VERŻJONI ELETTRONIKA



**L.N. 49 of 2014**

# EDUCATION ACT
# (CAP. 327)

## STATUTE FOR THE UNIVERSITY OF MALTA COTTONERA RESOURCE CENTRE

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 University of Malta Cottonera Resource Centre.

### Interpretation

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

"the Board" shall mean the Board of the University of Malta Cottonera Resource Centre;

"the Centre" shall mean the University of Malta Cottonera Resource Centre.

### Establishment

3. It is hereby established a University of Malta Cottonera Resource Centre.

### Objectives and Functions

4. The aims of the Centre shall be:

(a) to promote higher and tertiary education in the Cottonera and inner harbour areas;

(b) to assist in the logistical and similar aspects of degree, diploma or certificate courses which the University may organise from time to time;

(c) to organise conferences, seminars and similar activities on topics related to the Cottonera area; and

(d) to carry out other activities ancillary or conducive to the above aims.

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**Governance**

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

(i) Chairman: Rector or his delegate;
(ii) Vice-Chairman: Director of the University of Malta Cottonera Resource Centre;
(iii) a person appointed by the Council of the University;
(iv) a person appointed by the Senate of the University;
(v) up to four scholars of repute to be recommended by the Board and approved by Senate;
(vi) up to two eminent persons connected with the Cottonera region to be recommended by the Board and approved by Council; and
(vii) up to two student representatives, elected from and by students attending courses at the University of Malta Cottonera Resource Centre as observers.

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

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

7. 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, and 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; and

(iv) enrol the Centre in associations or institutions sharing similar aims and interests.

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**Appointment of Director and Staff**

8. 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 Director**

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

(a) delivering and implementing the strategic plan of the Centre;

(b) administering the Centre; monitoring and approving requests for leave of absence of administrative staff of the Centre; the Director is expected to maintain records of all leave taken by staff and to pass on these records to the Director of Human Resources Management and Development upon request;

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

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

(e) chairing meetings of the Board in the absence and with the permission of the Chairman;

(f) ensuring and facilitating the further development and training of administrative staff;

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

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

(i) 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 other information that may be requested by the Secretary: a synopsis of all projects undertaken by the Centre which are wholly or partially externally funded; a list of all conferences/seminars/meetings organised at the Centre; and an outline of the Centre's collaboration with third parties including local industry, Government or civil society at large;

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(j) 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 administrative workload of the Centre;

(k) monitoring the performance of the administrative staff attached to the Centre;

(l) authorising the Centre's procurement of equipment; ensuring that the resources assigned to the Centre – whether human or other – are utilized fully and efficiently; and

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

10. 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) 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;

(c) 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; and

(d) is to abide with the statutes, regulations and policies of the University of Malta, which are in force now or which will become effective during the duration of his tenure.

**The Treasurer**

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

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