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L.N. 391 of 2007

EDUCATION ACT
(CAP. 327)

Statute amending Statute 6 (Amendment No. 2) of the University of Malta – The Principal and Other Officers of the University

IN exercise of the powers conferred upon him by Sections 74 (5) and 75 (6) of the Education Act (Cap. 327), the Chancellor of the University of Malta has promulgated the following statute made by the Council of the University of Malta by virtue of the powers conferred upon it by sections 72, 75 and 136 (3) of the said Act:

Citation

1. This statute may be cited as the Statute amending Statute 6 (Amendment No. 2) of the University of Malta – The Principal and Other Officers of the University - and shall be read and construed as one with the Statutes of the University of Malta included in Schedule II of the Education Act (Cap. 327), hereinafter referred to as "the principal statute".

Applicability

2. This statute shall be applicable from 19 October 2007 onwards.

Amendment of statute 6 of the principal statute

3. For statute 6.1 of the principal statute there shall be substituted the following:

"6.1 The Principal Officers

1. The Principal Officers of the University are:

The Chancellor;
The Pro-Chancellor;
The Rector;
The Pro-Rectors;
The Secretary;
The Deans of the Faculties.

2. The Chancellor
(as in Article 74 {3}-{5}of this Act)

3. The Pro-Chancellor
(as in Article 74 {6}- {9}of this Act)

4. The Rector
(as in Article 74 {10}-{11} and Article 82 of this Act)

5. The Pro-Rectors
(as in Article 74 {12} of this Act)

6. The Secretary
(as in Article 74 {13}of this Act)

The Secretary shall –

(a) act as secretary to Council and in that capacity, shall be responsible, where applicable, to ensure that the decisions of Council are formulated and presented to the Chancellor expeditiously for promulgation;

(b) co-ordinate the ongoing process of consultation with all internal as well as external stakeholders in order to assist the Rector and the Pro-Rectors in the compilation of the Annual Report of the University and the formulation of the Strategic Plan of the University for the consideration of Council;

(c) help develop and maintain, under the direction of the Rector, streamlined and efficient administrative systems to support the teaching, research, and external services of the University to meet current as well as projected future needs;

(d) act as Chairman of the Senior Management Committee in the absence of the Rector or any Pro-Rector explicitly designated to do so by the Rector; the said Committee, which deals solely with matters of a non-academic and administrative nature, comprises the Registrar, the Director of Finance, the Librarian, and any other senior official of the University administration as determined by the Rector;

(e) coordinate the preparation for regular meetings of the Senior Management Committee, and the implementation of decisions taken by the Senior Management Committee related to the day-to-day administrative affairs of the University, its personnel and its movable, immovable and other assets;

(f) be directly answerable to the Rector and shall execute his instructions;

(g) assist the Pro-Rectors in the discharge of their duties when these are acting within the portfolio of duties designated to them by the Rector; and

(h) carry out such other duties, of a non-academic and administrative nature, as may be requested by Council and as may be called for by the Rector bearing in mind the exigencies of the University.

7. **The Dean of a Faculty**
(as in Article 74 {14} of this Act)."

4. For statute 6.2 of the principal statute there shall be substituted the following:

"6.2 The Other Officers of the University

1. There shall be a Registrar, a Librarian, a Director of Finance and such other officers as the Council may, from time to time, determine. Such officers shall be responsible to the Rector for the day to day administration of their respective functions.

2. **The Registrar**

The Registrar shall:

(a) keep the University seal;

(b) assist the Rector in the day-to-day academic administration of the University, and be responsible for the execution of his instruction;

(c) sign the documents certifying academic awards made by the University and keep a complete record of them;

(d) act as secretary to the Senate and, directly or through a delegate, to the Boards of the Faculties and other academic entities established by the University;

(e) be responsible to ensure that the decisions of Senate are formulated and executed and, where applicable, presented to the Chancellor expeditiously for promulgation;

(f) be responsible for the records of all examinations held by the University and for the proper safekeeping of such records, and for keeping up-to-date copies of the statutes, regulations and bye-laws;

(g) keep the rolls of the members of the Council, of the Senate, of the Faculty Boards, of teachers, of examiners, and of students;

(h) keep a record of the academic activities of each student;

(i) be responsible, after consultation with the Deans of the Faculties, for the proper arrangements of the time-tables; and

(j) carry out such other duties as may be called for by the Rector bearing in mind the exigencies of the University.

3. **The Librarian**
(as in paragraph 3 of Article 6.2 of Statute 6)

4. **The Director of Finance**

The Director of Finance shall assist the Rector in the day-to-day financial management of the University, and be responsible for the execution of his instruction.

In particular, the Director of Finance shall –

(a) prepare –

(i) the annual estimates of revenue and expenditure;
(ii) the annual comparative statement of revenue and expenditure;
(iii) the annual balance sheet and statement of accounts;

(b) be responsible for the collection of revenue and moneys due to the University;

(c) exercise immediate control over expenditure out of approved provisions;

(d) maintain adequate accounting systems embracing the whole of the financial operations of the University and ensuring adequate systems of internal control;

(e) be responsible for all ordering and purchasing and for the control of stores (if any) and inventories;

(f) in conjunction with the Rector or the Pro-Rectors, countersign bills of exchange, cheques, bank drafts, letters of credit and all other banking, financial and commercial documents, subject to any restrictions made by the Council;

(g) discharge such other duties as may be called for by the Rector bearing in mind the exigencies of the University; and

(h) in the absence of the Secretary, carry out all or part of the duties of the Secretary when instructed to do so by the Rector.

5. **Other Appointments: The Auditor**
(as in paragraph 5 of Article 6.2 of Statute 6)."

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