



## **STANDARD OPERATING PROCEDURE**

<b>SOP CODE</b> <b>ZOS-001-02</b>	<b>SOP TITLE</b> <b>FICS ANNUAL REPORTS</b>
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*PART 1*

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	<b>Filled in by Administrator: AC</b>

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 This procedure has been revised and is no longer valid as from:  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

- 1.1 In response to feedback from FICS, this SOP has been revised to align with current needs, aiming to streamline the FICS Annual Reporting process. The revision will enhance the clarity and presentation of FICS activities for better visibility and relevance.

## 2. Purpose and scope

- 2.1 This procedure outlines the steps for compiling a FICS Annual Report.
- 2.2 To ensure that all FICS annual reports are structured in a coherent manner, providing valuable insights into FICS activities throughout the academic year.
- 2.3 The FICS Annual Report highlights its activities and achievements, serving as a detailed record of the preceding academic year's progress and demonstrates how these contribute to the University of Malta's mission and strategic objectives. It showcases the FICS contributions to academic programmes, research, students' experience and community engagement, while also promoting transparency and accountability. The report is a vital tool for celebrating successes and demonstrating the FICS' impact both within the university and the broader academic community. Furthermore, it supports strategic planning by informing future goals and fostering collaboration with both internal and external stakeholders.

## 3. Definitions

- 3.1 FICS: Faculties, Institutes, Centres and Schools
- 3.2 SOP: Standard Operating Procedure
- 3.3 UM: University of Malta

## 4. Roles and Responsibilities

- 4.1 The Dean of the Faculty is responsible for compiling and submitting the Annual Report to the Secretary by December of each academic year.
- 4.2 The Director of ICS is responsible for compiling and submitting an Annual Report to the Secretary by December of each academic year.
- 4.3 The Chair of ICS must ensure that the Director fulfils this responsibility and submits the Annual Report to the Secretary by the specified deadline.
- 4.4 The Head of Department is responsible for compiling and submitting an Annual Report to the Dean of the Faculty by the end of October of each academic year.

4.5 The Secretary of the University is responsible for ensuring that all FICS submit their Annual Report and follow-up with any defaulters.

## **5. Health and Safety requirements**

5.1 N/A

## **6. Procedure**

6.1 Deans and Directors of FICS are required to compile an Annual Report and to submit it to the Secretary of the University by December of each academic year.

6.2 The FICS Annual Report will include the essential components outlined in Section 7.

6.3 The Annual Report shall be prepared using highlights from the individual departmental reports submitted by the respective Heads of Departments, where applicable, and compiling the report as detailed in Section 7.

6.4 The Annual Report needs to follow the UM Brand Manual.

6.5 FICS Annual Report may be published on the individual FICS webpage.

## **7. Content of the Annual Report**

### **7.1 Introduction**

To include a message from the Dean or Director of the FICS. The message should provide a concise overview of the FICS key achievements, goals, and progress during the academic year and how these are in alignment with the University's strategic priorities. It can outline strategic goals and plans for the upcoming year and exhibit a vision for the future development of the FICS.

### **7.2 Structure and Leadership**

7.2.1 An overview of the FICS, including its mission, vision, and core values.

7.2.2 To give details of the organisational structure, including the leadership team and FICS Board. This may be done by providing links that are available on the FICS webpage under the sections 'Our staff' and 'Our departments' respectively.

### **7.3 Academic Programmes and Curriculum**

7.3.1 May include:

- An overview of any new programmes and any recent curriculum updates;
- Any programme development or updates;
- Any new micro-credentials;
- Any flagship programmes;

- A link to 'Studying with Us' on the FICS webpage for current programmes of study.

#### **7.4 Research and Innovation**

##### 7.4.1 May include:

- An overview of main activities, research projects and innovative initiatives;
- Collaboration with industry and other academic institutions;
- Any additional relevant outputs, such as presentation of papers at conferences, engagement in externally or internally funded projects; advisory or consultancy services to public or private entities related to the area of expertise;
- A link to 'Our Research' webpage to provide information on current research, publications, funding and grants.

#### **7.5 Community Engagement and Outreach**

##### 7.5.1 May include:

- Initiatives and activities aimed at engaging with the local or global community;
- Partnerships with organisations, industry, or government bodies.

#### **7.6 Student Achievements and Support**

##### 7.6.1 May include:

- Student demographics within FICS (e.g. gender, local, international etc), which may be presented as an infographic;
- Highlights of student accomplishments such as awards, scholarships, extracurricular activities, with links to dissertations where applicable;
- Student support services and initiatives aimed at enhancing student success. Link to 'Student Resources';
- Student representation on Board of Studies and FICS Board.

