VERŻJONI ELETTRONIKA

L.N. 473 of 2010

EDUCATION ACT
(CAP.327)

STATUTE FOR GENERAL PROVISIONS REGARDING INSTITUTES AND CENTRES OF THE UNIVERSITY

IN EXERCISE of the powers conferred upon him by articles 74(5) and 75(6) of the Education Act, the Chancellor of the University of Malta has promulgated the following statute made by the Council of the University of Malta in virtue of the powers conferred upon it by articles 72(h), 75(2) and 77(c) of the said Act:

Citation

This Statute may be cited as the Statute for General Provisions regarding Institutes and Centres of the University.

STATUTE FOR GENERAL PROVISIONS REGARDING INSTITUTES AND CENTRES OF THE UNIVERSITY

1. The provisions of this Statute shall apply to any institute and centre, or other entity of a similar nature, established by the Council of the University in terms of articles 75(2) and 77(c) of the Education Act, and which receives funds from, or through, the University, unless the Statute establishing such institute/centre or other entity expressly provides otherwise.

2. Any reference in this Statute to institute/centre or institutes/centres shall be construed as applying also to any other entity or entities established as above.

3. An institute/centre shall be governed by a Board, the Chairman of which shall be the Rector or his nominated delegate:

   Provided that, in special cases, the Statute of an institute/centre may provide for the Chairman of the Board being someone other than the Rector in which case the Rector or his nominated delegate shall be a member of the Board.

4. Where a Board of Institute/Centre includes representatives from a faculty, the respective Faculty Board shall nominate a representative, who then shall be recommended by the Rector and approved by Senate.

5. The members of the Board, elected by the academic staff or by the students, shall be appointed for a period of two years.

6. The Director of Finance of the University shall be the Treasurer of the institute/centre, but he may, with the written approval of the Rector, nominate a senior member of his staff to act in his stead.

7. The duties assigned to the Chairman should include *inter alia*:

(a) supporting the Director of an institute/centre and assisting the Rectorate to maintain discipline and to create a scholarly *milieu* within the institute/centre based on the pursuit of teaching and research excellence;

(b) ensuring that the updated *prospecta* of any certificate, diploma and degree programmes falling under the aegis of the institute/centre including the target audience and the expected learning outcomes at the various stages of the respective programmes; the descriptions of the study-units offered in the respective programmes, as well as the regulations and bye-laws governing the said programmes are submitted by the Director by not later than January of each academic year;

(c) ensuring that the delivery of study programmes within the institute/centre is in accordance with published *prospecta*, in conformity with regulations and bye-laws, and in line with established quality assurance standards and procedures;

(d) ensuring that all assessment and examination results of study-units managed by the institute/centre are submitted by the Director to the Registrar as follows:

- January session – by the end of March;
- May/June session – final year results by not later than two working days prior to the final year degree classification board but in any case not later than end of July, other results as early as possible but not later than the end of July;
- September session – by the end of September.

(e) maintaining the well-being of students registered with the institute/centre including the management of their needs, requests and complaints;

(f) providing mentorship to junior academic staff of the institute/centre: by following their progress in their post-graduate research on an ongoing basis and on annual basis requesting an academic progress report from their supervisor; and by ensuring that they are adequately supported to complete their doctoral research where applicable, and that they are provided with training vis-à-vis the delivery of lectures and the preparation of teaching material;

VERŻJONI ELETTRONIKA

(g) ensures that the Director compiles and submits to the Secretary of the University an annual report by not later than September of each academic year outlining the activities, initiatives and achievements of the institute/centre.

8. The Chairman of a Board of an Institute/Centre moreover:

(a) is to report directly to the Rector and shall collaborate with all senior administrative officers of the University;

(b) should not be engaged in any other activity outside the University which may be in conflict with his duties at the University;

(c) shall not give access to any information to any third party that is not associated with the University of Malta, about any work or data that relates to tasks conducted at the University of Malta without the prior approval of the Rector; all work carried out within the institute/centre must be treated according to Maltese data protection legislation;

(d) is to abide with the statutes, regulations and policies of the University of Malta, which are in force now or will become effective in the duration of his tenure;

(e) ensures that he is contactable through the secretarial staff of the institute/centre;

(f) calling and chairing meetings of the board at least twice per semester and ensuring that follow-up action is taken.

9. The quorum for the meetings of the Board shall be that of one more than one third of the members of the Board.

10. Any amendments to the Institute/Centre Statute shall be proposed by the Board of the Institute/Centre for the recommendation of Senate and approval of Council of the University.

