



Agreement

Between

**The European Union Agency for Asylum
(the 'EUAA')**

and

**[Name of employer]
[Full official address]
(‘the ‘Employer’)**

and

**[Full official name of student]
[Student’s address and identity document number]
(the ‘Student’)**

collectively referred to as the ‘Parties’, and individually as a ‘Party’,

Having regard to Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010¹, and in particular Articles 2(1)(d) and 8 thereof, [Citation from employer as necessary], and

Have agreed as follows:

1. Purpose

This Agreement shall govern the relationship between the EUAA, the Employer and the Student. By accepting an offer to study at the EUAA Academy (MFHEA License number 2024-027) and by completing the process of registration and enrolment, the EUAA, the Employer and the Student are agreeing to abide by the terms of this Agreement.

¹ Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum, (OJ L 468, 30.12. 2021, pp. 1).



The purpose of this Agreement is to support the Student's participation in the European Masters in Asylum and Migration Management (the 'Programme'), delivered by the EUAA Academy, while maintaining their employment with the Employer.

Participation in the Programme is entirely **voluntary** for all parties. The Student is not under any obligation to enrol in the Programme.

2. Duration

This Agreement shall remain in force for the duration of the Programme, anticipated to be **three (3) years**, commencing on **[Start Date]** and concluding on **[End Date]**, unless extended or terminated earlier in accordance with this Agreement.

3. Time commitment

- The Student is expected to dedicate approximately 20 hours per week to online Programme activities, which may include attending classes, preparing for assessments, and completing assignments.
- These hours may be scheduled flexibly but will require cooperation between the Student, the Employer, and the EUAA.
- The Student is also expected to attend classes and workshops in person as outlined in the Programme academic schedule to be provided to both the Student and Employer on signing of this Agreement. While attending sessions in person, the Student will be expected to dedicate around 8 hours per day to the Programme.

4. The educational programme

- Name of the educational programme: European Masters in Asylum and Migration Management
- Awarding body: EUAA Academy
- EQF/MQF Level: EQF/MQF7
- Number of credits: 90 ECTS
- Duration: 3 years (in total)
- Commencement date: September 2026
- Termination date: June 2029
- Hours of total learning: 2250 hours
- Mode of delivery: Blended
- Mode of attendance: Online and in person
- Language of instruction: English
- Addresses where the Programme will be delivered:
 - EUAA Academy Training Centre

Trident Park
Notabile Gardens,
Mdina Road,
Zone 2, Central Business District
Birkirkara CBD 2010

- EUAA Headquarters
MTC Block, Winemakers Wharf
Grand Harbour
Valletta MRS 1917
- EUAA LMS <https://training.euaa.europa.eu/lms/>
- Eligibility requirements for the educational programme:
 - Asylum and/or reception professional working in the relevant national administration or at a national authority or court/tribunal of an EU Member State.
 - Be nominated by the relevant Training National Contact Point.
- Entry requirements for the educational programme:
 - Satisfy the minimum mandatory requirements for the programme: A university degree equivalent to at least EQF 6 and at least three (3) years of experience in asylum and/or reception relevant for the profile of the respective master's programme; or
 - A university degree equivalent to at least EQF 7 and at least two (2) years of experience in asylum and/or reception relevant for the profile of the respective master's programme;
 - Level B2 in English.

5. Responsibilities of the Employer

The Employer agrees to:

1. Ensure that the Student has sufficient time during working hours to attend classes, study, prepare assignments, and sit for assessments.
2. Adjust or temporarily relieve the Student of certain tasks or responsibilities, as mutually agreed between the Employer and the Student, to accommodate study requirements.
3. Approve scheduled in-person attendance at the EUAA Academy as required by the Programme and according to the Programme schedule.
4. Maintain the Student's employment status and benefits (unless otherwise agreed in writing) throughout the Programme duration.
5. Ensure that the employment contract of the Student extends for the duration of the Programme. If the Student's contract is terminated for any reason, the EUAA should be informed immediately.



