defense. Feedback will be provided, and any required amendments must be addressed before proceeding to the external examination.

3. Appointment of Examiners:

- A panel of external examiners, including at least one international expert in the field, will be appointed. These examiners will be responsible for evaluating the thesis independently.

4. Online Viva Voce (Defense):

- The candidate will defend their thesis in an online viva voce examination. This live assessment will be conducted via a secure video conferencing platform.
- The defense will involve a presentation by the candidate, followed by a series of questions from the panel of examiners.

5. Assessment Criteria:

- The thesis will be assessed based on criteria such as originality, critical analysis, methodological rigor, the relevance of findings to the field, and the quality of presentation and argumentation.
- The defense will evaluate the candidate's ability to articulate their research, respond to critical feedback, and demonstrate an in-depth understanding of the subject area.

6. Examiner Reports:

- Each examiner will submit a detailed report, including a recommendation for the thesis outcome. Possible outcomes may include pass, pass with minor corrections, resubmission with major corrections, or fail.

7. Final Decision:

- The final decision on the thesis will be made by a board or committee designated by the HEI, considering the examiners' reports and the candidate's performance in the defense. Possible outcomes may include pass, pass with minor corrections, resubmission with major corrections, or fail.

8. Thesis Corrections:

- If corrections are required, candidates will be given a clear set of expectations and a timeline for completing them. The revised thesis will be reviewed to ensure all necessary corrections have been satisfactorily addressed.

9. Awarding the Degree:

- Upon successful completion of the defense and any required corrections, the degree will be officially conferred.

10. Archiving and Access:

- The final, corrected version of the thesis will be archived digitally in the institution's repository, with provisions for public access as appropriate.

Note - The grading scheme includes only: pass, pass with minor corrections, resubmission with major corrections, or fail.

This process ensures that the assessment of the doctoral thesis is transparent and fair. All stages of the assessment, from submission to defense, and final approval, are designed to be rigorous, thorough, and adapted to the online delivery format of the program.

14.2.6. Career Opportunities

The Doctor of Business Administration (DBA) program prepares candidates for various occupations across different sectors. Potential career paths include:

1. International Relations and Diplomacy:
   - Commercial or Economic Diplomat
   - Trade Attaché

1. International Business and Sustainability:
   - Sustainability and Environmental Policy Analyst
   - Corporate Social Responsibility Manager

2. Strategic Management:
   - Strategic Planning Manager
   - Corporate Governance Specialist

3. Organizational Behavior and Leadership:
   - Leadership Development Manager
   - Human Resources Director
   - Change Management Consultant

4. Finance and Accounting Leadership:
   - Financial Controller
   - Investment Analyst
   - Risk Management Specialist

5. Global Business and International Management:
   - Global Business Manager
   - International Market Analyst
   - Cross-Cultural Management Consultant
   - Global Operations Director

Graduates of the DBA program will be well-equipped to assume leadership roles in multinational corporations, government agencies, non-profit organizations, and consulting firms. They will possess a unique blend of skills in diplomacy, sustainability, strategic management, organizational behavior, finance, and global business, making them valuable assets in a rapidly evolving and interconnected global business landscape.

14.3. POSTGRADUATE DIPLOMA ON PEACEFUL COEXISTENCE: Reinforcing Peace, Human Rights and Development

14.3.1. About the Program – Introduction

Credits needed complete the program: 6 ECTS + 18 UPEACE CREDITS

Note: 1 UPEACE Credit = 3 ECTS

The total ECTS (ECTS + compared UPEACE Credits) is 60 ECTS

Degree Level MQF – Level 7

Qualification: qualification

Mode of delivery: Fully online

Mode of delivery: Full time

The University for Peace (UPEACE) in partnership with the King Hamad Global Center for Peaceful Coexistence (KHGC) will launch the first ever "Postgraduate Diploma on Peaceful Coexistence Diplomacy".

UPEACE and KHGC share common goals aimed at achieving global peace, creating a safe future by developing knowledge and skills and organizing targeted training to raise awareness and improve all education-related programs and initiatives in the fields of human rights, international law and peaceful coexistence. Therefore, these two entities strive to achieve these goals through the implementation of joint programs for employees in the diplomatic field and governmental bodies on a national and regional levels.

UPEACE will cooperate with the King Hamad Global Center for Peaceful Coexistence, GIOYA Higher Education (Malta) and other high reputed universities & international organizations.

The program is already accredited by UPEACE. GIOYA HEI is implementing it as a joint postgraduate diploma through the Commercial Diplomacy module. The KHGC, in addition to contributing to funding scholarships, will support the program offering international visibility.

14.3.2. Selection criteria for Admission

To join this course, learners should have the following requirements:

- ✓ All applicants applying for the Postgraduate Diploma must have an undergraduate degree (B.A., B.S. or an equivalent degree) in Social Sciences or Humanities from an accredited college or university.
- ✓ Applicants should also demonstrate a commitment to working towards positive social change and advancing peace; and some work experience in the field.
- ✓ Applicants should demonstrate a willingness to advancing diplomatic initiatives in their countries.
- ✓ Applicants must be fluent in English, both spoken and written. The English language test scores that will be acceptable include TOEFL (PBT, CBT, or IBT); IELTS; Pearson Test of English, or Cambridge English Language Assessment. Alternatively, the level of English can be assessed by an independent commission composed by language experts.

- ✓ The minimum level of English language proficiency required is B2 according to the Common European Framework Reference Language (https://europa.eu/europass/en/common-european-framework-reference-language-skills).

