VERŻJONI ELETTRONIKA

L.N. 245 of 2014

EDUCATION ACT
(CAP. 327)

STATUTE FOR THE CENTRE FOR THE LIBERAL ARTS AND SCIENCES

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

1. This statute may be cited as the Statute for the Centre for the Liberal Arts and Sciences.

Applicability

2. This statute shall be applicable from 8 February 2014 onwards.

Interpretation

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

"the Board" shall mean the Board of the Centre for the Liberal Arts and Sciences;

"the Centre" shall mean the Centre for the Liberal Arts and Sciences;

"the Programme" shall mean the Programme in the Liberal Arts and Sciences.

Establishment

4. The Centre for the Liberal Arts and Sciences is hereby established as an institution of the University of Malta.

Objectives and Functions

5. The main aim of the Centre shall be to design, organise, coordinate, monitor, evaluate and promote the University of Malta's Programme in the Liberal Arts and Sciences as regulated by the Regulations of 2014 for a Programme in the Liberal Arts and Sciences. In fulfilment of its aim, the Centre shall *inter alia*:

(a) offer a flexible, top-class programme of studies aimed primarily at adult and returning learners;

(b) contribute to the University's ongoing public outreach initiative;

(c) promote further interdisciplinary collaboration within the University and through its engagement with specialists outside academia;

(d) encourage and sustain innovative approaches in undergraduate curriculum development and teaching methods; and

(e) provide high-quality, learner-focused administrative assistance to students enrolled in the Programme.

Governance

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

(i) Chairman: the Rector of the University or his/her delegate;
(ii) Vice-Chairman: the Director of the Centre;
(iii) a person appointed by the Council of the University;
(iv) Two Resident Academics with a background in the Arts and Humanities appointed by the Senate of the University;
(v) Two Resident Academics with a background in the Sciences appointed by the Senate of the University;
(vi) up to two representatives elected by and from the students registered within the Centre; and
(vii) up to four scholars of repute to be recommended by the Board and approved by the Senate of the University.

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

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

8. The functions 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:

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(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 from academic staff members of the Centre and those servicing the Centre the production of 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 removal of academic and non-academic posts in the Centre;

(viii) propose for the Senate's approval Boards of Examiners for the Centre's programme of studies.

(c) to carry out, *mutatis mutandis*, the functions of a Board of Studies as provided in regulation 31(d) of the General Regulations for Undergraduate Awards, 2004.

Appointment of Director and Staff

9. 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

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

(a) general responsibility for the running of the Centre in terms of the objectives and functions outlined in article 4 above;

(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 Centre are delivered in accordance with the advertised programme of studies; the Director must ensure that lecturing staff under his/her remit deliver all lectures, seminars and sessions 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 under the guidance of the Board;

(e) promoting students' academic and personal welfare and providing first-line support to students with any difficulties they may encounter during their studies in the Programme;

(f) monitoring the running of examinations in the Centre and ensuring that all assessment and examination results are submitted to the Registrar's Office within following deadlines:

- 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 end of July, other results as early as possible but not later than the end of July;
- September session – by the end of September

(g) 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;

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

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

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

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(m) 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, *inter alia*, information that may be requested by the Secretary, 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 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, Visiting Teaching Staff and the Administrative 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;

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

11. The Director 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 be a Resident Academic engaged with the University on a full-time basis for the duration of his/her 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 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;

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(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

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

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