

**L.N. 414 of 2011**

**EDUCATION ACT  
(CAP. 327)**

**STATUTE FOR THE CENTRE FOR LABOUR STUDIES**

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 the Centre for Labour Studies.

**STATUTE FOR THE CENTRE FOR LABOUR STUDIES**

**Interpretation**

1. In this Statute, unless the context otherwise requires:

“the Board” shall mean the Board of the Centre for Labour Studies;

“the Centre” shall mean the Centre for Labour Studies.

**Establishment and Objectives**

2. The Centre for Labour Studies is hereby established as an educational, documentation and research institution within the University of Malta which aims to:

- (a) strengthen the University’s link with working persons, employers, and the world of work at large; and

- (b) promote social dialogue, active involvement and the effective participation of workers, and their representatives, in specific workplaces and in labour policy more generally.

3. In pursuance of the two-pronged aim of its mission, the Centre seeks:

- (a) to establish healthy working partnerships and promote synergies between academics, government, trade unions, employers and the other actors from civil society involved in the field of labour relations;

(b) to organise educational programmes aimed at sensitizing people actively involved or interested in labour issues to current trends, relevant concepts and analytical tools pertinent in this area;

(c) to act as national monitoring agency and clearing house for trends and developments occurring in employment and industrial relations; and

(d) to carry out research, consultancy and disseminate information on issues related to industrial and employee relations in Malta and abroad.

### **Governance**

4. The Centre shall be governed by a Board that shall consist of the following:

- (i) Chairman: Rector of the University or his delegate;
- (ii) Vice-Chairman: Director of the Centre;
- (iii) a person appointed by the Council of the University;
- (iv) a person appointed by the Senate of the University;
- (v) up to two representatives of the academic staff lecturing or conducting research within the Centre;
- (vi) up to two representatives of the students registered with the Centre;
- (vii) one representative of the Faculty of Economics, Management and Accountancy;
- (viii) two representatives of the Confederation of Malta Trade Unions (of whom one shall be from the Union Haddiema Magħqudin);
- (ix) two representatives of the General Workers' Union;
- (x) one representative of the Forum Unions Maltin (FORUM);
- (xi) one representative of the Malta Employers' Association (MEA); and
- (xii) one representative from the Ministry responsible for Labour Relations; and
- (xiii) honorary members who may be recommended by the Board and approved by Senate.

The Registrar or his delegate shall act as Secretary to the Board.

5. All members of the Board, other than those appointed *ex officio*; the two representatives of the academic staff and the two representatives of the students shall be appointed for a period of one year, renewable for up to four years. A retiring member will be eligible for re-appointment.

6. The function of the Board shall be:

(a) to govern the affairs of the Centre, subject to the provisions of this statute and of such regulations, policies or directions as may from time to time be approved by the Council and the Senate;

(b) to decide the policy of the Centre, to supervise its activities and administration, and without prejudice to the generality of the foregoing, the Board may:

- (i) approve business plans and annual estimates of revenue and expenditure of the Centre for consideration and approval by the Council;
- (ii) with the written concurrence of the Rector, enter into agreements with third parties for funding of the Centre or of particular activities;
- (iii) publish an annual report;
- (iv) enrol the Centre in associations or institutions sharing similar aims and interests;
- (v) propose Regulations and Bye-Laws to the Senate;
- (vi) request staff members of the Centre to produce reports on academic matters, including the curricula of courses of study, qualifications for admission to courses, examinations, and certificates of attendance or qualification;
- (vii) recommend to the Council the creation or abolition of academic and non-academic posts in the Centre;
- (viii) propose for approval to the Senate, Boards of Studies and Boards of Examiners for undergraduate and postgraduate courses.