14.3.3. Program delivery

Pedagogical framework is meticulously designed for complete online delivery, ensuring a robust and interactive learning experience tailored to the needs of executive learners in order to support a dynamic virtual environment that facilitates intellectual growth, applied knowledge, and collaborative learning.

The online platforms that will be used for the delivery of this program will be:

a) https://gioyahei.moodlecloud.com/ as well as Microsoft Teams for the module "9. Commercial diplomacy"
b) https://upeace.org (IP: 20.119.16.46) for all the other modules

14.3.4. Program Learning Outcomes

By attending this program, the students will gain the following skills and knowledge:

Knowledge

The learner will be able to define, describe, :

a) Approach to peaceful coexistence and case studies: Malaga (Spain) and Kigali (Rwanda);
b) The impact of peaceful coexistence on international peace and security;
c) The prohibition and hate speech;
d) Xenophobia and racism;
e) Intercultural & interreligious dialogue;
f) The contemporary challenges of multilateralism;
g) Cultural diplomacy;
h) Fundamental elements of international law;
i) Commercial diplomacy;
j) The role of women in peaceful coexistence;

The kingdom of Bahrain's model in terms of peaceful coexistence.

Skills:

The learner will be able to:

a) Critically analyse existing research;
b) Perform their own qualitative, quantitative, and mixed methods research;
c) Facilitate a workshop or class;
d) Understand key debates surrounding violence, and peaceful coexistence;
e) Critically examine ontological and epistemological claims and assumptions rooted in religions and cultures;
f) Transform (possibly through mediation) a small group or interpersonal conflict;
g) Facilitate a process to reduce prejudices;
h) Perform an intersectional conflict analysis;
i) Conduct an analysis of media discourses in relation to hate speech;
j) Communicate non-violently;
k) Analyse conflict situations considering the culture and religion influences involved;
l) Perform an analysis with a sensitivity to women's needs and propose strategies for positive change;
m) Analyse peace processes from diverse contexts;
n) Critically engage with the differences in approaches towards peacebuilding;

o) Defend an ethical position in relation to peaceful coexistence and peacebuilding.

14.3.5. Teaching and Assessment Strategy

Teaching methods

The Postgraduate Diploma on Peaceful Coexistence will be offered completely online, with live discussions facilitated by professors, group work and pair work with other students, working on case studies, simulations, presentations, among other activities. These are all designed to create a learning community where students can learn from each other, and from the professors and guest speakers in live sessions. The recording of each live session will be uploaded and shared through Moodle with the students.

Students will use the UPEACE online learning platform, which is a well advanced technological system developed by UPEACE in multiple master degrees in the past years.

UPEACE and the Ministry of Foreign Affairs of the Kingdom of Bahrain will award with the “Prize for Excellency Research in Peaceful Coexistence ~~Diplomacy~~” to the best research elaborated by the students during the course of the Postgraduate Diploma.

Assessment

At the end of each module students will be required to either take an exam or to present a short article about the referred topic of the module.

14.3.6. Career Opportunities

This program prepares its students for a variety of opportunities, including but not limited to working in the realm of peaceful coexistence diplomacy, religious organizations, social work, human resources, human rights organizations, international development, teaching, research, and policy institutes/think tanks.

14.4. BACHELOR IN INTERNATIONAL BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP

Introduction

The current edition of the Bachelor is being launched focusing on professionals who already have a previous degree and are looking for a career change and aspire to become an entrepreneur and people who have gained professional certificates or diploma and want to improve their knowledge and abilities on the topics offered by this Bachelor.

The course is held entirely online as we think that this will be the future of higher education since it allows students to be more flexible and to work and study at the same time wherever they are.

The qualifications issued by GIOYA HEI are recognized at European level and they have facility of recognition in 30 countries of the Commonwealth, Malta being a member state of the Commonwealth.

For BACHELOR IN INTERNATIONAL BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP IV degree pathways are available:

I. DOUBLE DEGREE WITH UNIVERSITY OF TORINO

14.4.1. About the Program

Credits needed complete the program: 180 ECTS
Degree Level MQF – Level 6
Qualification: qualification
Mode of delivery: Online
Program Length: 3 years
Language: English, Italian
Limited to: 25 Entrepreneurs and Managers

Those who enroll in the GIOYA Bachelor in International Business Administration and Entrepreneurship will have the opportunity to request:

1. **DOUBLE DEGREE IN MANAGEMENT DELL'INFORMAZIONE E DELLA COMUNICAZIONE AZIENDALE WITH UNIVERSITY OF TORINO**
2. **CERTIFICATION OF CIFAL GLOBAL NETWORK – UNITAR**
   Corporate Social Responsibility and Sustainable Development

Limited number selection & access to GIOYA Academic Course

There are 50 spots available to register on GIOYA Bachelor degree for highly qualified managers and entrepreneurs. All 50 enrollees can request the CIFAL UNITAR (UN) certification for the CSR & Sustainability course.

Access to the double degree with the University of Torino is reserved for the FIRST 25 enrollees who meet the following criteria:

- Managers and entrepreneurs with proficiency in Italian and are residents abroad;
- Managers and entrepreneurs, regardless of their place of residence, who achieve (in the preliminary CV evaluation phase) at least 40% of the recognition of prior learning (compared to the entire degree course).

Those who do not meet these criteria or enroll after the first 25 will compete for the remaining 25 spots reserved for obtaining the GIOYA HEI degree and the CIFAL UNITAR certification related to the sustainability course and integrated into the study program.

To access the GIOYA HEI programs, it is necessary to pass a selection process. Once selected, participants become members of GIOYA.

