L.N. 105 of 2010

EDUCATION ACT
(CAP. 327)

STATUTE FOR THE INSTITUTE OF LINGUISTICS

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

This statute may be cited as the Statute for the Institute of Linguistics.

STATUTE FOR THE INSTITUTE OF LINGUISTICS

1. The Institute of Linguistics is hereby established as an institution within the University of Malta.

2. The aims of the Institute shall be to:

   (a) promote and co-ordinate research in Linguistics, in the description of particular languages (especially those represented by Departments in the Faculty of Arts), and in applied linguistics (including especially relevant activities in the Faculty of Education);

   (b) develop contacts and co-operation with interested local bodies outside the University working within the field of language and speech impairment;

   (c) promote the use of the Language Laboratory as an aid in the teaching of foreign languages both to the University and non-University students;

   (d) develop international contacts with similar University institutions abroad, especially those with an interest in the Mediterranean heritage; and

   (e) run degree and diploma courses in Linguistics subject to the Statutes and Regulations of the University.

3. The Institute shall be governed by a Board consisting of the following:

   (i) Chairman: Rector or his delegate;
   (ii) Vice-Chairman: Director of the Institute;
   (iii) a person appointed by the Council of the University;

(iv) a person appointed by the Senate of the University;
(v) up to two representatives of the academic staff lecturing at the Institute;
(vi) up to two representatives of the students registered with the Institute;
(vii) two representatives from the Faculty of Arts;
(viii) one representative from the Faculty of Education;
(ix) one representative from the Faculty of Information & Communication Technology (Department of Intelligent Computer System);
(x) one representative from the Faculty of Information & Communication Technology (Department of Communications and Computer Engineering).

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

4. All members of the Board, other than those appointed *ex officio*, 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:

(a) to govern the affairs of the Institute, 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 Institute, 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 Institute 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 Institute or of particular activities;

(iii) publish an annual report;

(iv) enrol the Institute 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 Institute 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 Institute; and

(viii) propose for approval to the Senate, Board of Studies and Examiners for degree and diploma courses.

6. The Institute shall have a Director and Staff:

(a) the Director shall be appointed from among the academic staff of the University by the Council for a duration of one year, with the possibility of renewal annually subject to established performance criteria, the needs of the Institute and the needs of the University, for a total period not exceeding four (4) years; and

(b) the staff of the Institute 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 Institute'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 Institute as per guidelines established by the Programme Validation Committee;

(c) ensuring that the study-units offered by the staff members of the Institute are delivered in accordance with the advertised programme of studies; the Director must ensure that lecturing staff under his remit deliver all lectures, seminars, tutorials and laboratory 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 Institute;

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

(g) monitoring the running of tests and examinations in the Institute 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 Institute 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 Institute 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 Institute 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 Institute; a synopsis of all projects involving members of the Institute which are wholly or partially externally funded; a list of all conferences/seminars/meetings attended abroad by members of the Institute during term time; and an outline of the Institute'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 Institute, to cover the projected teaching, research and administration workload of the Institute and based on the projected workload for each Resident Academic member of the Institute and Visiting Teaching Staff;

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

(p) authorising the Institute's procurement of equipment; ensuring that the resources assigned to the Institute – 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 Institute 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 Institute is engaged in normal teaching 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 Institute;

(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 Institute 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 Institute.

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