



STANDARD OPERATING PROCEDURE

SOP NUMBER UNI-002-01	SOP TITLE SOP IMPACT ANALYSIS
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PART 1

Author	
Deborah Duca Operations executive - RSSD	

PART 2

Approver	Approver
Dr. Jonathan Xuereb Administrator II - QSU	Audrey Ann Cascun Senior executive – Office of the Secretary
Approver	
Dr. Alexander Spiteri Senior executive – QSU	

PART 3

Authoriser	Authoriser	Date of Issue:
Prof. Ing. Saviour Zammit Pro-Rector - Research & Knowledge Transfer	Prof. Godfrey Baldacchino Pro-Rector - International Development & Quality Assurance	Date of next revision:

PART 4 (To be filled in by OOTS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

1.1 New SOP

2. Purpose and Scope

- 2.1. To describe the procedure of performing an impact assessment on **new or revised** procedures to ensure that university SOPs are implemented effectively.
- 2.2. This procedure applies to all official university procedures including procedures describing administrative, technical and academic operations.
- 2.3. It is not necessary to carry out an Impact analysis for:
 - Existing procedures that are already in effect
 - SOPs that are revised but require no changes in the way they are administered in terms of access levels, training requirements and resources.

3. Definitions

- 3.1. **Academic SOP** – SOPs developed by academics at F/I/C/S level for academic and/or administrative purposes
- 3.2. **Administrative SOP** – procedures describing administrative related facilities and services
- 3.3. **FICSD** – Faculties, Institutes, Centers, Schools and Departments
- 3.4. **H&S** – Health and Safety
- 3.5. **Technical SOP** – procedures describing laboratory related activities including operation, validation and calibration of equipment and laboratory management procedures.
- 3.6. Research Support Services Directorate
- 3.7. **Master copy of SOP** – original copy of SOP with all the original signatures
- 3.8. **OOTS** – Office of the Secretary
- 3.9. **QCT** – Quality Coordinating Team
- 3.10. **QSU** – Quality Support Unit
- 3.11. **Responsible Entity** – can be either the Office of the Secretary, Quality Support Unit, or the Research Support Services Directorate
- 3.12. **RSSD** – Research Support Services Directorate
- 3.13. **SOP** – Standard Operating Procedure
- 3.14. **UM** –University of Malta

4. Responsibilities

- 4.1. It is the responsibility of all employees to read, understand and follow this SOP when writing SOPs.
- 4.2. It is the responsibility of administrative directors or assigned delegates to review the impact that the SOP will have on their respective departments and assess whether the implementation of the SOP is viable or not.
- 4.3. It is the responsibility of the Quality Coordinating Team to review that the Impact Form has been filled in fully in-line with the procedure described in the subsequent sections.

5. Health and Safety Requirements

5.1. N/A

6. Procedure

6.1. Use of the SOP impact form

- New procedures are to be accompanied by the SOP Impact Analysis Form (Appendix 1).
- It is not necessary to carry out an Impact analysis for:
 - Existing procedures that are already in effect
 - SOPs that are revised but require no changes in the way they are administered in terms of access levels, training requirements and resources.
- This analysis is to be carried before issuing new SOPs to ensure that administrative and technical resources have been allocated for the effective implementation of the procedure.
- The form can also be used for revised SOP if changes to the requirements listed in the form are required. Changes may include revision of training requirements or access of SOP.
- The form is to be filled in during the SOP drafting stage.
- Once filled in, the form is to be sent to the relevant entity, that is QSU/OOTS/RSSD as described in SOP UN-001 together with the draft SOP.
- Representatives from the QSU, OOTS and RSSD form part of the Quality Coordinating Team together with the Pro-rector for International Development & Quality Assurance. The QCT is to review the form and recommend the SOP for approval.
- The original form is returned to the author and a copy is uploaded on the AIMS SOP database.

6.2. Form layout

- The form is divided into 5 sections
- Section 1: General information on SOP
- Section 2: Training Requirements
- Section 3: Level of access
- Section 4: Impact evaluation
- Section 5: Final review to be filled in by Quality Coordinating Team
- The information to be inputted in each section is described in the form itself

6.3. Filling in the form

- The author/s, with the assistance of the approvers of the SOP, is to fill in the Section 1, 2 and 3.
- The author/s is to fill in the first part of Section 4 highlighting the impact that the SOP will have on each department/entity.
- Sections 1, 2 and 3 are to be filled in for all SOPs.
- Section 4 is to be filled in for procedures that are university-wide or are intended for multiple faculties or departments. Section 4 is on the other hand optional for department-specific procedures.

