

**Legal Notice 128 of 2013 – Malta Government Gazette No. 19,078 – 23 April 2013**  
**Amended by Legal Notice 423 of 2015 – Malta Government Gazette No. 19,515 –**  
**22 December 2015**  
**Amended by Legal Notice 258 of 2019 - Malta Government Gazette No. 20,275 –**  
**4 October 2019**

**EDUCATION ACT**  
**(CAP. 327)**

**STATUTE FOR THE CENTRE FOR ENGLISH LANGUAGE PROFICIENCY**

IN EXERCISE of the powers conferred upon him by articles 74(5) and 75(6) of the Education Act (CAP. 327), 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**

1. This statute may be cited as the Statute for the Centre for English Language Proficiency.

**Interpretation**

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

“the Board” shall mean the Board of the Centre for English Language Proficiency;

“the Centre” shall mean the Centre for English Language Proficiency.

**Establishment**

3. The Centre for English Language Proficiency is hereby established as an institution of the University of Malta.

**Objective and Functions**

4. The aims of the Centre shall be:

(a) to support and promote English proficiency among University students by designing and delivering appropriate courses and tuition at pre-tertiary, undergraduate and postgraduate levels;

(b) to liaise, as and where appropriate, with Departments, Faculties, Centres and Institutes of the University of Malta on matters that may have a bearing on the English Language Proficiency of the University's students;

(c) to assess students' level of proficiency in the English language for the purpose of offering effective support services, provided that this does not include assessment for the purpose of admitting students into university courses;

(d) to assist, as and where appropriate, in language policy implementation and language policy outcomes within the University and in broader contexts;

(e) to develop and deliver to University and also non-University bodies professional services related to and commensurate with the Centre's commitment to the furthering of English-Language Proficiency;

(f) to research English Language Proficiency in Malta at various levels and in its diverse aspects and contexts;

(g) to liaise, as and where appropriate, with non-University bodies on matters that may have a bearing on English Language Proficiency within broader educational, professional and national contexts;

(h) to issue publications and reports on English Language Proficiency in Malta; and

(i) to convene national and international symposia and similar meetings on matters of interest to the Centre.

## **Governance**

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

- (i) Chairman: Rector 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 in the Centre;
- (vi) up to two students representatives from amongst the students representatives on Senate;
- (vii) up to two persons possessing expertise and experience in the field of English Language Proficiency, to be recommended by the Dean of the Faculty of Arts in consultation with the Head of the Department of English.

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

6. 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.

7. The function of the Board shall be:

(a) to govern the affairs of the Centre, subject to the provisions of these statutes 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) require staff members of the Centre to produce reports on academic matters, including the curricula of course of study, qualifications for admission to courses, examinations and certificates of attendance or qualification; and

(vii) propose for approval to the Senate, Boards of Studies and Boards of Examiners for the Centre's programmes of studies.

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

8. The Centre shall have a Director and Staff:

(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 the usual practice.

### **Duties of the Director**

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

(a) general responsibility for the running of the Centre in terms of the aims listed in articles 2 (a) to (i) outlined above;

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

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

(d) 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;

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

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

(g) 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;

(h) monitoring the running of examinations in the Centre and ensuring that all assessment and examination results, where applicable in the case of formal study-units, 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 to the final year degree classification board of the students' home faculty 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.

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

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

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

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

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

(n) compiling and submitting to the Secretary of the University by the end of September of each academic year, an annual report approved by the Board, 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;

(o) compiling and submitting to the Director of Finance of the University, by not later than end of May of each academic year budgetary estimates approved by the Board 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;

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

(q) 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

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

10. 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;

(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.

11. The Centre will have Academic Staff detailed by the Council of the University to participate fully in the teaching, research and other activities of the Centre.

#### **The Treasurer**

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