

**Legal Notice 143 of 2016 – Malta Government Gazette No. 19,566 – 3 May 2016**  
**Amended by Legal Notice 328 of 2017 - Malta Government Gazette No. 19,906 – 22 November 2017**  
**Amended by Legal Notice 72 of 2019 – Malta Government Gazette No. 20,169 – 12 April 2019**

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

**STATUTE FOR THE INTERNATIONAL SCHOOL FOR  
FOUNDATION 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), 77(c)(d) and 136(3) of the said Act:

**Citation**

1. This statute may be cited as the Statute for the International School for Foundation Studies.

**Interpretation**

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

“the Board” shall mean the Board of the International School for Foundation Studies;

“the School” shall mean the International School for Foundation Studies.

**Establishment**

3. The International School for Foundation Studies is hereby established as an institution within the University of Malta.

**Objectives and Functions**

4. The aims of the School shall be:

(a) to administer and run foundation studies courses that provide students who have not followed an educational system comparable to the one in Malta with the knowledge as well as the personal and interpersonal skills and organisational framework upon which to base their future studies;

(b) to engage and stimulate students whilst giving the appropriate support needed to move from a fully structured educational environment in high school to the knowledge, skills, and attitudes required of degree students;

(c) to enable students to progress successfully to academic programmes of study by offering specific training and support in those core areas where students may require further assistance;

(d) to cooperate with the University's academic entities where the School's students will continue their studies, in order to ensure the best possible level of preparation in the various areas tackled by the School's courses;

(e) to cooperate with other University units responsible for academic and international affairs in matters related to the School; and

(f) to promote and facilitate intake of students at the School in collaboration with other University academic and administrative entities.

## **Governance**

5. The School shall be governed by a Board consisting of:

- (i) Chairman: Rector or his/her delegate;
- (ii) Vice-Chairman: Director of the School;
- (iii) Pro-Rector for International Development and Quality Assurance;
- (iv) Chairman of the Board of Studies;
- (v) the Area Co-ordinators of the School;
- (vi) the Director of the International Office or delegate;
- (vii) the Director of the Marketing, Communications and Alumni Office or delegate;
- (viii) a person appointed by the Council of the University;
- (ix) a person appointed by the Senate of the University
- (x) up to two representatives of the teaching complement of the School;
- (xi) up to two representatives of the students registered with the School.

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

6. All members of the Board, other than those appointed *ex officio*, and the two representatives of the academic staff, 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 School, 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 School, to supervise its activities and administration, and without prejudice to the generality of the foregoing, the Board may:

(i) approve strategic/business plans and annual estimates of revenue and expenditure of the School 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 School or of particular activities;

(iii) publish an annual report on academic and administrative matters;

(iv) propose Regulations and Bye-Laws to the Senate;

(v) recommend to the Council the creation or abolition of academic and non-academic posts in the School;

(vi) propose for approval to the Senate, Boards of Studies and Boards of Examiners for its courses; and

(vii) propose for the approval to the Senate, Programmes of Study and Study- Unit descriptions of each course.

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

8. The School shall have a Director and Staff as follows:

(a) the Director of the School 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 School and the needs of the University, for a total period not exceeding four (4) years; and

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

### **Duties of the Director**

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

(a) promoting the development and implementation of the School's curricula, including the School's internal management structures as approved by the Board;

(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 as proposed by the Board of Studies and as per guidelines established by the Programme Validation Committee;

(c) ensuring that the study-units offered by the staff members of the School 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/business plan of the School;

(e) administering the School in full consultation with the members; monitoring and approving requests for leave of absence of members of the School; 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 School;

(g) monitoring the running of examinations in the School and ensuring that all assessment and examination results are submitted to the Registrar by not later than the end of March, July and September, provided that the results are submitted to the respective Chairman of the Board of Examiners within following deadlines:

- January session – by the end of the third week of March;
- May/June session – results by not later than two working days prior to the classification board;
- September session – by the end of the third week of September.

(h) encouraging and facilitating co-operation with faculties, centres and institutes 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 School 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 School for the outgoing year, which should include, amongst others, information that may be requested by the Secretary: a list of all conferences/seminars/meetings attended abroad by members of the School during term time; and an outline of the School's collaboration with third parties;

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

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

(p) authorising the School's procurement of equipment; ensuring that the resources assigned to the School – 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.

10. The Director moreover:

(a) is to report directly to the Chairman of the Board governing the School 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/her from, his/her 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 School;

(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 School 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**

11. The Director of Finance of the University shall be the Treasurer of the School.