- The director or delegate of the affected department/s is to subsequently review the impact as outlined by the author and fill in the assessment section.
- The QCT is to then review the document and fill in the final section.

7. References

7.1. SOP UNI-001: Management of standard operating procedures at the University of Malta

8. List of Appendices/Worksheets

8.1. Appendix 1: SOP Impact Analysis Form

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SOP Impact Analysis Form

This analysis is to be carried before issuing new SOPs to ensure that administrative and technical resources have been allocated for the effective implementation of the procedure. Once filled in, the form is to be sent to the QSU/OOTS/RSSD together with the draft SOP.

The author of the SOP is to fill in the Section 1 (General information) Section 2 (Training Requirements) and Section 3 (Level of Access).

*Section 4 (Impact evaluation) is to be filled in for procedures that are university-wide or are intended for multiple faculties or departments. Section 4 is on the other hand optional for department-specific procedures. The author is to fill in the **first part of Section 4** highlighting the impact that the SOP will have on each department/entity. The director or delegate of the affected department/s is to subsequently review the impact as outlined by the author and fill in the assessment section.*

Once filled in the SOP is to be returned to OOTS, QSU or RSSD.

Section 1 - General information

TITLE OF SOP <i>(determined by author/s)</i>		SOP CODE <i>(To be assigned by OOTS, RSSD or QSU)</i>
AUTHOR/S <i>(List, name, surname, job title and F/I/C/S/D)</i>	LIST OF APPROVERS <i>(List, name, surname, job title and F/I/C/S/D)</i>	AUTHORISER/S <i>(List, name, surname, job title and F/I/C/S/D)</i>
IDENTIFICATION LABELS: Select one or multiple labels from the list below: <ul style="list-style-type: none"> <input type="checkbox"/> General <i>(applies to university-wide procedures that are general in scope)</i> <input type="checkbox"/> Academic <i>(includes procedures that describe academic processes and functions)</i> <input type="checkbox"/> Administrative/Operational <i>(procedures that describe an administrative process and/or operation)</i> <input type="checkbox"/> Environment and sustainability <i>(procedures related to environment management and sustainability efforts)</i> <input type="checkbox"/> Health and Safety <input type="checkbox"/> Laboratories <i>(includes all laboratory-related procedures)</i> <input type="checkbox"/> Technical <i>(includes procedures that describe use, operation and calibration of equipment and tools)</i> 		
Indicate Asset number if applicable:		

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Section 2 – Training Requirements

Training Requirements	
Type of training: <input type="checkbox"/> Read SOP <input type="checkbox"/> Read SOP and Seminar-based training	Target Audience: <input type="checkbox"/> Students <input type="checkbox"/> Staff
List job titles, departments to be trained: 	
Tick relevant Entities	
<input type="checkbox"/> FACULTY OF ARTS	<input type="checkbox"/> FACULTY OF MEDIA & KNOWLEDGE SCIENCES
<input type="checkbox"/> Anthropological Sciences	<input type="checkbox"/> Cognitive Science
<input type="checkbox"/> Art and Art History	<input type="checkbox"/> Corporate Communication
<input type="checkbox"/> Classics & Archaeology	<input type="checkbox"/> Digital Arts
<input type="checkbox"/> English	<input type="checkbox"/> Information Policy & Governance
<input type="checkbox"/> French	<input type="checkbox"/> Library Information & Archive Sciences
<input type="checkbox"/> Geography	<input type="checkbox"/> Media & Communications
<input type="checkbox"/> German	
<input type="checkbox"/> History	<input type="checkbox"/> FACULTY OF MEDICINE & SURGERY
<input type="checkbox"/> International Relations	<input type="checkbox"/> Anatomy
<input type="checkbox"/> Italian	<input type="checkbox"/> Clinical Pharmacology & Therapeutics
<input type="checkbox"/> Maltese	<input type="checkbox"/> Family Medicine
<input type="checkbox"/> Oriental Studies	<input type="checkbox"/> Medicine
<input type="checkbox"/> Philosophy	<input type="checkbox"/> Obstetrics & Gynaecology
<input type="checkbox"/> Sociology	<input type="checkbox"/> Paediatrics
<input type="checkbox"/> Spanish & Latin American Studies	<input type="checkbox"/> Pathology
<input type="checkbox"/> Translation, Terminology & Interpreting Studies	<input type="checkbox"/> Pharmacy
	<input type="checkbox"/> Physiology & Biochemistry
<input type="checkbox"/> FACULTY FOR THE BUILT ENVIRONMENT	<input type="checkbox"/> Psychiatry