Repeal

11. The Statute I00 - General Provisions Regarding Institutes of the University published as Legal Notice 134 of 1989, is hereby repealed.

VERŻJONI ELETTRONIKA

Suppliment tal-Gazzetta tal-Gvern ta' Malta Nru. 18,665, 2 ta' Novembru, 2010
Taqsima B

A.L. 473 tal-2010

ATT DWAR L-EDUKAZZJONI
(KAP. 327)

STATUT GĦALL-PROVVEDIMENTI ĠENERALI DWAR ISTITUTI U ĊENTRI TAL-UNIVERSITÀ

BIS-SAĦĦA tas-setgħat mogħtija lilu bl-artikoli 74(5) u 75(6) tal-Att dwar l-Edukazzjoni (Kap.327), il-Kanċillier tal-Università ta' Malta ppromulga l-Istatut li ġej magħmul mill-Kunsill tal-Università ta' Malta bis-saħħa tas-setgħat mogħtija lilu bl-artikoli 72(h), 75(2) u 77(c) ta' dak l-Att:

Titolu fil-Qosor

Dan l-istatut jista' jissejjaħ l-Istatut għall-Provvedimenti Ġenerali dwar Istituti u Ċentri tal-Università.

1. Il-provvedimenti ta' dan l-Istatut japplikaw għal kull istitut u ċentru, jew għal kull entità oħra ta' xeħta simili, stabbilit mill-Kunsill tal-Università skont l-artikoli 75(2) u 77(c) tal-Att dwar l-Edukazzjoni, u li jirċievi fondi mill-Università, jew permezz tagħha, sakemm l-Istatut li jistabilixxi dan l-istitut/ċentru jew entità oħra ma jipprovdix espressament mod ieħor.

2. Kull riferiment f'dan l-Istatut għal istitut/ċentru jew istituti/ċentri se jitqies bħala li jgħodd ukoll għal kull entità jew entitajiet oħra stabbiliti kif ingħad qabel.

3. Istitut/Ċentru jitmexxa minn Bord, li ċ-*Chairman* tiegħu jkun ir-Rettur jew id-delegat innominat minnu:

Sakemm f'każijiet speċjali, l-Istatut ta' istitut/ċentru jipprovdi li ċ-*Chairman* tal-Bord ikun ħaddieħor minbarra r-Rettur, u f'dan il-każ ir-Rettur jew lid-delegat innominat minnu jkun membru tal-Bord.

4. Meta Bord ta' Istitut/Ċentru jinkludi rappreżentanti minn fakultà, il-Bord tal-Fakultà rispettiva għandha tinnomina rappreżentant, li wara għandu jkun irrikkmandat mir-Rettur u approvat mis-Senat.

VERŻJONI ELETTRONIKA

5. Il-membri tal-Bord eletti mill-i*staff* akkademiku jew mill-istudenti, għandhom ikunu maħtura għal perijodu ta' sentejn.

6. Id-Direttur tal-Finanzi tal-Università jkun it-Teżorier tal-istitut/taċ-ċentru, iżda bl-approvazzjoni bil-miktub tar-Rettur, huwa jista' jaħtar membru anzjan tal-i*staff* tiegħu biex jaġixxi minfloku.

7. Id-dmirijiet taċ-*Chairman* jinkludi *inter alia*:

(a) li jappoġġa lid-Direttur ta' istitut/ċentru u jassisti lir-Rettorat biex tinżamm id-dixxiplina u biex jinħoloq ambjent akkademiku fi ħdan l-istitut/iċ-ċentru bbażat fuq l-insegwiment ta' tagħlim u riċerka ta' eċċellenza;

(b) li jiżgura li jiġu sottomessi mid-Direttur mhux aktar tard minn Jannar ta' kull sena akkademika, il-*prospecta* tal-programmi aġġornati ta' kwalunkwe ċertifikat, diploma jew grad li jaqgħu taħt il-patronċinju tal-istitut jew taċ-ċentru u jkunu jinkludu tagħrif dwar l-udjenza li għaliha qed isir il-kors u r-riżultati ta' tagħlim mistennija fid-diversi stadji tal-programmi rispettivi; deskrizzjoni tat-taqsimiet studji offruti fil-programmi rispettivi, kif ukoll ir-regolamenti u l-ordinamenti li jirregolaw il-programmi msemmija;

