SUBSIDIARY LEGISLATION 327.366

STATUTE FOR THE CENTRE FOR LITERACY*

8th January, 2010

LEGAL NOTICE 19 of 2010, as amended by Legal Notice 199 of 2012.

Citation.

The title of this Statute is the Statute for the Centre for Literacy.

STATUTE FOR THE CENTRE FOR LITERACY

1. The Centre for Literacy is hereby established as an institution within the University of Malta.

2. The aims of the Centre shall be:

(*a*) to maintain a strong partnership with schools and other educational agencies to promote literacy;

(*b*) to provide consultancy services to the educational community and educational authorities at school and state levels;

(*c*) to undertake practical and theoretical research in the area of literacy which serves to illuminate the work of policy makers, practitioners and academics in local, national, regional, and international contexts; and

(*d*) to give high priority to the dissemination of research outcomes.

3. The Centre shall be governed by a Board consisting of:

(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 scholars of repute to be recommended by the Board and approved by Senate.

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

Substituted by: L.N. 199 of 2012.

4. 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.

5. The function of the Board shall be:

*This Statute has been repealed by Legal Notice 33 of 2026.

(*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 from staff members of 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 abolition of academic and non-academic posts in the Centre;

(viii) propose for approval to the Senate, Boards of Studies and Examiners for postgraduate research degree courses.

Amended by: L.N. 199 of 2012.

6. 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 Centres 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 usual practice.

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

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

(*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 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;

(*d*) delivering and implementing the strategic plan of the Centre;

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

(*g*) monitoring the running of tests and examinations in the Centre and ensuring that all assessment and examination results 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 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;

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

(*i*) calling and chairing (in lieu of the Rector) meetings of the Board of the Centre and ensuring that follow-up action is taken;

(*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 Centre 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

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;

(*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 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;

(*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.

8. 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 normally be a Resident Academic engaged with the University on a full-time basis for the duration of his tenure as Director. If the Centre is engaged in undergraduate or postgraduate taught programmes of study then the Director must be engaged with the University as a Resident Academic on a full-time basis;

(*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;

(*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.

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