### **Appointment of Director and Staff**

7. The Centre shall have a Director and Staff as follows:

(a) the Director of the Centre shall be appointed according to the procedure for the appointment of Directors of Institutes and Centres as approved by the Council of the University, for a duration of one year, with the possibility of renewal annually subject to established performance criteria, the needs of the Centre and the needs of the University, for a total period not exceeding four (4) years; and

(b) the staff of the Centre shall be appointed by the University according to usual practice.

### **Duties of the Director**

8. The duties of the Vice-Chairman/Director shall include:

(a) promoting the development and implementation of the Centre's curricula and research programmes;

(b) compiling and submitting to the Registrar of the University by not later than January of each academic year, an updated comprehensive prospectus of the content descriptions of all current and projected study-units offered by members of the Centre as per guidelines established by the Programme Validation Committee;

(c) ensuring that the study-units offered by the staff members of the Centre are delivered in accordance with the advertised programme of studies; the Director must ensure that lecturing staff under his remit deliver all lectures, seminars and tutorials assigned to them respectively, at the time and venue advertised in the official timetable, and that any deviations thereof are formally registered, and the students duly notified in good time;

(d) delivering and implementing the strategic plan of the Centre;

(e) administering the Centre in full consultation with the members; monitoring and approving requests for leave of absence of members of the Centre; the Director is expected to maintain records of all leave taken by members and to pass on these records to the Director of Human Resources Management and Development upon request;

(f) promoting students' academic and personal welfare, providing first-line support to students with any difficulties they may encounter during their studies related to the activities of the Centre;

(g) monitoring the running of examinations in the Centre and ensuring that all assessment and examination results are submitted to the Registrar's Office as follows:

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

(h) encouraging and facilitating co-operation with other universities and other institutions;

(i) chairing meetings of the Board in the absence and with the permission of the Chairman;

(j) ensuring and facilitating the further development and training of academic and non-academic staff;

(k) participating at any meeting of the University congruent with the post;

(l) representing the Centre during official functions of the University;

(m) compiling and submitting to the Secretary of the University by the end of September of each academic year, an annual report outlining the activities of the Centre for the outgoing year, which should include, amongst others, information that may be requested by the Secretary; a comprehensive list of recent publications of all members of the Centre; a synopsis of all projects involving members of the Centre which are wholly or partially externally funded; a list of all conferences/seminars/meetings attended abroad by members of the Centre during term time; and an outline of the Centre's collaboration with third parties including local industry, Government or civil society at large;

(n) compiling and submitting to the Director of Finance of the University by not later than the end of May of each academic year budgetary estimates for the following year including a manpower plan for the Centre, to cover the projected teaching, research and administration workload of the Centre, and based on the projected workload for each Resident Academic member of the Centre and Visiting Teaching Staff;

(o) monitoring the performance of the non-academic staff attached to the Centre;

(p) authorising the Centre's procurement of equipment; ensuring that the resources assigned to the Centre – whether human or other – are utilized fully and efficiently; and

(q) performing other duties which may be assigned by the University from time to time.

9. The Director of the Centre moreover:

(a) is to report directly to the Chairman of the Board governing the Centre and shall collaborate with all senior administrative officers of the University;

(b) shall normally be a Resident Academic engaged with the University on a full-time basis for the duration of his tenure as Director. If the Centre is engaged in undergraduate or postgraduate taught programmes of study then the Director must be engaged with the University as a Resident Academic on a full-time basis;

(c) should not be engaged in any other activity outside the University which may be in conflict with, or distract him from, his duties at the University;

(d) is expected to be present on campus or any designated University of Malta site at least during normal office hours from Monday to Friday throughout the year subject to the exigencies of an academic in accordance with the University's practices and needs and subject to normal leave entitlement and public holidays as provided for at law; should his absence be necessary and justified he must ensure that he is immediately contactable through the secretarial staff of the Centre;

(e) 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 University of Malta; all work carried out within the Centre must be treated according to Maltese data protection legislation; and

(f) 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.