The course allows the recognition of work experience (informal learning) up to a maximum of 50% of the Bachelor's program (in line with the GIOYA's RPL policy). The remaining part of the course consists

of online lectures that complement the competences and the thesis project.

The course has been structured to be flexible (the attendance is not compulsory) and in line with the time constraints of our students. The professional enrolled is fully assisted by our coordinators and professors. At the end of the process of recognition of prior learning each of the students will have an ad hoc path of studies tailored to their interests and needs. Networking occasions among our selected students will be fostered online and in presence.

II. DOUBLE DEGREE WITH INSTITUT CATHOLIQUE DE VENDÉE - FRENCH GRAND ÉCOLE (ICES)

14.4.2. About the Program

Credits needed complete the program: 180 ECTS
Degree Level MQF – Level 6
Qualification: qualification
Mode of delivery: Online
Program Length: 3 years
Language: English
Limited to: 35 Entrepreneurs and Managers

Those who enroll in the GIOYA Bachelor in International Business Administration and Entrepreneurship will have the opportunity to request:

1. **DOUBLE DEGREE IN BUSINESS AND ECONOMICS WITH ICES**
   (which add to MQF Validation the French National Academic Validation)
2. **CERTIFICATION OF CIFAL GLOBAL NETWORK – UNITAR**
   Corporate Social Responsibility and Sustainable Development

Limited number selection & access to GIOYA Academic Course

There are 35 spots available to register on GIOYA Bachelor degree for highly qualified managers and entrepreneurs. All 35 enrollees can request the CIFAL UNITAR (UN) certification for the CSR & Sustainability course.

Access to the double degree with the ICES is reserved to managers and entrepreneurs, who achieve (in the preliminary CV evaluation phase) at least 40% of the recognition of prior learning (compared to the entire degree course). The course is in English and the Level requested is B1.

To access the GIOYA HEI programs, it is necessary to pass a selection process. Once selected, participants become members of GIOYA.

III. Bachelor in International Business (in partnership with Impact Hub)

14.4.3. About the Program
Credits needed complete the program: 180 ECTS
Degree Level MQF – Level 6
Qualification: qualification
Mode of delivery: Online
Program Length: 3 years
Language: English
Limited to: 50 Entrepreneurs and Managers

Impact Hub is a global network of entrepreneurial accelerators fostering sustainable innovation and social impact through collaborative spaces and tailored mentorship programs.

This Bachelor's program uniquely combines rigorous academic studies with hands-on entrepreneurial experiences. Developed in partnership with Impact Hub, the curriculum enables students to transform – through a process of RPL – practical activities and projects conducted within Impact Hub's startup accelerators into valuable academic credits (up to a max of 50% of the entire course of study), enriching their education with real-world business skills and industry connections.

Young entrepreneurs will benefit from this program by gaining direct exposure to entrepreneurial practices, accessing an extensive network of mentors and industry leaders, and acquiring through RPL academic credentials while actively developing their startups. The remaining part is completed by the student enrolling in the Bachelor program online, acquiring the missing competencies, and obtaining the Bachelor degree developed in partnership with Impact Hub.

IV. Bachelor in International Business for Athletes in Career Transition, offered by GIOYA HEI in partnership with The Embassy Sport Premium

14.4.4. About the Program
Credits needed complete the program: 180 ECTS
Degree Level MQF – Level 6
Qualification: qualification
Mode of delivery: Online
Program Length: 3 years
Language: English
Limited to: 50 Entrepreneurs and Managers

This option of the Bachelor's program is specifically designed *for athletes transitioning from their professional sports careers into the business world.* With a focus on entrepreneurship, investment, and business management, the course equips students with the essential tools to build a successful post-sport career.

Recognition of Sports and related Experience

In line with GIOYA's Recognition of Prior Learning (RPL) policy, up to 50% of the program can be credited based on the skills and knowledge acquired during an athlete's professional career. The remaining 50% is composed of online academic coursework, seminars, including a final thesis project, offering essential business education.

Flexible Learning Structure

Designed with athletes' demanding schedules in mind, the course is fully flexible and does not require compulsory attendance. Each student receives personalized academic support and a customized study plan, developed after a recognition process and aligned with their individual interests and future goals.

Sport Business Certification

Alongside the academic programme, students will receive the "The Embassy Sport Premium" Certificate, earned through exclusive online seminars focused on Sport Business Strategy. This certification is part of The Embassy Training Center (Higuerón, Marbella) and led by NBA and World Basketball Champions José Manuel Calderón and Berni Rodríguez.

International Network & Support

By joining this programme, students become part of the GIOYA international network of executive, investors and professionals. Highly selective international networking opportunities, both online and in-person, are integrated into the learning experience, fostering community, mentorship, and future business partnerships.

Who should apply?

Retired or retiring athletes seeking to prepare for a business and managerial career

Active athletes planning their post-sport transition

Professionals in the sports industry looking to formalize and expand their business knowledge

General Information for all four options of BACHELOR IN INTERNATIONAL BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP

14.4.5. Selection criteria for Admission

To join this course, learners should have the following requirements:

- ✓ Completed a secondary school education, a matriculation examination, or a vocational qualification (level 5 MQF); Applicants might ask GIOYA HEI relevant staff to assess their educational and professional profile in order to evaluate whether they have the right ability to succeed as well as recognition of prior learning, in line with GIOYA HEI IQA and RPL Policy.
- ✓ Level of English requested is B2 for the English Language Edition of the course; The level of English can be assessed by an independent commission composed by language experts or, alternatively, can be proved with independent English evaluations (e.g. IELTS, TOEFL etc.). The
- ✓ English language proficiency requirement may be waived if you are a native speaker of English and you have completed your secondary education in a country where English is the official language and English was the language of instruction where you graduated.
- ✓ Level of Italian requested is B2 for the Italian Language Edition of the course; The level of Italian can be assessed by an independent commission composed by language experts or, alternatively, can be proved with independent Italian evaluations (e.g. CELI, CILS etc.). The Italian language proficiency requirement may be waived if you are a native speaker of Italian and you have completed your secondary education in a country where Italian is the official language and Italian was the language of instruction where you graduated.

