

Game Development Challenge - Junior Regulations, Terms and Conditions

The following regulations, terms and conditions, hereunder referred to as “the Document”, provide the setting for the delivery of the Game Development Challenge - Junior, hereunder referred to as “the Programme” and is a binding document between:

Saint Martin’s Education Services Ltd, hereunder referred to as “SMI”, “the Institute” or “us”, and the registrant, hereunder referred to as “the Participant” or “Participant” (pl. “Participants”) registered to follow the Programme.

In interpreting these regulations, terms and conditions:

- “Parents/Guardians” or “Signatories” are the legal entities responsible for the Participant,
- “Course” is a specific subject area covered as part of the Programme,
- “Session” (pl. “Sessions”) is a specific time slot during which a Course is delivered, typically of around two (2) hours,
- “the Premises” or “our Premises” refer to the “Foundation Building, Saint Martin’s Institute of Higher Education, Joe Sciberras Street, Hamrun, Malta”, and/or the “New Building, Saint Martin’s Institute of Higher Education, Schembri Street, Hamrun, Malta”.

1. Day Plan & Course Delivery

1.1 The Programme is based over six (6) weeks, with two (2) days planned every week. There are normally two (2), two-hour Sessions per day of activity.

The daily agenda is as follows:

09:00 hrs – 11:00 hrs	Session 1
11:00 hrs – 12:00 hrs	Break
12:00 hrs – 14:00 hrs	Session 2
14:00 hrs	Pick-up time

1.2 The course is mainly delivered in English.

1.3 During the Programme, Participants will be making use of the computer systems available on the Premises, and will be using the necessary software which is pre-installed on same machines.

1.4 During the duration of the Programme, Participants will be provided with a Google Account, which can be used to upload and store any assets and programs created in class. The use of pen drives is discouraged. The provision of the account is for the duration of the Programme, and will be deleted, including its content upon completion of the Programme.

1.5 The Programme involves aspects such as design and development, which might involve group work. In such cases, the Institute reserves the right to allocate Participants in teams as deemed fit.

1.6 The Institute reserves the right to allocate duties to Participants during the running of the Programme, as appropriate. Such duties may change from time to time according to the exigencies within the Programme.

1.7 During any day of activities, Participants will have a break as specified in Clause 1.1 above. Such breaks will take the form of structured supervised activities.

2. Information Meeting

2.1 A meeting for Parents/Guardians and Participants will be held (tentatively on **Monday, 16th July 2018 at 18:00 hrs**) to provide you with all the necessary details while confirming registration information. It is also an opportunity for you to get to know us, ask any questions and settle any queries you may have. Thus, it is important that Parent/Guardians attend this informative meeting.

2.2 The deadline for payments of the Programme fee is Monday, 16th July 2018 18:00 hrs.

3. Parents/Guardians and Participant Responsibility

3.1 Participants should not arrive at the Institute more than thirty (30) minutes before the start of programme, as per Clause 1.1 above.

3.2 The pick-up time at the end of a particular day is at 14:00 hrs.

3.3 Please keep in mind that the location where the Institute is located, is a very busy area and parking is limited. Take this into consideration to ensure Participants arrive and are picked up on time.

3.4 If the Participant intends to get to the Institute by public transport buses, please make use of their trip planner and be guided according to the routes they provide.

<https://www.publictransport.com.mt/en/trip-planner>

3.5 During the registration (online), Participants are asked to provide details of up to two (2) contact persons (Parents/Guardians). It is your responsibility to ensure that these details are correct and up-to-date. The Institute may need to contact you, such in the case of any matter with a certain degree of urgency.

3.6 When contacting Parents/Guardians, the Institute will attempt to contact the person listed first. If this communication fails, the Institute will proceed with an attempt to make contact with the second person in the list.

3.7 Parents/Guardians need to accept the terms of this document, by signing up the appropriate section at the end. Failure of acceptance of such terms will not permit the Participant to join the Programme.

4. Data Protection

4.1 Photos and/or videos of any Sessions of the Programme may be taken by the Institute representatives. Should you (Parents/Guardians) and/or the Participant not wish any photos and/or videos to be taken, please indicate this preference by filling in the respective section on Page 6 of this document, before commencement of the Programme.