### **The Treasurer**

10. The Director of Finance of the University shall be the Treasurer of the Centre.

### **Repeal**

11. The Statute I08 – Workers’ Participation Development Centre published as Legal Notice 107 of 1991 is hereby repealed.



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**A.L. 414 tal-2011**

**ATT DWAR L-EDUKAZZJONI  
(KAP. 327)**

**STATUT GĦAĊ-ĊENTRU TA' STUDJI DWAR IX-XOGĦOL**

BIS-SAHĦA 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-sahħa 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 għaċ-Ċentru ta' Studji dwar ix-Xogħol.

**STATUT GĦAĊ-ĊENTRU TA' STUDJI DWAR IX-XOGĦOL**

**Interpretazzjoni**

1. F'dan l-Istatut, kemm-il darba r-rabta ta' kliem ma teħtiegħ xort' oħra:

“il-Bord” ifisser il-Bord taċ-Ċentru ta' Studji dwar ix-Xogħol;

“iċ-Ċentru” ifisser iċ-Ċentru ta' Studji dwar ix-Xogħol.

**It-Twaqqif taċ-Ċentru u għanijiet**

2. B'dan qiegħed jitwaqqaf iċ-Ċentru ta' Studji dwar ix-Xogħol bhala istituzzjoni ta' edukazzjoni, dokumentazzjoni u riċerka fi hdan l-Università ta' Malta u għandu dawn l-iskopijiet:

- (a) li tissahħah ir-rabta tal-Università mal-haddiema, ma' min ihaddem u mad-dinja tax-xogħol in ġenerali; u

- (b) jippromovi d-djalogu soċjali, l-involvement attiv u l-partecipazzjoni effettivi tal-haddiema u r-rappreżentanti tagħhom, f'postijiet tax-xogħol speċifiċi u fil-politika tax-xogħol b'mod aktar ġenerali.

3. Biex jintlaħqu dawn iż-żewġ għanijiet iċ-Ċentru se jaħdem biex:

- (a) iwaqqaf shubija sana ta' xogħol u jippromovi sinerġiji bejn akkademiċi, gvern, *trade unions*, minn ihaddem u nies oħra mis-soċjetà ċivili li huma involuti fil-qasam tar-relazzjoni tax-xogħol;

(b) jorganizza programmi edukattivi, bil-għan li dawk in-nies li huma attivament involuti jew interessati f'materji dwar xogħol isiru konxji tax-xejriet korrenti, tal-kunċetti rilevanti u tal-ghodda analitika pertinenti f'dan il-qasam;

(c) iservi bhala aġenzija nazzjonali li timmoniterja u bhala aġenzija li tgħin u tqassam informazzjoni dwar tendenzi u żviluppi li jsehhu fl-impjiegi u fir-relazzjonijiet industrijali; u

(d) iwettaq riċerka, jipprovdi konsulenza u jxandar informazzjoni dwar materji relatati mar-relazzjonijiet industrijali u tal-impjegati f'Malta u barra minn Malta.

### Setghat

4. Iċ-Ċentru jitmexxa minn Bord li jkun magħmul kif ġej:

- (i) *Chairman*: Ir-Rettur tal-Università jew id-delegat tiegħu;
- (ii) *Viċi-Chairman*: Id-Direttur taċ-Ċentru;
- (iii) persuna maħtura mill-Kunsill tal-Università;
- (iv) persuna maħtura mis-Senat tal-Università;
- (v) mhux aktar minn żewġ rappreżentanti tal-istaff akkademiku li jgħallmu jew qegħdin jagħmlu riċerka fi hdan iċ-Ċentru;
- (vi) mhux aktar minn żewġ rappreżentanti tal-istudenti rreġistrati fiċ-Ċentru;
- (vii) rappreżentant mill-Fakultà tal-Ekonomija, il-*Management* u l-*Accountancy*;
- (viii) żewġ rappreżentanti mill-Konferedazzjoni tat-*Trade Unions* Maltin (li wieħed minnhom ikun mill-Union Haddiema Magħqudin);
- (ix) żewġ rappreżentanti tal-*General Workers' Union*;
- (x) rappreżentant mill-*Forum Unions* Maltin (FORUM);
- (xi) rappreżentant mill-*Malta Employers Association (MEA)*;
- (xii) rappreżentant mill-Ministeru responsabbli għal Relazzjonijiet tax-Xogħol; u
- (xiii) membri onorarji jistgħu jiġu rrkmandati mill-Bord u approvati mis-Senat.