14.4.6. Program delivery

The course has a duration period of 3 years, full time and is held entirely online on GIOYA HEI's online platform.

14.4.7. Program Learning Outcomes

By attending this program, the students will gain the following skills and knowledge:

Knowledge

a) Students will peruse the theories surrounding the international business world, entrepreneurship, management, innovation, globalization, accounting, economics and data and information analysis;
b) Students will learn about strategies and their implementation, as well as how to adapt leadership approaches/practices in various business and international organizational context;
c) Students will acquire critical knowledge on how international economies operate.

Skills:

Entrepreneurial and Business Skills

a) Critically analyse existing research;
b) The students develop an entrepreneurial mindset and a commercial way of thinking on how to apply new ideas, methods, and perspectives to businesses and projects with an international vision;
c) The students gain the ability to see a vision through completion, having the skills to manage a project from conception to launch, as they develop their project management skills;
d) Students will be able to share leadership and responsibility, work cooperatively, and get along with co-workers having acquired proper tools and mindsets.

Leadership and Management Skills

e) Students will learn about their strengths and limitations and will be able to identify which methods of working are characteristic to them;
f) Students will gain organizational skills and forward planning skills as they will learn how to prepare the necessary international entrepreneurial strategies;
g) Students will acquire detailed knowledge on how companies operate, what constitutes their finances and the distribution of profit.

Competences:

a) Students will acquire the autonomy to open their own international business, approaching complex challenges, identifying, analyzing, and evaluating situations, ideas and information in order to formulate responses to problems;
b) Students will be able to responsibly manage global business practice being aware of economic, legal environmental, political, ethical, and regulatory contexts;
c) Manage a business project, responsibly and autonomously, in their own organization as entrepreneurs or in a different one as entrepreneurs.

14.4.8. Teaching and Assessment Strategy

Teaching methods

GIOYA HEI will utilize a flipped methodology whereby learners are directed to self-study and follow online instruction material on the platform. This will ensure that all material is covered adequately. Lectures could mix theory and action learning methodologies such as term project assignment, i.e. case studies, papers, analytical works and so on.

Peer learning" will be strongly encouraged and proper virtual environment will be available for this end, provided by the online learning platform. Moreover, Learners will be able to be supported, tutored or supervised by teachers (or supervisors or tutors), according to what the single teacher will consider as most profitable for her/his specific module or discipline

Assessment

Each module could employ one or more of the followings:

- ✓ Portfolio: A portfolio is a collection of student works that exhibits her/his efforts, progress and achievements assessed on individual basis.
- ✓ Projects assignments: a project, a work (e.g. a numerical analysis on a spreadsheet) or

a paper could be assigned to a student on an individual or team basis and evaluated individually.

- ✓ Examinations: classical evaluation form to assess individual outcomes. Each teacher could define proper details according to the particular discipline and teaching method.

Portfolios as well as Projects, Work or Paper assignments will be designed with a formative assessment perspective in order to support students to achieve relevant learning outcomes.

Grading

GIOYA HEI applies the following structure for grading modules of study and programs. Modules of study are assessed by means of projects, portfolios, written assignments and/or examinations. Assessments are graded against a pre-set rubric which contains percentage marks. On completion of all assessments for a specific module, students obtain the following grades on the basis of the percentage mark obtained:

- Grade 1 [85% or over]
- Grade 2 [60 to 84%]
- Grade 3 [45 to 64%]
- Fail [0 to 44%]

In the case of a fail, students are offered the opportunity to re-sit/re-submit once the assessments of the module.

On completion of all modules of study, all the percentage marks are weighted (based on the total ECTS value). The total sum obtained is then converted to a percentage performance. Overall programme performance is then graded as follows:

- ➢ Distinction [90% or over]
- ➢ Merit [70 to 89%]
- ➢ Pass [50 to 69%]

14.4.9. Career Opportunities

The Bachelor is targeting the 'entrepreneurship generation. Entrepreneurs may be employed in a wide variety of occupations, including but not limited to:

- ➢ Business or economic development;
- ➢ Business owner or operator;
- ➢ Corporate Innovation;
- ➢ New product or business development;
- ➢ Product, brand, or portfolio management;
- ➢ Event's organizers, sales managers, advertising entrepreneurs; business consultants,

- Other positions include production manager, product manager, publishing director, sales manager, salesperson, and so on.

Furthermore, entrepreneurial skills are valued in many occupations, if not all, and thereby this course will be of benefit to the future of all participating students.

15. OTHER POLICIES AND PROCEDURES

15.1. Complaint Policy and Procedure

GIOYA HEI aims to provide a supportive environment and to be responsive to concerns when they are raised about teaching-related, service-related provision or harassment related. Therefore, students are encouraged and expected to raise any problems or issues immediately so that we have an opportunity to discuss these with the student at an early stage.

