



MALTA
INSTITUTE
OF TAXATION

**THE
REGULATIONS
GOVERNING
MIT ADVANCED
COURSE ON
VAT
2019-2020**

MIT ADVANCED COURSE ON VAT 2019-2020 (THE 'REGULATIONS')

1. The MIT Advanced Course on VAT (the 'Course') is a course run in English and is the responsibility of the Education Committee of the Malta Institute of Taxation (the 'MIT') whose decision on all matters relating thereto, including these Regulations, shall be final. The Education Committee may act as it deems fit through its sub-Committees.
2. The Course comprises six lectures (the 'Lecture/s'). The Course carries 18 CPE Core hours. Students interested in following less than the full Course should refer to Regulation 6 and Regulation 13 hereunder.
3. Unless otherwise advised, Lectures will commence at 14.00 CET on the dates as stipulated in the Schedule of Lectures, at the premises of the Malta Financial Services Centre, Notabile Road, Attard. Each Lecture will be of approximately three hours.
4. An individual wishing to follow this Course is required to have a good knowledge of VAT. The number of places is limited and, other things being equal, allocation will be on a first come basis, provided that the Education Committee retains full overall and final control over the selection process.

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5. Signed applications for participation in the Course for Academic Year 2019/20 must be submitted by not later than 18 September 2019. Details given must be true and correct. Any misleading or wrong information may lead to exclusion from the Course and forfeiture of fees paid.
6. A non-refundable processing fee of €100 is to be enclosed with the application. In the case of accepted applications, this amount will be credited against the fee due for the Course. The full fee for the Course amounts to EUR 750 for MIT Members and EUR 900 for Non-MIT Members for the Academic Year 2019/20 and covers all six Lectures. The fee is payable within 10 days from receipt of confirmation of enrollment. If the fee is not received by the due date, enrollment will be automatically forfeited without further notice. Where an interested party wishes to follow only some of the Lectures, the non-refundable fee would be that of EUR 150 for MIT Members and EUR 175 for Non-MIT Members for each lecture.
7. The MIT reserves the right to change as may be necessary the lecturer for any Lecture, as well as the date, time or location thereof. The MIT will endeavour to give reasonable notice of any such change.
8. The MIT will make available, by e-mail, all hand-outs, slides and other material to be used during the Lectures before the Lecture, where possibly. Such materials are strictly confidential, are protected by copyright and must not be made available to third parties. Furthermore, such materials are intended for educational purposes only and do not in any way constitute advice and should not be relied upon for the purpose of providing advice.

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9. Students are expected to maintain discipline throughout Lectures. Persistent late attendance will not be tolerated. Any rules related to the premises of the MFSA are to be respected.
10. Successful completion of the full Course will depend on attendance of not less than 75% of the Lectures.
11. For the purposes of these Regulations, attendance is proved by signing the attendance sheet at each Lecture. Failure to so sign the attendance sheet will automatically indicate absence at that particular Lecture. A medical certificate is to be provided when a student is indisposed through illness. Students who fail to observe the 75% attendance rule due to exceptional circumstances, are to write to the Chairperson of the Education Committee to clarify such exceptional circumstance. It would then be at the discretion of the Education Committee to excuse that particular absence.
12. Students who have successfully completed the Course in accordance with Regulation 10 will be awarded a Certificate of Attendance.
13. Students may choose to attend some of the Lectures, in which case they shall be awarded a Certificate of Attendance attesting to the completion of the Lectures attended.

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14. Students who, whether negligently or willfully, have committed a gross misdemeanor in respect of any matter connected with the Course will be liable to such disciplinary action as the Education Committee deems fit, including expulsion from the Course. Notwithstanding the provisions of Regulation 1 hereof, in the case of expulsion from the Course, students will have the right of appeal in accordance with the Disciplinary Rules comprised in the Code of Conduct and Standards of Practice of the MIT.

15. For the purpose of the General Data Protection Regulation, it is hereby notified that upon submission of an application form to attend the Course, the applicant grants consent to the MIT to insert, and

record, personal details in the relevant database of the Institute. Such personal data shall be used to contact the applicant in connection with the Course, to send information on any MIT seminars and courses, as well as to send periodical tax, or other, updates. Furthermore, applicants enrolled to follow the Course grant their consent to the MIT to retain their personal records for academic purposes and standard recording keeping.

16. All communications to the MIT and to the Education Committee in connection with the Course are to be made in writing, by e-mail or standard letter, except where circumstances otherwise require.