Ir-Registratur jew id-delegat tiegħu jservi bhala s-Segretarju tal-Bord.

5. Il-membri kollha tal-Bord, għajr dawk li huma maħtura *ex officio*; iż-żewġ rappreżentanti tal-istaff akkademiku u ż-żewġ rappreżentanti tal-istudenti jinhatru għal perijodu ta' sena, li jista' jiġi mġedded sa erba' snin. Membru li jirtira hu eligibbli li jerga' jinhatar.

6. Id-dmirijiet tal-Bord ikunu dawn li ġejjin:

(a) li jmexxi l-affarijiet taċ-Ċentru, skont il-provvedimenti ta' dawn l-istatuti u ta' dawk ir-regolamenti, deċizzjonijiet jew direzzjonijiet, kif approvati mill-Kunsill u mis-Senat minn żmien għal żmien;



(b) li jiddeċiedi l-politika taċ-Ċentru, jissorvelja l-attivitajiet u l-amministrazzjoni tiegħu u, mingħajr preġudizzju għall-generalità li ssemmiet qabel, il-Bord jista':

- (i) japprova *business plans* u l-estimi annwali tad-dhul u l-ħruġ taċ-Ċentru għall-kunsiderazzjoni u l-approvazzjoni tal-Kunsill;
- (ii) bi qbil bil-miktub mar-Rettur jagħmel ftehim ma' terzi persuni biex jagħtu fondi liċ-Ċentru jew għall-attivitajiet partikulari;
- (iii) jippubblika rapport annwali;
- (iv) jirreġistra liċ-Ċentru f'assoċjazzjonijiet jew f'istituzzjonijiet li għandhom l-istess għanijiet u interessi;
- (v) jipproponi Regolamenti u Ordinamenti lis-Senat;
- (vi) jeżiġi mill-membri tal-istaff taċ-Ċentru l-produzzjoni ta' rapporti fuq materji akkademiċi, li jinkludu l-kurrikulu ta' korsijiet ta' studju, il-kwalifiki għad-dhul f'korsijiet, eżamijiet u ċertifikati ta' attendenza jew kwalifika;
- (vii) jirrakkomanda lill-Kunsill il-ħolqien jew l-abolizzjoni ta' postijiet akkademiċi u mhux akkademiċi fiċ-Ċentru; u
- (viii) jipproponi għall-approvazzjoni tas-Senat, il-Bordijiet ta' Studju u tal-Eżaminaturi għall-korsijiet ta' riċerka li jwasslu grad jew diploma.

## **II-Ħatra tad-Direttur u *Staff***

### 7. Iċ-Ċentru jkollu Direttur u *Staff*:

(a) id-Direttur taċ-Ċentru jinħatar skont il-proċedura għall-ħatra tad-Diretturi tal-Istituti u Ċentri kif approvata mill-Kunsill tal-Universita', għal perijodu ta' sena, bil-possibilità li l-ħatra tiġġedded kull sena skont kriterji stabiliti ta' ħiliet, il-ħtiġijiet taċ-Ċentru u tal-Universita', għal perijodu li ma jeċċedix l-erba' (4) snin; u

(b) l-istaff taċ-Ċentru jinħatar mill-Universita' skont in-normi stabbiliti.