The subject of the complaint should relate specifically to one or more of the following, or comparable issues:

- ✓ Failure of GIOYA HEI to meet obligations;
- ✓ Misleading or incorrect information on GIOYA HEI's website and other information provided by GIOYA HEI;
- ✓ Concerns about the delivery of a program, teaching, supervision or administration
- ✓ Harassment complaints: a claim that alleges any instance of abuse, ill treatment, or exploitation involving the irresponsible, unjust misuse of a position of authority, power, or trust, bullying, victimization, unfair discrimination based on gender, religion, sexual orientation, age, race and disability and aggression, including physical and psychological

Before filing a formal complaint, the student is encouraged to raise their concern in a timely manner and to try to resolve problem directly with the member of the staff involved. If the student is not sure who to speak to, or he/she does not feel able to approach the person most directly involved, then he/she is advised to send an email at info@GIOYA.edu.mt. Concerns will be dealt with promptly, sympathetically and with respect for privacy and confidentiality. The complainant will receive a response through personal contact, usually via email.

Once a formal complaint has been filled by the student via email, the Student Affair Management will review the complaint, and if necessary, they may refer the case to the HOI. The student Affairs Management may direct the appellant to try resolve the matter in an amicable manner without resorting to a formal process. The Student Affairs Management will communicate the outcome(s) of the investigation by email in writing within fifteen (15) working days from the acknowledgement receipt of the complaints. Where the timeframe of fifteen (15) working days for resolving the complaint cannot be met, the complainant will be notified of the delay providing justification for the delay and a new tentative deadline.

15.2. SEXUAL HARASSMENT POLICY AND PROCEDURE

Sexual harassment is unwelcome behaviour of a sexual nature or other sex-based conduct affecting the dignity of women and men at the workplace. Sexual harassment is not sexual interaction, flirtation, attraction or friendship which is invited, mutual, consensual or reciprocated. This is due to the fact that for sexual harassment to arise, the conduct in question must be unwelcome.

Sexual harassment takes many forms, from relatively mild sexual comments to actual physical violence. The following may be considered as a broad classification system in this regard:-

- ✓ *Physical conduct of a sexual nature*: commonly regarded as meaning unwanted physical conduct ranging from unnecessary touching, patting or pinching or brushing against another employee's body to assault and coercing sexual intercourse at the place of work. Recourse to such coercive conduct could lead to the institution of criminal charges.
- ✓ *Verbal conduct of a sexual nature:* this may include unwelcome sexual advances, propositions or pressure for sexual activity; continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome; offensive flirtations, suggestive remarks, insensitive jokes, innuendoes or lewd/obscene comments.
- ✓ *Non-verbal conduct of a sexual nature*: refers to the display of pornographic or sexually suggestive pictures, objects or written materials, and making sexually suggestive gestures.
- ✓ *Sex-based conduct:* refers to conduct that denigrates or ridicules or is intimidatory or physically abusive of an employee's gender, such as derogatory or degrading abuse or insults that are gender related and offensive comments about appearance or dress. Such conduct can create an offensive working environment for the recipient.
- ✓ *Sexual blackmail (Abuse of authority):* refers to conduct where an employee's refusal or submission to unwanted sexual behaviour is used as a basis for a decision which affects that employee's access to employment, continued employment, training, salary, and promotion opportunities. This form of behaviour involves abuse of authority as only somebody holding direct or indirect (that is capable of influencing) supervisory or managerial authority has the power to threaten or actually take an employment decision affecting the person harassed.

  The above list in not an exhaustive one and should not be considered as such.

All employees will be informed of GIOYA HEI's Sexual Harassment Policy through dissemination/induction training. All employees will be further informed about the possibility of seeking assistance from outside the organisation when the employee decides to treat the matter in a formal way.

Employees who are victims of sexual harassment may refer their complaints to the National Commission for the Promotion of Equality (NCPE). Employees may also, if they wish, seek the advice of the HOI. It will then be indicated to the victim of harassment, possible course of action, depending on the severity of the case. When the harasser is the HOI, advice should be sought from

the NCPE.

It is the duty of employees to maintain the workplace free of sexual harassment. Should any sexual harassment take place, any employee, not being the harassed person, is in duty bound to bring this to the attention of management.

15.2.1. Dealing with sexual harassment informally

Persons experiencing minor forms of sexual harassment may take informal action by approaching the person concerned and attempting to resolve issues informally. This is done primarily, by making it clear to the harasser that the behaviour is unacceptable and must stop. Such informal action is intended to avoid seeking redress through formal procedures that may lead to a disciplinary hearing depending on the severity of the alleged offence. It remains with the rights of victim of sexual harassment to seek redress through the formal procedures outlined in this policy.

15.2.2. Formal Complaint

Where informal methods fail, or serious sexual harassment occurs, students and employees are advised to lodge a formal complaint. When a formal complaint is lodged, both parties may seek assistance from any person of their choice within GIOYA HEI. The complaint should be made in writing and shall include:

- ✓ The name of the person making the complaint
- ✓ The name of the alleged harasser
- ✓ The nature of the alleged harassment
- ✓ Dates and times when the alleged harassment occurred
- ✓ Name of potential witness to the alleged incident
- ✓ Any action taken by the complainant to stop the alleged harassment

The complaint, once signed by the complainant, should be sent, in confidence, to GIOYA Staff. If the complainant, and/or the alleged harasser are victimized by other colleagues because of their actual or alleged behaviour, the latter are liable to disciplinary action.

Immediately after a formal complaint of harassment has been received, where necessary, action will be taken to separate the alleged harasser from the complainant. This may involve the temporary transfer of the alleged harasser to another section or suspension from work until the complaint has been resolved.

The HOI will take the case to GIOYA HEI's Board Members and together will nominate two full time employees to investigate the complaint as soon as possible. The HOI may also appoint specialist persons as members of the investigating team. The HOI must appoint the Investigating Team within five (5) working days from when the complaint is received. Where possible, the constitution of the Board will reflect equal gender representation. All persons involved in the investigation will maintain and ensure confidentiality at all times.

Given the sensitivity of sexual harassment cases, Board members should ensure an efficient and

expedient investigating process. The investigating team must initiate its work within five (5) working days when appointed.

Copies of statements made by witnesses will be made available to the alleged harasser and the complainant. Witness will be encouraged to appear at the complaints hearing if requested by either party. GIOYA HEI acknowledges that some witnesses may be reluctant to do so. In these circumstances, the Board will, if necessary, adjourn the hearing to ask supplementary questions to the witnesses in private. Further, witnesses will be informed by the Board that GIOYA HEI shall not permit their victimization due to giving evidence.

Both the complainant and the alleged harasser will also have the right to be accompanied at the complaints hearing by a staff representative of their choice.

Where the Board concludes that the harassment has actually taken place, disciplinary procedures will be immediately instigated. The Board may also recommend that the harasser is offered counselling.

15.2.3. Disciplinary Hearing

Proven sexual harassment by employees of the Provider constitutes gross misconduct which could lead to dismissal. If an alleged case of harassment by any employee of the Institute is actually proved, the following

Sanctions may be imposed according to the severity of the case:

- ✓ Written warning
- ✓ Suspension without pay
- ✓ Downgrading
- ✓ Dismissal

Where a lesser penalty is appropriate (such as a written warning), this will be administered in tandem with the necessary action to ensure that the victim is able to work without undue embarrassment or anxiety.

Appeals against the above penalties and/or conclusions delineated in the Investigating Team's report may be undertaken in accordance with GIOYA HEI's Appeals Policy and Procedures.

Where it is found that the allegations of sexual harassment made by employees are untrue, every effort will be made to facilitate the resumption of duties by the falsely accused employee. Any employee unjustly accusing colleagues or lodging malicious and/or frivolous complaints will himself/herself be liable to dismissal and/or other disciplinary action as indicated above.

16. STUDENT PRIVACY POLICY

This Policy explains the Company's processes in relation to the protection, processing and retention of your personal data and has been prepared to reflect the provisions of Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (herein after, the "**General Data Protection Regulation**" or "**GDPR**").

For the avoidance of any doubt, references to "us", "our" and "we" shall refer to the Company or any one of our employees, associates, contractors, trainees or interns. Reference to "you" or ""your" shall refer to the Data Subject to whom this Policy applies, which may be any category of the natural persons defined this Policy.

For the purposes of GDPR, the Company is the controller of your personal data. The contact details of the controller are included below:

Email:	info@GIOYA.edu.mt .
Tel.:	+356 99894088
Mail:	**GIOYA HEI** Limited, E305, The Hub, Triq Sant' Andrija, San Gwann SGN1612, Malta

This Policy applies to the processing by the Company of personal data relating to any natural person being one of our customers, employees, contractors, interns, trainees, delegates, applicants or candidates for job opportunities, candidates for business relationships and suppliers of goods and/or services, hereinafter collectively referred to as "**Data Subjects**".

We always process personal data lawfully, fairly and in a transparent manner and we only collect personal data which is adequate, relevant and limited to what is necessary in relation to the purposes listed in this Policy.

What is personal data?

According to the GDPR, "personal data" refers to any information relating to an **identified or identifiable natural person** (being the data subject), and therefore, does not include anonymous data or data relating to a legal person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

What personal data do we process and when do we collect it?

The personal data that we process depends on the nature of our relationship to the Data Subject in question, but may include the following:

- ✓ **Name and surname;**
- ✓ **Residential and/or office/business/work address;**
- ✓ **Place of birth;**
- ✓ **Date of birth;**
- ✓ **Nationality;**
- ✓ **Social security number;**
- ✓ **Marital status;**
- ✓ **Bank account details;**
- ✓ **Copies of Identity Cards and/or Passports;**
- ✓ **IP Address;**
- ✓ **Log-in details for access to laptops and work email accounts;**
- ✓ **Qualifications and employment history together with any other information listed on a resume or CV;**
- ✓ **Details about your current remuneration, pension and benefits;**
- ✓ **CCTV images from cameras located in and around our offices;**
- ✓ **Gender;**
- ✓ **Contact details.**

Such personal data is typically collected or supplied voluntarily by yourself upon the commencement of our relationship with you, however, we also collect information from the public domain about potential and

existing customers and/or individuals with whom we are seeking to build a business relationship or employ / engage. Furthermore, we also make use of CCTV within and in areas surrounding our offices in pursuit of our legitimate interest as described above.

Why do we process personal data?

The reason why we process personal data depends on the nature of our relationship to the Data Subject, but this purpose is limited generally to:

(a) complying with our legal obligations as an employer or purchaser of goods and services;

(b) complying with, negotiating or enforcing a contract to which we are a party;

(c) complying with laws or regulations or direction from any enforcement agency, court of law or regulatory body;

(d) promotion of the security and protection of our staff, the public, our offices, systems and/or assets;

(e) monitoring of compliance with contractual agreements, internal policies and procedures;

(f) in pursuit of our legitimate interest in seeking to detect fraud, harassment or the commission of a criminal offence (such as theft, the destruction of private or public property, etc);

(g) paying salaries, suppliers or service fees;
(h) transfer to third parties (see section 5);
(i) statistical and research purposes;
(j) to provide customers with a better experience;
(k) recruitment purposes;
(l) providing services to our customers;
(m) direct marketing;
(n) the provision of updates to this Policy or other important announcements.
(o) investigating or responding to incidents and complaints

Do we pass on personal data to third parties?

