**St Thomas Institute Student Induction Guide**

Dear new student. Thank you for choosing to study with St Thomas Institute! We have written this short document to help you succeed in your studies.

The first thing you should do is acquaint yourself with the institute’s contact details:

Email: [karlborg55@gmail.com](mailto:karlborg55@gmail.com) or [institutesaintthomas@gmail.com](mailto:institutesaintthomas@gmail.com)

Telephone: +356 21227799

If you need support during your studies, please send an email to both of those addresses or phone us directly. You should contact us if you have any questions not related to the content of the course you are studying.

Next you should find out your teacher’s contact details. Your teacher will be your primary contact while studying with us and any questions you have regarding the content of your course should be directed to them. Furthermore,

Students must have their microphones and cameras on at all times during their lesson, because we need to know you are paying attention and the teacher needs to be able to engage directly with you to ensure the quality of your learning experience.

We give our teachers and students the independence to decide for themselves the most appropriate software for delivering our online lectures. If you are experiencing difficulties in using this software, please first contact your teacher to resolve the issue. If the issue persists you should consult any guides available through Google or Youtube specific to your situation. If the situation still isn’t resolved, please contact our staff, emails are above, and we will do our best to help.

Examinations are held on the website <https://www.speedexam.net/> on which a profile for you will be created. Your teacher will send you a link to the exam on the day of your examination. During the exam you must **both** share your screen and keep your camera on you at all times. This may require you to use two instances or two different programs like the one used for the delivery of your lectures.

If you have a technical issue please first contact your teacher. If they are unable to help you can email us at: [institutesaintthomas@gmail.com](mailto:institutesaintthomas@gmail.com) and we will help to resolve any issue.