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<input type="checkbox"/>	Architecture & Urban Design	<input type="checkbox"/>	Public Health
<input type="checkbox"/>	Civil & Structural Engineering	<input type="checkbox"/>	Surgery
<input type="checkbox"/>	Conservation & Built Heritage		
<input type="checkbox"/>	Construction & Property Management	<input type="checkbox"/>	FACULTY OF SCIENCE
<input type="checkbox"/>	Environmental Design	<input type="checkbox"/>	Biology
<input type="checkbox"/>	Spatial Planning & Infrastructure	<input type="checkbox"/>	Chemistry
<input type="checkbox"/>	Visual Arts	<input type="checkbox"/>	Geosciences
		<input type="checkbox"/>	Mathematics
<input type="checkbox"/>	FACULTY OF DENTAL SURGERY	<input type="checkbox"/>	Physics
<input type="checkbox"/>	Child Dental Health and Orthodontics	<input type="checkbox"/>	Statistics & Operations Research
<input type="checkbox"/>	Dental Surgery	<input type="checkbox"/>	Metamaterials Unit
<input type="checkbox"/>	Oral Rehabilitation and Community Care		
<input type="checkbox"/>	Restorative Dentistry	<input type="checkbox"/>	FACULTY FOR SOCIAL WELLBEING
		<input type="checkbox"/>	Counselling
<input type="checkbox"/>	FACULTY OF ECONOMICS, MANAGEMENT & ACCOUNTANCY	<input type="checkbox"/>	Criminology
<input type="checkbox"/>	Accountancy	<input type="checkbox"/>	Disability Studies
<input type="checkbox"/>	Banking & Finance	<input type="checkbox"/>	Family Studies
<input type="checkbox"/>	Economics	<input type="checkbox"/>	Gender Studies
<input type="checkbox"/>	Insurance	<input type="checkbox"/>	Gerontology
<input type="checkbox"/>	Management	<input type="checkbox"/>	Psychology
<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Social Policy & Social Work
<input type="checkbox"/>	Public Policy	<input type="checkbox"/>	Youth & Community Studies
<input type="checkbox"/>	FACULTY OF EDUCATION	<input type="checkbox"/>	FACULTY OF THEOLOGY
<input type="checkbox"/>	Arts, Open Communities & Adult Education	<input type="checkbox"/>	Church History
<input type="checkbox"/>	Early Childhood & Primary Education	<input type="checkbox"/>	Fundamental & Dogmatic Theology
<input type="checkbox"/>	Education Studies	<input type="checkbox"/>	Moral Theology
<input type="checkbox"/>	Health, Physical Education & Consumer Studies	<input type="checkbox"/>	Pastoral Theology, Liturgy & Canon Law