6. Responsibilities of the EUAA

The EUAA agrees to:

1. Notify the Student of key Programme requirements that may affect work attendance (e.g., assessments, mandatory workshops). It shall be the responsibility of the Student to share this information with their Employer.
2. Support flexible arrangements where possible to balance study with employment responsibilities.
3. Provide the Student with the teaching, assessment and other educational services as determined by the EUAA for which the Student is enrolled, and take all the steps which are reasonably in its power to provide these educational services in accordance with the terms of this Agreement.
4. Guarantee the Students' rights as laid down in the internal guidance documents of the EUAA Academy, including the right to obtain assessment results upon the Student having completed all the necessary assessment requirements of the Programme or parts thereof.
5. Reimburse all travel and accommodation expenses the Student may incur to attend in-person classes and workshops as per Decision No 79/2024 of the EUAA's Executive Director on the rules for reimbursement of expenses incurred by participants invited to attend the Agency's activities.

7. Responsibilities of the Student

The Student agrees to:

1. Disclose to the EUAA full and accurate academic and personal information as required for applications for admission, registration, and enrolment purposes.
2. Inform the EUAA at registrar@euaa.europa.eu if there is any change to the academic or personal information that was provided at admission, registration or enrolment stage as soon as is reasonably practicable.
3. Fulfil all the academic requirements of the Programme; including participating in lectures/tutorials or other guided-learning activities, submitting coursework/assignments on time, participate in course-related activities and adequately prepare and sit for examinations/assessments.
4. Communicate proactively with both the Employer and the EUAA regarding scheduling needs, especially for examinations and in-person sessions.
5. Furnish the Employer, upon request, with all necessary information pertaining to the Programme, including but not limited to course schedules, assignment deadlines, and reports, in order to enable the Employer to plan and support the Student's participation effectively.

6. Abide by any statutes, regulations, rules and policies which are in place in the EUAA, and which apply to students, in particular, the Code of Conduct for participants in EUAA training activities.
7. Notify the EUAA of any change in their contact details, following the completion of their studies.

8. Confidentiality

Each Party agrees to maintain confidentiality regarding any information shared under this Agreement, except where disclosure is required by law, and to abide by all relevant EUAA data protection notices.

In accordance with Article 5 of the Further and Higher Education Act (CAP 607 Laws of Malta) and without prejudice to the data protection provisions established by virtue of Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union Institutions, bodies, offices and agencies², the Malta Further and Higher Education Authority (MFHEA) and the Malta National Statistics Office (NSO) are forwarded on an annual basis relevant data of the user's profile, such as age, previous qualifications and courses currently attended. The Agency's legal obligation to report specific information to the MFHEA and NSO is highlighted in the Data Protection Notice for the Learning Management System³.

9. Termination and amendment

This Agreement may be terminated by any Party with written notice of [60] days, or immediately in the event of:

- The Student's withdrawal or dismissal from the Programme⁴,
- Termination of the Student's employment, or
- breach of this Agreement by any Party.

Termination of this Agreement does not affect the ongoing implementation of obligations under this Agreement already commonly agreed by the Parties and incurred prior to termination, unless the Parties agree otherwise.

This Agreement may be amended by consent of all the Parties. Any amendment shall be made in writing and shall enter into force upon its acceptance in writing by all three Parties.

² Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, (OJ L 295, 21.11.2018, p.39), <http://data.europa.eu/eli/reg/2018/1725/oj>.

³ Refer to <https://training.euaa.europa.eu/admin/tool/policy/view.php?versionid=6> .

⁴ Refer in particular to Article 9 of the Code of Conduct for participants in training activities:

https://www.euaa.europa.eu/sites/default/files/publications/2022-10/EUAA_Training_Code_of_Conduct.pdf.



10. Insurance and Liability

The Student shall ensure that they are covered by appropriate **health and accident insurance** for the duration of their enrolment in the Programme under this Agreement.

Without prejudice to the possible inclusion of the Student under any **insurance policy** taken out by the EUAA covering third party liability, the EUAA will under no circumstances be responsible nor be liable for any damages or loss incurred by the Student or caused by the Student to third parties.

Each Party remains responsible for ensuring compliance with applicable statutory and regulatory insurance requirements.

By signing this document, the Student, the Employer and the EUAA confirm that they will comply with all the obligations incumbent on them under this Agreement.

For the EUAA

For the Employer

Student