GIOYA HEI may disclose your personal data to third parties in the following circumstances.

- **To our agents, affiliates and suppliers**. We may, for example, engage a supplier to carry out professional, administrative and/or operational work in support of our relationship with you. The supplier(s) will be subject to contractual and other legal obligations to preserve the confidentiality of your data and to respect your privacy and will only have access to the data they need to perform their functions or service. These suppliers are typically lawyers, consultants, accountants, auditors, IT suppliers (who host or support our IT systems, including information about you), premises management service providers (who look after physical security at our offices and/or premises and therefore may need to know about you to allow you access) and back-office finance and accounting staff (who might need to handle details of a Data Subject in order to process accounts payable and receivable).
- **To government, police, regulators or law enforcement agencies**. We will share your data with government, police, regulators or law enforcement agencies if, at our sole discretion, we consider that we are legally obliged or authorised to do so or it would be prudent to do so.
- **In the case of a business transaction or restructuring activity**. We may need to disclose your data to the prospective seller or buyer and their advisers as part of the due diligence process for a proposed merger, acquisition, restructuring or other business transaction.

What if you don't want to provide personal data?

Should we need to process personal data to comply with applicable laws or in view of the need to execute or comply with any form of contract with you, or pursuant to our terms of service, and you fail to provide that data when requested, we may not be able to employ you, assist you and/or provide you with any services.
Furthermore, we may have no other option but to terminate our relationship with you.

Your Rights as Data Subject

- *Correcting and completing personal data.* We take every reasonable step to ensure that the personal data we have in our possession is accurate and kept up to date. However, it is still possible for certain personal data to be incorrect or incomplete. Should you, therefore, wish to correct or complete any inaccurate or incomplete personal data that we hold, you may do so by sending us an email highlighting the data that requires correction or completion, as the case may be. After receiving any such communication and, if we deem necessary, ensuring that such communication is legitimate and originates from yourself as the data subject, we will update our records without undue delay and inform you once this has been done.
- *The right of access and the right to be forgotten.* As a data subject, you have the right to access your personal data and, in certain situations, the right to request that we erase your personal data without undue delay. Should you like to access your personal data that we hold on you, or should you wish that we erase your personal data, you are kindly requested to send us an e-mail. It should be noted that we will erase your personal data as soon as possible, provided that such personal data are no longer necessary for the purposes (as specified in section 4 of this Policy) for which they were originally collected or processed.
- *Data portability.* You may also request a copy of your personal data, which will be supplied in any machine-readable format selected by us. This will be released either to yourself or, if technically feasible, to another controller designated by yourself.
- *Restriction of processing.* You may also request that we restrict the processing of your personal data if:

    1. the accuracy of the personal data is contested, for a period enabling us to verify the accuracy of the personal data;
    2. the processing is unlawful, and you oppose the erasure of the personal data and request the restriction of their use instead;
    3. we no longer need the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defense of legal claims.

  Should we agree to restrict the processing of your personal data pursuant to any of the of the grounds listed above, we shall inform you in writing before the restriction of processing is lifted.
- *Opting out.* Where personal data are processed for direct marketing purposes, you have the right to object at any time to such processing. You can do this by (i) asking us to stop sending marketing communications (unsubscribe) by clicking on the “unsubscribe” hyperlink included in all marketing communications sent to you; (ii) replying to the email communication quoting the text “unsubscribe”; or (iii) sending us a request in writing, letting us know that we should cease the processing of personal data for direct marketing purposes.

- *Unauthorised access to your data (data breach).* If your personal data is stolen, lost or illegally accessed, we are legally required to report it to the national data protection authority. The data controller must also inform you directly if there are serious risks related to your personal data or privacy due to the breach.

Can we transfer your personal data outside the EEA?

There may be situations where your personal data can be transferred and processed in one or more non-EEA (European Economic Area) countries. In any such situations, we will take steps to ensure that your personal data receives the same level of protection as if it remained within the EEA, including by entering into data transfer agreements, using the European Commission's approved contractual clauses for data transfers to third countries, or by relying on certification schemes such as the EU - US Privacy Shield or other valid mechanisms for data transfers. You may also request information on the protective measures implemented for any third-country transfer of personal data.

How long can we keep your data?

We make every effort to ensure that personal data are kept in a form which permits identification of Data Subjects for no longer than is necessary for the purposes for which the personal data are processed. However, we are also subject to legislation that prescribes time-frames for retention of certain data relating to classes of our Data Subjects such as customers, employees and suppliers. We typically erase the personal data we have on record within ten (10) years from the end of our relationship with the Data Subject in question. With respect to any personal data collected via our CCTV units, the period depends on the size of storage installed on each device, but this period shall typically not exceed one (1) year from the date of recording.

How will we notify you of changes to this Policy?

Certain terms in this Policy may be amended from time to time, in which case we shall publish any material changes through a notice sent out to your email address or otherwise contacting you using alternative communication channels.

How can you complain?

You have the right to lodge a complaint with the relevant supervisory authority for data protection. In Malta, this is the Data Protection Commissioner (idpc.org.mt). We would also welcome the opportunity and make every effort to satisfactorily deal with your complaint amicably before you approach any such supervisory authority.

17. INTELLECTUAL PROPERTY POLICY AND PROCEDURE IN RELATION TO WORK CREATED BY STUDENTS OF GIOYA HEI

This policy applies to students registered as students of GIOYA HEI, including International Programs students.