## **Id-Dmirijiet tad-Direttur**

### 8. Id-dmirijiet tal-Viċi-*Chairman*/Direttur huma li:

(a) jippromovi l-iżvilupp u l-implimentazzjoni tal-programmi kurrikulari u ta' riċerka taċ-Ċentru;

(b) jiġbor u jissottometti lir-Registratur tal-Università sa mhux aktar tard minn Jannar ta' kull sena akkademika, prospettus komprensiv aġġornat bid-deskrizzjoni tal-kontenut tat-taqsimiet-studju kurrenti u dawk proġettati offruti mill-membri taċ-Ċentru skont il-linji-gwida stabbiliti mill-Kumitat għall-Validazzjoni tal-Programmi;

(c) jiżgura li t-taqsimiet-studju offruti mill-membri tal-istaff taċ-Ċentru huma mogħtija skont il-programm tal-istudji kif irreklatat; id-Direttur għandu jiżgura li l-għalliema, li jaqgħu taħt l-awtorità tiegħu, jagħtu l-*lectures*, is-*seminars* u t-*tutorials* kollha kif assenjat lilhom rispettivament, fil-ħin u fil-post kif indikat fuq it-*time-table* uffiċjali, u li kull tibdil ikun reġistrat formalment u li l-istudenti jkunu infurmati fil-ħin;

(d) jiżviluppa u jimplementa l-pjan strateġiku taċ-Ċentru;

(e) jamministra ċ-Ċentru b'konsultazzjoni shiħa mal-membri tiegħu; jimmonitorja u japprova talbiet għal *leave of absence* mill-membri taċ-Ċentru. Id-Direttur hu mistenni li jzomm reġistru tal-*leave* kollu tal-membri u jgħaddi, meta mitlub, din l-informazzjoni lid-Direttur għat-Tmexxija u l-Iżvilupp tar-Riżorsi Umani;

(f) jippromovi l-bżonnijiet akkademiċi u personali tal-istudenti, sabiex l-istudenti jingħataw l-aqwa sapport f'każ li jiltaqgħu ma' diffikultajiet matul l-istudji tagħhom relatati mal-attivitatiet taċ-Ċentru;

(g) jimmonitorja t-tmexxija ta' testijiet u eżamijiet taċ-Ċentru u jiżgura li r-rizultati kollha tal-valutazzjonijiet u tal-eżamijiet jiġu sottomessi fl-Uffiċċju tar-Registratur kif ġej:

- is-sessjoni ta' Jannar – sal-aħħar ta' Marzu;
- is-sessjoni ta' Mejju/Gunju – ir-rizultati 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; rizultati oħra għandhom jaslu kemm jista' jkun malajr iżda mhux aktar tard mill-aħħar ta' Lulju;
- is-sessjoni ta' Settembru – sal-aħħar ta' Settembru.

(h) jinkoraġġixxi u jiffaċilita l-kooperazzjoni ma' universitajiet u istituzzjonijiet oħra;

(i) jmexxi laqgħat tal-Bord tal-Istitut fl-assenza u bil-permess taċ-*Chairman*;

(j) jiżgura u jiffaċilita l-iżvilupp u t-taħriġ tal-istaff akkademiku u dak mhux akkademiku;

(k) jipparteċipa fi kwalunkwe laqgħa tal-Università li hi marbuta mal-kariga tiegħu;

(l) jirrapreżenta ċ-Ċentru f'funzjonijiet uffiċjali tal-Università;

(m) jikkompila u jissottometti rapport annwali lis-Segretarju tal-Università sal-aħħar ta' Settembru ta' kull sena akkademika. F'dan ir-rapport għandu jingħata tagħrif dwar l-attivitajiet li saru fiċ-Ċentru fis-sena li tkun għaddiet u għandu jinkludi, fost l-oħrajn, informazzjoni li tista' tintalab mis-Segretarju bħal lista komprensiva ta' pubblikazzjonijiet riċenti tal-membri kollha taċ-Ċentru; gabra fil-qosor tal-proġetti li fihom huma involuti membri taċ-Ċentru, li huma finanzjati kollha jew parzjalment minn barra; lista shiħa tal-konferenzi/*seminars*/laqgħat li l-membri attendew barra minn Malta, fi żmien *it-term*; u tagħrif ġenerali dwar il-kollaborazzjoni taċ-Ċentru ma' terzi persuni li jinkludi l-industrija lokali, il-Gvern jew is-soċjeta' ċivili in ġenerali;

