

Public Authority	Description of the department/directorate /entity/boards 's structure	Description of the department/directorate/entity 's functions and responsibilities	General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent
University of Malta	<p>Governing bodies of the University: (a) the Council; (b) the Senate; (c) the Faculty Boards. The Principal Officers of the University: (a) the Chancellor; (b) the Pro-Chancellor; (c) the Rector; (d) the Pro-Rectors; (e) the Secretary; (f) the Deans and Deputy Deans of the Faculties.</p> <p>The Malta University Holding Company Ltd provides strategic direction and corporate support to the companies within the Group:</p> <ul style="list-style-type: none"> • Malta University Consulting Ltd <ul style="list-style-type: none"> ○ Malta University Technical Services ○ Professional 	<p>The University is responsible</p> <p>(a) to provide for instruction in such branches of learning and to make such provisions for research and the advancement and dissemination of knowledge as it may from time to time determine;</p> <p>(b) to determine the conditions for admission into the University and into any course of study provided by it;</p> <p>(c) to provide appropriate procedures to determine the persons who have attained the necessary proficiency in the various branches of study;</p> <p>(d) to confer degrees and grant diplomas, certificates or other academic distinctions;</p> <p>(e) to constitute faculties, departments and other academic sections of the University;</p> <p>(f) to institute academic and non-academic posts as</p>	<ol style="list-style-type: none"> 1. Personal files of employees 2. Disciplinary files 3. Files related to procurement (Tender/Quotations/Account) 4. Policy documents 5. Files relating to research of students and lecturers 6. Files relating to publications 7. Files relating to procedures within university 8. Files relating to students 9. Travel/Conferences 10. Examination papers & Results 11. Minutes of Meetings 	<ul style="list-style-type: none"> • Procedures for Admissions to University • Regulations for Examinations • Procedures of the Council, Senate and Faculty Boards • Procedures relating to Foreign Students • Procedures related to Matsec 	<p>Contact Details: The Freedom of Information Officer Office of Secretary University of Malta Msida MSD 2080 Tel: 23403394 E-mail: foi.mede-educ@gov.mt</p>

	<p>Development</p> <ul style="list-style-type: none"> • Malta University Labs Services Ltd • Malta University Special Projects • Malta University Hospitality & Travel Services • Clearner Technology Centre • International School of Languages (Msida Campus) • Malta University Broadcasting Ltd • Foundation for International Studies Ltd 	<p>required from time to time, and to make appointments thereto;</p> <p>(g) to set up and properly maintain libraries, laboratories and other facilities required for teaching, research, experimentation, or diffusion of knowledge and sciences as well as the establishment of academic audit and quality assurance schemes;</p> <p>(h) to establish entities with their own statutes and to monitor the administration of such entities as well as of other entities already existing or which may be created by others in the field of higher education;</p> <p>(i) to administer the funds voted by the House of Representatives for the implementation of its programme; and any other funds it may receive or generate from other sources;</p> <p>(j) to evaluate foreign degrees and academic distinctions;</p> <p>(k) to make statutes, regulations and bye-laws in accordance with the provisions of this Act; and</p> <p>(l) to act in any other way conducive to the attainment of its aims. (Education Act – Chp 327)</p>			
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