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<input type="checkbox"/>	Inclusion & Access to Learning	<input type="checkbox"/>	Philosophy
<input type="checkbox"/>	Languages & Humanities Education	<input type="checkbox"/>	Sacred Scripture, Hebrew & Greek
<input type="checkbox"/>	Leadership for Learning & Innovation		
<input type="checkbox"/>	Mathematics & Science Education	<input type="checkbox"/>	Institute of Aerospace Technologies
<input type="checkbox"/>	Technology & Entrepreneurship Education	<input type="checkbox"/>	Institute of Anglo-Italian Studies
		<input type="checkbox"/>	International Institute for Baroque Studies
<input type="checkbox"/>	FACULTY OF ENGINEERING	<input type="checkbox"/>	Institute for Climate Change and Sustainable Development
<input type="checkbox"/>	Electronic Systems Engineering	<input type="checkbox"/>	Confucius Institute
<input type="checkbox"/>	Industrial & Manufacturing Engineering	<input type="checkbox"/>	Institute of Digital Games
<input type="checkbox"/>	Industrial Electrical Power Conversion	<input type="checkbox"/>	Institute of Earth Systems
<input type="checkbox"/>	Mechanical Engineering	<input type="checkbox"/>	Environmental Management & Planning
<input type="checkbox"/>	Metallurgy & Materials Engineering	<input type="checkbox"/>	Rural Sciences & Food Systems
<input type="checkbox"/>	Systems & Control Engineering	<input type="checkbox"/>	Euro-Mediterranean Centre on Insular Coastal Dynamics
		<input type="checkbox"/>	The Edward de Bono Institute for the Design & Development of Thinking
<input type="checkbox"/>	FACULTY OF HEALTH SCIENCES	<input type="checkbox"/>	Institute for European Studies
<input type="checkbox"/>	Applied Biomedical Science	<input type="checkbox"/>	Islands & Small States Institute
<input type="checkbox"/>	Communication Therapy	<input type="checkbox"/>	Institute of Linguistics and Language Technology
<input type="checkbox"/>	Food Sciences and Nutrition	<input type="checkbox"/>	Institute of Maltese Studies
<input type="checkbox"/>	Health Services Management	<input type="checkbox"/>	Mediterranean Academy of Diplomatic Studies
<input type="checkbox"/>	Medical Physics	<input type="checkbox"/>	Mediterranean Institute
<input type="checkbox"/>	Mental Health	<input type="checkbox"/>	Institute for Physical Education & Sport
<input type="checkbox"/>	Midwifery	<input type="checkbox"/>	Institute of Space Studies and Astronomy
<input type="checkbox"/>	Nursing	<input type="checkbox"/>	Institute for Sustainable Energy
<input type="checkbox"/>	Occupational Therapy	<input type="checkbox"/>	Institute for Tourism, Travel & Culture
<input type="checkbox"/>	Physiotherapy		
<input type="checkbox"/>	Podiatry	<input type="checkbox"/>	Centre for Biomedical Cybernetics
<input type="checkbox"/>	Radiography	<input type="checkbox"/>	Centre for English Language Proficiency

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		<input type="checkbox"/> Centre for Entrepreneurship & Business Incubation
<input type="checkbox"/>	FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY	<input type="checkbox"/> Centre for Environmental Education & Research
<input type="checkbox"/>	Artificial Intelligence	<input type="checkbox"/> Centre for Labour Studies
<input type="checkbox"/>	Communications & Computer Engineering	<input type="checkbox"/> Centre for the Liberal Arts & Sciences
<input type="checkbox"/>	Computer Information Systems	<input type="checkbox"/> Centre for Literacy
<input type="checkbox"/>	Computer Science	<input type="checkbox"/> Centre for Molecular Medicine and Bio-Banking
<input type="checkbox"/>	Microelectronics & Nano-electronics	<input type="checkbox"/> Centre for Resilience and Socio-Emotional Health
		<input type="checkbox"/> Centre for the Study and Practice of Conflict Resolution
<input type="checkbox"/>	FACULTY OF LAWS	<input type="checkbox"/> Centre for Traditional Chinese Medicine
<input type="checkbox"/>	Civil Law	<input type="checkbox"/> Euro-Mediterranean Centre for Educational Research
<input type="checkbox"/>	Commercial Law	
<input type="checkbox"/>	Criminal Law	<input type="checkbox"/> School of Performing Arts
<input type="checkbox"/>	Environmental & Resources Law	<input type="checkbox"/> International School for Foundation Studies
<input type="checkbox"/>	European & Comparative Law	<input type="checkbox"/> Doctoral School
<input type="checkbox"/>	International Law	
<input type="checkbox"/>	Legal History & Methodology	<input type="checkbox"/> Junior College
<input type="checkbox"/>	Media, Communications & Technology Law	<input type="checkbox"/> Area 1 - Languages
<input type="checkbox"/>	Public Law	<input type="checkbox"/> Area 2 - Business/Information Technology
		<input type="checkbox"/> Area 3 - Sciences
<input type="checkbox"/>	Other:	<input type="checkbox"/> Area 4 - Humanities
<input type="checkbox"/>	Other:	<input type="checkbox"/> Area 5 - Systems of Knowledge
<input type="checkbox"/>	Academic Programmes Quality & Resources Unit (APQRU)	<input type="checkbox"/> International Office
<input type="checkbox"/>	ACCESS Disability Support Unit	<input type="checkbox"/> IT Services
<input type="checkbox"/>	Administrative Information Management Systems (AIMS)	<input type="checkbox"/> Knowledge Transfer Office
<input type="checkbox"/>	Admissions & Records Office	<input type="checkbox"/> Legal Services
<input type="checkbox"/>	Argotti Botanic Gardens & Resource Centre	<input type="checkbox"/> Library Services
<input type="checkbox"/>	Capital Projects Planning	<input type="checkbox"/> Marketing, Communications & Alumni Office

