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L.N. 234 of 2000

**EDUCATION ACT
(CAP. 327)**

Diploma in Public Administration - D.P.A. - Course Regulations, 2000

IN exercise of the powers conferred upon him by sections 30(5) and 31(6) of the Education Act (Cap. 327), the Chancellor of the University of Malta has promulgated the following regulations made by the Senate of the University of Malta by virtue of the powers conferred upon it by sections 31 and 35 of the said Act:

Citation and interpretation

1. (1) These regulations may be cited as the Diploma in Public Administration - D.P.A. - Course Regulations, 2000.

(2) In these regulations, unless the context otherwise requires -

“the Board” means the Board of the Institute of Public Administration and Management;

“the Board of Studies” means the Board of Studies appointed for the Course;

“the Course” means the course of studies leading to the Diploma in Public Administration - D.P.A.; and

“the Diploma” means the Diploma in Public Administration - D.P.A..

Applicability

2. These regulations shall be applicable to courses starting in October 2000 or later.

Eligibility

3. To be eligible for the award of the Diploma, students must:

(a) be registered as regular students in the Course in terms of the Admission Regulations of the University;

(b) complete the course of studies, qualify in the examinations and comply with all other requirements prescribed in these regulations; and

(c) comply with any other requirements prescribed in any other relevant statutes, regulations and bye-laws of the University.

Admission and registration

4. (1) Applicants may be registered for the Course if they are eligible for admission as regular students in terms of the Admission Regulations of the University.

(2) Applicants shall apply to register for the Course on the prescribed form and within the time specified by the Office of the Registrar.

(3) Admission to the Course may be restricted to applicants who are nominated by or sponsored through an arrangement between the Board and one or more organisations that commission the Course.

(4) Notwithstanding the provisions of paragraph (3) of this regulation, the Board may recommend to the Senate the number of students who may be allowed to register for the Course, commensurate with the available resources. If any such recommendation is made and approved, the number of available places shall be announced at the time of the call for applications.

(5) If there are more eligible applicants than the number of places available, applicants shall be selected after an interview or a written test, or both interview and written test, conducted by the Board of Studies.

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(6) In making its recommendations, the Board of Studies shall take the following criteria into consideration, weighted as stipulated hereunder:

- (a) academic qualifications (50%);
- (b) command of English and Maltese, both spoken and written (30%); and
- (c) experience of, and interest in, public administration (20%).

Duration of Course

5. (1) The Course shall extend over two years of part-time study.

(2) The Board may permit students to complete the Course in not more than three years.

Course of Study

6. (1) The Course shall cover the following areas of study:

Institutions
Contemporary Society
Policy
Public Management.

(2) The Course shall consist of:

(a) a number of study-units, for which not less than 24 credits shall be assigned; and

(b) a supervised individual project as prescribed in regulation 8, to which 6 credits shall be assigned.

(3) Each study-unit shall be delivered over one semester, and shall be assessed in accordance with criteria established by the Board of Studies.

(4) Credits shall be assigned according to the following grades in descending order of merit: A, B, C, and D. Failure shall be indicated by F. Incomplete work due to justifiable reasons (illness, approved absence, etc.) shall be indicated by I. In all other cases the results of uncompleted study-units shall be indicated as F.

(5) Students who fail in the assessment of a study-unit shall be allowed one supplementary assessment. The Board of Studies may require such students either to undergo a full supplementary assessment, or to re-sit the examination only. The maximum grade that may be awarded in a supplementary assessment shall be grade 'D'.

(6) The Board of Studies may recommend to the Board the termination of students' registration if they fail in the supplementary assessment of a study-unit. The Board shall not terminate students' registration before they have been given a reasonable opportunity to state their case. In exceptional circumstances and if possible, the Board may grant students an extension of their period of studies to enable them to follow the failed study-unit again and be re-assessed.

Catalogue of Study-Units

7. (1) The Board shall draw up a catalogue of study-units, which shall indicate the level, code, title and description of each study-unit, the credits assigned to each study-unit, which study-units are compulsory, concurrent or prerequisites for other study-units, and the methods of teaching and assessment.

(2) The Board shall publish the catalogue prior to the commencement of each Course, following the approval of the Senate.

Project

8. (1) Students shall be required to research an issue in public administration, and to write a report not exceeding 10,000 words on their research, under supervision.

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(2) The report shall be submitted for examination not later than three months following the last assessment of the second year of the Course.

(3) The Board of Studies shall approve instructions for the preparation and presentation of reports.

(4) The Board of Studies may require students to appear for an oral examination on their reports.

(5) Reports shall be graded in accordance with the grading scheme indicated in paragraph (4) of regulation 6.

(6) Students whose report is graded 'F' may be allowed to re-submit it once, within a period of three months.

Result

9. (1) The names of students who qualify for the award of the Diploma shall be published in a list in alphabetical order classified as follows:

Passed with Distinction

Passed.

(2) The classification shall take account of the students' results in the study-units and research project, weighted according to their credit value.

Board of Studies

10. The Board shall propose to the Senate a Board of Studies for each cycle of the Course.

Repeal

11. The Regulations for the Diploma in Public Administration (D.P.A.), published as Legal Notice 60 of 1992, and the Diploma in Public Administration (D.P.A.) (Amendment) Regulations, 1997, published as Legal Notice 12 of 1997, are hereby repealed.