#### **7.7 Development and Staff Achievements**

##### 7.7.1 May include:

- Professional development programmes available to FICS and staff;
- Achievements and recognitions of FICS members, such as promotions, PhD completions, staff engagement and retirement.

#### **7.8 List of Appendices**

Additional supporting materials such as detailed statistics, charts, or list of publications and awards.

### **8. References**

8.1 N/A

**9. List of appendices**

9.1 Appendix 1: Annual Report Suggested Layout, which will provide further ideas on how to develop the annual report.



**L-Università ta' Malta**  
Faculty of Arts

**Insert appropriate FICS  
sub-brand logo and  
remove this text box.**

# Annual Report

2024 – 2025

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**The photo may be replaced using  
the send to back function. This box  
should also be removed.**

## Preparing the FICS Annual Report

When compiling the FICS Annual Report, aim to present a concise, focused, and strategically aligned summary of the academic year's key achievements and initiatives. To ensure clarity, stakeholder engagement, and strategic relevance, the overall length of the Annual Report should ideally be kept within **10 to 30 pages**. Use visual aids such as infographics, charts, and brief case studies to enhance readability and engagement.

The Annual Report is to highlight activities and achievements, serving as a detailed record of the academic year's progress and demonstrates how these contribute to the University of Malta's mission and strategic objectives.

### Suggested Layout and Page Allocation

Section	Pages
Dean/Director's Introduction	1-2
Structure and Leadership	1-2
Academic Programmes and Curriculum	2-4
Research and Innovation	3-5
Community Engagement / Outreach	2-3
Student Achievements and Support	3-5
Development and Staff Achievements	3-5
Appendices (if needed)	Optional

### Best Practices

- ✓ **Use infographics** and visuals to reduce word count while conveying impact.
- ✓ **Link out to online resources** (e.g. research databases, full publication lists).
- ✓ **Keep it accessible** – Keep the content clear and easy to follow – use concise language, headings, and visuals to guide the reader.

### Design Tips

- ✚ Use **consistent fonts** and University branding.
- ✚ Apply **colour coding** (like section headers above) for readability.
- ✚ Use plenty of **white space** and **images** to break up text.
- ✚ Stick to a **layout** for flexibility and readability with text and visuals.

## **FICS Annual Report Suggested Layout**

### **Introduction: Dean/Director's Welcome (1-2 pages)**

A personal message from the Dean/Director;

Reflections on the preceding year;

Key achievements and gratitude;

Outline goals and/or plans for future development.

Visual: e.g. Dean/Director's photo + callout quotes or key metrics.

### **FICS Structure and Leadership (1-2 pages)**

Vision, mission, values;

Organisational structure or provide the link to 'Our staff' on FICS main webpage;

Departments with related links (where applicable);

Faculty Board members (include link where applicable).

Visual: e.g. Organisational chart, portraits, quote blocks.

### **Academic Programmes and Curriculum (2-4 pages)**

Programme innovations (if any). Examples may include, but are not limited to:

- The introduction of a new programme designed to address specific market demands or national priorities;
- The introduction of new pathways that lead to a degree qualification.

Programme developments or updates (if any). Examples may include, but are not limited to:

- A programme developed or co-designed in collaboration with industry partners;
- A programme that has been revised to incorporate blended learning or converted to a fully online delivery mode.

Any new micro-credentials;

Any flagship programmes;

A link to "Studying with us" on FICS webpage.

Visuals: e.g. Timeline or infographic of major milestones  
Photos from key events, awards, or launches

## **Research & Innovation (3-5 pages)**

Major research grants and projects;

FICS publications (link to FICS webpage);

Research centres/labs activity;

Collaborations and partnerships;

A link to “Our research” on FICS webpage.

Visual: e.g. Icons for grant size, maps, featured project photos

## **Community Engagement & Outreach (2-3 pages)**

Outreach programmes or activities or initiatives;

Public events, lectures, media presence;

Partnerships with industry or nonprofit organisations.

Visual: e.g. Map or logos of partner organisations

## **Student Achievements & Support (3-5 pages)**

Students’ profile and demographics;

Initiatives to promote student engagement within a programme (e.g. student societies);

Student representatives;

Career services, advising, mentoring;

Awards and scholarships.

Visual: e.g. Student testimonials, event photos, infographic e.g. student metrics

## **Development and Staff Achievements (3-5 pages)**

Professional development programmes;

Promotions, awards, honours;

Sabbaticals and leadership roles;

New recruitments or retirements.

Visual: e.g. Photos, portraits, quote blocks

## **Optional: Appendices**

Full list of publications

List of Committees/Boards (e.g. Board of Studies)

Link or QR code to a microsite for expanded content