VERŻJONI ELETTRONIKA

L.N. 158 of 2015

EDUCATION ACT
(CAP. 327)

STATUTE FOR THE INSTITUTE OF AEROSPACE TECHNOLOGIES

In exercise of the powers conferred upon him by articles 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 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 Institute of Aerospace Technologies.

Applicability

2. This statute shall be applicable from 17 November 2014 onwards.

Interpretation

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

"Aerospace" shall mean technologies associated with the vehicles that fly in the atmosphere and beyond;

"the Board" shall mean the Board of the Institute of Aerospace Technologies; and

"the Institute" shall mean the Institute of Aerospace Technologies.

Establishment

4. The Institute of Aerospace Technologies is hereby established as an institution of the University of Malta.

Objective and Functions

5. The aims of the Institute shall be:

(a) to support the growth and development of the aerospace industry in Malta through the provision of postgraduate education and academic research;

(b) to organise and run training programmes and study-units related to the aerospace domain at various academic levels;

VERŻJONI ELETTRONIKA

(c) to engage in world-class, cutting-edge research and to disseminate the findings in leading conferences and journals in the field;

(d) to collaborate with other University institutions and governmental and non-governmental organisations in teaching, research and services of mutual benefit and interest;

(e) to assist in generating and coordinating research and funding efforts related to aerospace technologies;

(f) to participate in international research collaborations, funded and otherwise, with leading institutions in the field; and

(g) to take an active role in the international academic community through initiatives such as the generation of links with other universities and participation in networking and conference events.

Governance

6. The Institute shall be governed by a Board that will consist 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) up to two persons appointed by the Senate of the University;
(v) up to two representatives of the academic staff lecturing or conducting research within the Institute;
(vi) up to two student representatives registered in one of the Institute's programmes;
(vii) a person nominated by the Minister responsible for aviation;
(viii) up to two persons possessing expertise and experience in the field of aerospace technologies, to be recommended by the Board and approved by Senate.

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

7. All members of the Board, other than those appointed *ex officio*, the two representatives of the academic staff and the two student representatives shall be appointed for a period of one year, renewable for up to four years. A retiring member will be eligible for re-appointment.

8. The functions 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;

VERŻJONI ELETTRONIKA

(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 removal of academic and non-academic posts in the Institute;

(viii) propose for approval to the Senate, Boards of Studies and Board of Examiners for postgraduate degree study-units and programmes.

Appointment of Director and Staff

9. The Institute shall have a Director and Staff:

(a) the Director of the Institute shall be appointed from amongst the members of the Institute 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 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 the usual practice.

Duties of the Director

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

(a) general responsibility for the running of the Institute;

VERŻJONI ELETTRONIKA

(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) promoting the development and implementation of the Institute's curricula and research programmes;

(d) 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 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;

(e) delivering and implementing the strategic plan of the Institute;

(f) promoting students' academic and personal welfare and providing first-line support to students with any difficulties they may encounter during their studies in academic programmes offered by the Institute;

(g) monitoring the running of examinations at the Institute and ensuring that all assessment and examination results are submitted to the Registrar by not later than the end of March, July and September, provided that the results are submitted to the respective Chairman of the Board of Examiners within following deadlines:

- January session – by the end of the third week 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 the third week of July, other results as early as possible but not later than the end of the third week of July;
- September session – by the end of the third week of September.

(h) administering the Institute in full consultation with the members; monitoring and approving requests for leave of absence of members of the Institute; maintaining records of all leave taken by members and passing on these records to the Director of Human Resources Management and Development upon request;

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

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

(k) ensuring and facilitating the further development and training of academic and non-academic staff;

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

VERŻJONI ELETTRONIKA

(m) representing the Institute during official functions of the University;

(n) compiling and submitting to the Secretary of the University by the end of September of each academic year, an annual report approved by the Board, 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;

(o) compiling and submitting to the Director of Finance of the University, by not later than end of May of each academic year budgetary estimates approved by the Board 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;

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

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

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

11. 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 running undergraduate and postgraduate 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/her 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;

VERŻJONI ELETTRONIKA

(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; and

(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.

Treasurer

12. The Director of Finance of the University shall be the Treasurer of the Institute.

Ippubblikat mid-Dipartiment tal-Informazzjoni (doi.gov.mt) — Valletta — ***Published by the Department of Information (doi.gov.mt) — Valletta***
Mitbugħ fl-Istamperija tal-Gvern fuq karta riċiklata — ***Printed at the Government Printing Press on recycled paper***

Prezz/*Price*
€0.54