(n) jikkompila u jissottometti lid-Direttur tal-Finanzi tal-Università mhux aktar tard mill-aħħar ta' Mejju ta' kull sena akkademika, l-estimi għall-baġitt finanzjarju għas-sena li jmiss. Dan ikun jinkludi l-ħtigijiet dwar riżorsi umani għaċ-Ċentru, li jkopri tagħlim, riċerka u xogħol amministrattiv proġettat għaċ-Ċentru u bbażat fuq ix-xogħol proġettat ta' kull Akkademiku Residenti taċ-Ċentru u tal-*Visiting Teaching Staff*;

(o) jimmonitorja l-eżekuzzjoni tax-xogħol tal-istaff mhux akkademiku msieheb maċ-Ċentru;

(p) jawtorizza liċ-Ċentru l-ksib ta' apparat; jiżgura li r-riżorsi assenjati liċ-Ċentru – kemm jekk umani kif ukoll oħrajn - jiġu utilizzati b'mod shiħ u effiċjenti;

(q) iwettaq dawk id-dmirijiet oħra li jistgħu jiġu assenjati lil mill-Università minn żmien għal żmien.

9. Minbarra dan, id-Direttur taċ-Ċentru:

(a) għandu jirrapporta direttament liċ-Chairperson tal-Bord taċ-Ċentru u għandu jikkollabora mal-uffiċjali amministrattivi anzjani kollha tal-Università;

(b) għandu jkun normalment Akkademiku Residenti impjegat mal-Università fuq bażi *full-time* matul iż-żmien li jokkupa l-ħatra ta' Direttur. F'każ li ċ-Ċentru hu impenjat bi programmi ta' studju mgħallma u li jwasslu għar-rikonoxximent sal-ewwel grad jew wara l-ewwel grad, id-Direttur għandu jkun impjegat mal-Università bħala Akkademiku Residenti fuq bażi *full-time*;

(c) m'għandux jimpenja ruħu fi kwalunkwe attivita' barra mill-Università li tista' tkun f'konflitt, jew ittelfu, mid-dmirijiet tiegħu fl-Università;

(d) hu mistenni li jkun preżenti fuq il-kampus jew kwalunkwe sît indikat mill-Università ta' Malta għallinqas fil-ħinijiet normali tal-uffiċċju mit-Tnejn sal-Ġimgħa matul is-sena skont l-esiġenzi tal-akkademiku u inkonformi mal-prattiċi u l-ħtigijiet tal-Università u bid-dritt għall-*leave* normali u għall-festi pubbliċi kif provdut fil-

liġi; jekk in-nuqqas tiegħu hu meħtieġ u ġustifikat, hu għandu jiżgura li wieħed jista' jikkuntattja miegħu permezz tas-segretarjat taċ-Ċentru;

(e) 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 tal-Università ta' Malta; kull xogħol li jkun qed isir fiċ-Ċentru għandu jsir fid-dawl tal-legislazzjoni Maltija dwar il-ħarsien tad-*data*;

(f) 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.

#### **It-Teżorier**

10. Id-Direttur tal-Finanzi tal-Università jkun t-Teżorier taċ-Ċentru.

#### **It-Thassir**

11. L-Istatut I08 – Ċentru għall-Iżvilupp tal-Parteċipazzjoni tal-Ħaddiema ippubblikat fl-Avviz Legali 107 tal-1991 huwa b'dan imħassra.