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<input type="checkbox"/>	Chaplaincy	<input type="checkbox"/>	MATSEC
<input type="checkbox"/>	Childcare services	<input type="checkbox"/>	Precincts Office
<input type="checkbox"/>	Conferences & Events Unit	<input type="checkbox"/>	Printing Unit
<input type="checkbox"/>	Corporate Research & Knowledge Transfer Directorate	<input type="checkbox"/>	Procurement Directorate
<input type="checkbox"/>	Cottonera Resource Centre	<input type="checkbox"/>	Project Support
<input type="checkbox"/>	Counselling Services	<input type="checkbox"/>	Quality Support Unit
<input type="checkbox"/>	Degree Plus	<input type="checkbox"/>	Rectorate
<input type="checkbox"/>	ERDF/ESF Projects Office	<input type="checkbox"/>	Registrar, Office of the
<input type="checkbox"/>	Estates, Facilities & Capital Development Directorate	<input type="checkbox"/>	Research Support Services Directorate
<input type="checkbox"/>	Facilities Management Unit	<input type="checkbox"/>	Scheduling Office
<input type="checkbox"/>	Finance Office	<input type="checkbox"/>	Stipends Office
<input type="checkbox"/>	Health & Safety Office	<input type="checkbox"/>	Student Advisory Services
<input type="checkbox"/>	Human Resources Management & Development, Office for	<input type="checkbox"/>	Student Information Management System (SIMS)
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

Section 3 – Level of access

Level of access
<p>Select level of access:</p> <p><input type="checkbox"/> Public (SOP will be accessible by the general public (including students) through the UM website)</p> <p><input type="checkbox"/> Internal (SOP name will be visible to the general public through the UM website but the document can only be accessed by staff members having a university sign-in account)</p> <p><input type="checkbox"/> Internal-Specific (SOP name will be visible to the general public through the UM website but will only be accessible to pre-identified entities, that is, specific FICSD)</p>
<p><i>If the Specific level of access was chosen, indicate F/I/C/S/D that are to have access to the document in the space below:</i></p>

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Section 4: Impact evaluation

FINANCIAL REVIEW	<input type="checkbox"/> Required <input type="checkbox"/> Not Required
<i>(Indicate financial impact and added-value of SOP including budget for implementation)</i>	
Assessment by Procurement Director/delegate:	
Assessment by Finance Director/delegate:	

HR REVIEW	<input type="checkbox"/> Required <input type="checkbox"/> Not Required
<i>(Indicate SOP impact on human resources. Are additional employees required? Does the SOP agree with specifications written in the collective agreements? Are specific training resources required? Etc.)</i>	
Assessment by HR director/delegate:	

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H&S REVIEW

Required Not Required

(Indicate impact on H&S and measures that need to be taken. Examples include: Does a risk assessment need to be carried out? Is all the necessary Personal Protective equipment available or does it need to be purchased? Etc.)

Assessment by H&S officer:

Assessment by H&S committee chair:

LEGAL REVIEW

Required Not Required

(Does the SOP have any legal implications? Does it need to be reviewed by the legal office? Etc.)

Assessment by legal office or legal representative:

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QSU REVIEW	<input type="checkbox"/> Required <input type="checkbox"/> Not Required
<p><i>(Does the SOP have greening/sustainability implications, and does it cater for them? Etc.)</i></p>	
<p>Assessment by the Quality Support Unit:</p>	

REGISTRAR REVIEW	<input type="checkbox"/> Required <input type="checkbox"/> Not Required
<p><i>(Are additional employees required? Is there a need for specific training? Etc.)</i></p>	
<p>Assessment by the Registrar/delegate:</p>	

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TECHNICAL REVIEW (RSSD OR CONCERNED DEPARTMENT) Required Not Required

(Commissioning, calibration or maintenance requirement?) Is the SOP applicable to all labs? Can it be adapted for all University labs? Is the content relevant? Etc.)

Assessment by RSSD director/delegate:

Assessment by other technical entity:

Other: Required Not Required

Assessment

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Other: Required Not Required

Assessment

Section 5: Final review to be filled in by Quality Coordinating Team

SOP recommended to be issued

Comments:

Signature				
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Name & Surname				
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