(c) li jiżgura li l-programmi ta' studju fi ħdan l-istitut/ċentru jsiru skont l-*prospecta* ppubblikati, b'konformità mar-regolamenti u mal-ordinamenti, u li jkunu konformi mal-livelli stabbiliti fil-ħarsien tal-kwalità u proċeduri;

(d) li jiżgura li r-riżultati kollha tal-valutazzjonijiet u tal-eżamijiet tat-taqsimiet studji li l-istitut jew iċ-ċentru hu responsabbli għalihom, jiġu sottomessi mid-Direttur lir-Reġistrartur kif ġej:

- is-sessjoni ta' Jannar – sal-aħħar ta' Marzu;
- is-sessjoni ta' Mejju/Ġunju – ir-riżultati tal-Aħħar Sena mhux aktar tard minn jumejn qabel jitlaqqa' l-Bord għall-Klassifikazzjoni li jsir fl-aħħar sena iżda, fi kwalunkwe każ, mhux aktar tard mill-aħħar ta' Lulju; riżultati oħra għandhom jaslu kemm jista' jkun malajr iżda mhux aktar tard mill-aħħar ta' Lulju;
- is-sessjoni ta' Settembru – sal-aħħar ta' Settembru.

(e) iħares il-*benessere* tal-istudenti rreġistrati mal-istitut/maċ-ċentru inkluż il-maiġment tal-ħtiġijiet, talbiet u lmenti tagħhom;

(f) jipprovdi pariri lill-membri tal-i*staff* mhux anzjani tal-istitut/taċ-ċentru billi jara x'progress qed jagħmlu fir-riċerka tagħhom *postgraduate* fuq bażi li ma tiqafx u jitlob, fuq bażi annwali, rapport dwar il-progress tagħhom mingħand is-*supervisor* tagħhom; u

billi jiżgura li qegħdin jiġu megħjuna b'mod adekwat biex itemmu r-riċerka tagħhom li twassal għal dottorat fejn japplika, u li jiġu pprovduti bit-taħriġ f'dak li għandu x'jaqsam mal-għoti ta' *lectures* u t-tħejjija ta' materjal ta' tagħlim;

(g) jiżgura lid-Direttur jikkompila u jissottometti rapport annwali lis-Segretarju tal-Università sa mhux aktar tard minn Settembru ta' kull sena akkademika fejn fiha jagħti tagħrif dwar l-attivitajiet, inizjattivi u s-suċċessi miksuba mill-istitut/miċ-ċentru.

8. Minbarra dan, iċ-*Chairman* tal-Bord ta' Istitut/Ċentru:

(a) għandu jirraporta direttament lir-Rettur u għandu jikkollabora mal-uffiċjali amministrattivi anzjani tal-Università;

(b) m'għandux jimpenja ruħu fi kwalunkwe attività barra mill-Università li tista' tkun f'konflitt mad-dmirijiet tiegħu fl-Università;

(c) m'għandux jgħaddi informazzjoni lil terzi persuni li mhumiex assoċjati mal-Università ta' Malta, dwar kwalunkwe xogħol jew *data* li jkollha x'taqsam ma' xogħlijiet li qegħdin isiru fl-Università ta' Malta mingħajr l-approvazzjoni minn qabel tar-Rettur; kull xogħol li jkun qed isir fl-istitut/fiċ-ċentru għandu jsir fid-dawl tal-leġislazzjoni Maltija dwar il-ħarsien tad-*data*;

(d) għandu jintrabat bl-istatuti, bir-regolamenti u bil-politika tal-Università ta' Malta, li huma fis-seħħ jew li jsiru effettivi fi żmien il-ħatra tiegħu;

(e) jiżgura li wieħed jista' jikkuntattja miegħu permezz tas-segretarjat tal-istitut/taċ-ċentru;

(f) isejjaħ u jmexxi laqgħat tal-bord tal--inqas darbtejn kull semestru u jiżgura li tittieħed azzjoni biex jiġi attwat dak li jkun ġie deċiż;

9. Il-*quorum* għal-laqgħat tal-Bord ikun wieħed aktar minn terz tal-membri tal-Bord.

10. Kwalukwe emendi għall-istatut tal-Istitut jew taċ-Ċentru għandhom ikunu proposti mill-Bord tal-Istitut jew taċ-Ċentru għar-rakkomandazzjoni tas-Senat u għall-approvazzjoni tal-Kunsill tal-Università.

Tħassir

11. L-Istatut I00 – Provvedimenti Ġenerali dwar Istituti tal-Università ppubblikat fl-Avviż Legali 134 tal-1989 huwa b'dan imħassar.