- ***Intellectual Property (IP)*** is the term given to the productions of original intellectual or creative activity. Intellectual Property Rights (IPR) are the legal rights that exist in those productions. IPR include the following related areas: copyright, database right, patents, designs, trademarks, and analogous rights.
- ***Copyright*** is probably one of the most well-known intellectual property rights ("IPRs") and in Malta, it is regulated under the Copyright Act (Chapter 415 of the Laws of Malta). Copyright confers defined exclusive rights over a creative and original work. Therefore there is no need for registration under Maltese law as the Act provides that protection is granted *ipso jure* upon creation of the work. Copyright protection is also conferred on every work which is eligible for copyright and which is made or first published in Malta. These rights include the right to authorize or prevent third parties from commercially reproducing a work or a substantial part of it, the right to alter the work or to adapt it and the right to distribute or communicate the work to the public. Essentially, such authorship rights can be summed up as the author's exclusive right to prevent third parties from commercially exploiting the creative work. For a creative work to be conferred copyright protection, it must be a type of work which qualifies for copyright protection. In this respect, there are four broad categories of works which are covered by the scope of copyright protection, namely: artistic work, audiovisual work, database, literary works, musical works

Copyright, moral rights and performance rights in works created by students of GIOYA HEI

In general, where a student of GIOYA HEI creates intellectual property in the course of his or her studies which is capable of protection under copyright, moral rights or performance rights, the student will retain those intellectual property rights. This would include examination answers, papers prepared for classes, dissertations and theses.

However:

- This general principle may be subject to variation in the case of collaborative or externally sponsored work, or other exceptional circumstances.
- GIOYA HEI may require the student to grant it a free, irrevocable, perpetual, non-exclusive worldwide license to use such intellectual property in order to support or promote its work. For example, where a student takes part in a recorded tutorial or where they post a contribution to an online discussion, GIOYA HEI may retain and use that material.

- ✓ Copyright in software will vest in GIOYA HEI, but GIOYA HEI will share any revenue generated from exploitation of that copyright in line with the procedure set out below.
- ✓ Copyright in any designs, specifications or other works which may be necessary to protect rights in commercially exploitable intellectual property will vest in GIOYA HEI, but GIOYA HEI will share any revenue generated from exploitation.

i. Where GIOYA HEI uses work created by a student, it will generally acknowledge the student as a creator of that work. However, there may be circumstances in which it is not appropriate for the student to be identified as the creator of the work, for example where GIOYA HEI publishes anonymized extracts from examination scripts or other examples of students' work. In such circumstances the GIOYA HEI will ask students to waive their moral rights.
ii. Students responsible for inventions will normally receive a share in the benefits derived from the exploitation of their work.

18. ETHICAL STANDARDS AND CONDUCT

Full information on the Code of Ethics of the Malta Further and Higher Education Authority could be found on next website: https://mfhea.mt/wp-content/uploads/2023/06/Code-of-Ethics-for-Employees.pdf

At GIOYA, we strive to create a positive impact by upholding the highest standards of social responsibility and ethical business practices. We are committed to advancing leadership that benefits society—our employees, their families, communities, and organizations protecting human dignity and quality of life.

Inspired by the ideas of Adriano Olivetti, we believe businesses exist to serve people, not the other way around. Profit should not be the sole focus; businesses should also share wealth, culture, services, and democratic values.

This Code of Ethics provides clear guidance for the actions of GIOYA's management, staff, collaborators, and academic faculty. It embodies the values and vision of our founders and shareholders, ensuring all activities align with our dedication to ethical principles and social responsibility.

Core Values and Ethical Principles

1. **Commitment to Social Responsibility**
   - Businesses should contribute to the well-being of employees, families, communities, and any form of social organizations that uphold human dignity;
   - Align business growth with shared prosperity and environmental protection;
   - Adopt and maintain an internal policy that partially distribute the benefits of the company's growth to all employees in accordance with different responsibilities and engagement;

- Leadership salaries capped at 25 times the lowest salary.

2. **Respect for Human Dignity**
   - Prioritize human dignity and individual rights;
   - Foster diversity, equality, and inclusivity;
   - Create a workplace that enhances quality of life and sparks curiosity.

3. **Promotion of Multilateralism**
   - Embrace global interconnectedness through partnerships with businesses, governments, and international organizations;
   - Advocate for peace through preparation for peace, opposing the notion that preparing for war leads to peace.

4. **Environmental Sustainability**
   - Integrate sustainability into operations to reduce environmental impact;
   - Continuously assess and improve practices for future generations.

5. **Education for Social Change**
   - Transform education to address global challenges and promote equity;
   - Focus on lifelong learning and professional development for societal impact;
   - Tailor learning solutions to individual needs;

6. **Integrity and Transparency**
   - Operate with honesty, ethical practices, and transparency;
   - Zero tolerance for corruption or unethical behavior.

7. **Professional Excellence**
   - Maintain high standards of professionalism and foster innovation to enhance impact.

8. **Collaboration and Fairness**
   - Promote collaboration and ethical practices with stakeholders;
   - Ensure fairness and equality in all partnerships.

9. **Accountability**
   - An Ethics Committee oversees implementation and addresses violations;
   - All members—management, staff, and collaborators— uphold this Code, ensuring prompt investigation of misconduct.

Role of the Ethics Committee

- ✓ Reviews non-compliance cases and provides recommendations;
- ✓ Ensures transparency by making findings public.

Final Provisions This Code binds all GIOYA members. It will be reviewed periodically to ensure alignment with mission and values, upholding social responsibility and integrity.