5. Attendance

5.1 A certificate of completion will only be given to those Participants who complete the Programme, provided absences are justified by medical certificate and/or other reasonable justification by a signed note from Parents/Guardians.

5.2 For a certificate to be provided as per Clause 5.1 above, Participants would have to have attended a minimum of 80% of the Sessions in the Programme.

5.3 Kindly note that there are no replacement Sessions, or partial reimbursements for missed Sessions.

6. Behaviour

6.1 The Institute strives to foster a safe environment conducive to learning. Therefore, Participants are expected to maintain an adequate level of orderly behaviour at all times. Bad language/gestures and shouting will not be tolerated.

6.2 The use of mobile phones, tablets, or other personal devices is not allowed during class Sessions, unless authorised.

6.3 Repetitive disruptive behaviour will be brought to the attention of the Parents/Guardians. If such behaviour persists, the Participant might be removed from the Programme without any reimbursement. Parents/Guardians will be informed of such removal of the Participant from the Programme.

6.4 Any form of bullying, harassment, discrimination and aggression, amongst others, is not tolerated.

7. Special Needs

7.1 Participants with special needs and/or medical condition are to notify us by filling in the respective section on Page 6 of this document, prior to commencement of the Programme.

8. Dress Code

8.1 The following is not permitted:

- Sleeveless vests
- T-Shirts with bold, extravagant, offensive pictures and/or words
- Low cut tops or short ones that expose the midriff; transparent, see-through or skimpy clothing
- Torn or frayed jeans, or any kind of sagging trousers/jeans/bermudas/skirts such that underwear is visible.
- Shorts or short skirts (knee length bermuda shorts or skirts are allowed)
- Very tight skirts and trousers; leggings and/or jeggings
- Flip-flops, or similar footwear

9. Use of WIFI

9.1 The use of WiFi, including access to the Internet, is carried out at your own risk. The Institute is not responsible for any service you access, and anything that may arise from the use of such service.

9.2 The service is intended solely for use related to the Programme. Participants should not make use of this service for any use outside such a scope.

10. Damage to Equipment

10.1 It is the responsibility of the Participant to take care of all equipment used during the delivery of the Programme and/or during their allocated breaks. Any damage to such equipment due to negligence will be borne by the Participant.

11. Food and Drinks

11.1 No food and/or drinks are allowed in the classrooms or labs, except for a small bottle of water, unless justified by medical exigencies.

11.2 Even though the Institute is equipped with a vending machine (available in the student common area), preferably, Participants should bring their own food and

drinks. Please note that the vending machine does not cater for special dietary requirements.

11.3 Further to and in respect of Clause 11.2 above, please note that the Institute will not allow Participants out of the Premises to buy food and/or drinks.

11.4 Alcoholic beverages are not allowed in the Institute.

12. Personal Belongings

12.1 The Institute does not take any responsibility for personal equipment (such as mobile phones, laptops, tablets, etc...) brought on to the Premises by the Participant. It is the responsibility of the Participant to take proper care of their equipment at all times.

13. Illegal Activities

13.1 Our Premises are controlled and monitored twenty-four (24) hours a day, seven (7) days a week by CCTV cameras. Any illegal activities will be dealt with according to law.

13.2 Any illegal substances are prohibited within our Premises and will be dealt with according to law.

13.3 Anyone caught tampering with health and safety equipment, or any other tampering such as with air conditioning controls, power outlets and/or cabling, will face disciplinary action.

PREFERENCES

Please specify your preferences hereunder.

Clause 4.1: Data Protection

Do you have any objection in the taking of photos and/or videos of the Participant, during the running of the Programme at the Premises, and of subsequent use of the photos and/or videos for advertising purposes? Please specify.

<i>Tick as applicable</i>	YES	NO
May we use photos and/or videos in any printed publications or material produced by the Institute?		
May we use photos and/or videos on our website/s?		
May we include you in video filming during the Institute activities?		
May we keep any photo/video for use in the Institute database?		
May we use photos/videos in related promotional material such as: Adverts, Event Adverts, Press Releases in third-party publications and media, etc.?		
Be photographed or filmed (video or TV) during official visits by third parties to the Institute?		

Comments:

Clause 7.1: Special Needs

Is there any special need, medical condition, or otherwise, that the Institute needs to be aware of with respect to the Participant? If yes, please specify below:
