



**MINISTRY FOR EDUCATION and EMPLOYMENT**



**2016**

Administered by  
**Scholarships Unit**  
Programme Implementation Directorate

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## 1 Aims and Objectives

- 1.1 Art is the pulsing soul of a vibrant and progressive nation. An energised, growing and sustainable arts community, which spans all art forms and delivers quality outcomes, will sustain an even more demanding leisure industry and is vital to ensure the future cultural, social, intellectual and economic wellbeing of Malta while in the same time perceiving and promoting our immense artistic and cultural heritage which span millennia.
- 1.2 The Malta Arts Scholarships Scheme aims at providing more opportunities to support individuals who are exceptionally talented in the promotion of professional performance specialisation in the arts. Theatre, music, dance, design, creative writing, film, the visual arts or any combination thereof shall be given priority.

## 2 Explanatory Notes

Unless the context explicitly requires otherwise,

- 2.1 **Administrator** shall mean the person who carries the overall financial and legal responsibility for the implementation of the scheme.
- 2.2 **Agreement** shall mean a legally binding document to be signed by the Scholarship Awardee as beneficiary of the Scholarship and the Administrator. These Regulations shall be construed as forming part of the Agreement. The Agreement has to be signed by not later than three (3) months after the commencement of studies or the publication of rankings, whichever comes last unless otherwise justified. The monetary amounts shown in the Agreement shall be disbursed only if the proper documentation (invoices and receipts) are submitted and verified for eligibility and correctness. In the event of any inconsistency or discrepancy between the Agreement and these Regulations, these Regulations shall prevail in all cases and the Agreement shall be amended to the extent of the discrepancy or inconsistency with these Regulations is rectified.
- 2.3 **Appeals Board** shall mean a Board appointed by the Minister for Education and Employment, entrusted with assessing and delivering **final decisions** in respect of petitions submitted by Applicants and Awardees contesting decisions taken by the Arts Scholarships Selection Board and/or the Scholarships Unit -Programme Implementation Directorate as administrator of this scholarship scheme on the interpretation of these Regulations. Any decision taken by the Appeals Board shall be regarded as final and irrevocable for all intents and purposes of the Malta Arts Scholarship Scheme.
- 2.4 **Applicant** shall mean a person who submits a scholarship application.
- 2.5 **ACM** shall stand for Arts Council Malta.
- 2.6 **ASSB (Arts Scholarships Selection Board)** shall mean a board appointed by the Ministry for Education and Employment, entrusted with the selection and ranking of applicants for the awarding of scholarships and overseeing of the scheme.
- 2.7 **Awardee** shall mean the Applicant who is granted the Scholarship.
- 2.8 **Awarding Body** refers to an organisation recognised by the National Regulatory Authorities whose purpose is awarding accredited qualifications.
- 2.9 **Commencement Date** of scholarship shall mean the date as specified in the ULA being the start date of the course on which payments to the Awardee commences. The Commencement Date may be amended at Contract stage if the Directorate has proof that the start date of the course is different from that included in the ULA submitted by the closing date.
- 2.10 **Completion Date** shall mean the date when the Studies (see definition 2.38) are completed and the final result is published.
- 2.11 **Compulsory Education** shall mean the programme of studies normally followed by students between the ages of 5 to 16 and as directed by the Director General, Directorate for Educational Services in Malta.

- 2.12 **Course Duration** has to be established by the Recognised Institution. When it does not cover whole months, the funds disbursed will be pro rata to the nearest month. For further definition of how a month is calculated, please consult Clause 2.33 of these Regulations.
- 2.13 **Distance Learning** shall mean a method of studying in which lectures are broadcast or lessons are carried out by correspondence without the student needed to attend a school, college etc..
- 2.14 **Doctoral Programme** shall mean a research-related programme of higher education study that leads to a degree at MQF level 8.
- 2.15 **ECTS** shall mean European Credit Transfer System.
- 2.16 **End Date** shall mean the date as specified on the ULA or the date specified on the Transcript as issued by the HEI/University whichever date is the earliest. Payments are calculated to cover the period from the **Commencement Date** to the **End Date**.
- 2.17 **First Degree (Undergraduate Course)** shall mean a first cycle higher education programme that leads to a degree at MQF level 6.
- 2.18 **Full-time studies** shall mean studying physically full-time on-campus at a Recognised Institution on average of thirty (30) hour per week.
- 2.19 **Higher Education Institution (HEI)/University** shall mean an entity providing higher education and recognized by the competent national authority of a participating country as belonging to its system of higher education and is a recognised body with Degree awarding powers.
- 2.20 **ISCED** shall mean International Standard Classification of Education.
- 2.21 **Joint Degree** shall mean a single degree issued by at least two Educational Institutions offering an integrated programme and officially recognized in the countries where the degree-awarding institutions are located. The Administrator will only recognise one of these Institutions, which will be called the Leading Institution. This Leading Institution will have to satisfy one of the conditions of a Recognised Institution as indicated below.
- 2.22 **Maintenance Allowance** shall mean a grant which is awarded as part of the scholarship and in accordance with all conditions as laid in these Regulations and in the Agreement.
- 2.23 **MQF** shall mean Malta Qualifications Framework. It shall mean as a translation device to make national qualifications more readable across Europe, promoting workers' and learners' mobility between countries and facilitating their lifelong learning.
- 2.24 **MQF Level 5 Qualification** shall mean any qualification referenced at Level 5 of the Malta Qualifications Framework by MQRIC –NCFHE.
- 2.25 **MQF Level 6 Qualification** shall mean any qualification referenced at Level 6 of the Malta Qualifications Framework by MQRIC –NCFHE.
- 2.26 **MQF Level 7 Qualification** shall mean any qualification referenced at Level 7 of the Malta Qualifications Framework by MQRIC –NCFHE.
- 2.27 **MQF Level 8 Qualification** shall mean any qualification referenced at Level 8 of the Malta Qualifications Framework by MQRIC –NCFHE.
- 2.28 **MQRIC** shall mean Malta Qualifications Recognition Information Centre within the National Commission for Further and Higher Education.
- 2.29 **Masters Programme** shall mean a second cycle higher education programme that:
- leads to a Masters level qualification offered by a HEI (Including a University) with a minimum of 60 ECTS.
  - leads to a full MQF Level 7 on an academic level.
- 2.30 **NCFHE** shall mean National Commission for Further and Higher Education.
- 2.31 On-campus shall mean attending physically at the Recognised Institution, excluding learning or studying from any other place that is not designated as being part of the campus of a Recognised Institution. The ASSB may ask the Recognised Institution to confirm the physical presence and the

duration on-campus of the Awardee. In the fault of submission of such a declaration within two weeks notice, the course shall be taken as being a part-time / distance learning course and the pertaining conditions are applied.

- 2.32 **Part Time Studies** where the student does not meet the criteria of a full time student.
- 2.33 **Per Annum** shall mean twelve (12) calendar months. This means that when a course is of duration of for example nine (9) calendar months, the grant shall be awarded pro rata over that number of months. For avoidance of doubt in calculating the meaning of a month the Awardee must spend fifteen (15) or more consecutive days in order to be eligible for funds covering a month.
- 2.34 **Postgraduate Qualification** shall mean any course or programme leading MQF level 7 or above.
- 2.35 **Production Fees** shall mean costs in the case of courses necessitates production work in a studio / theatre / performance venue can be claimed as part of the tuition fees and has to be indicated in the Unconditional Letter of Acceptance. If the production is open to a public audience, entrance to the production must be free of charge to the said audience. The approval of such fees is subject to the discretion of the ASSB.
- 2.36 **Recognised Institution or Institution** shall mean for the purpose of these Regulations an establishment providing education in the fields of the arts and is mutually recognised by MQRIC. When MQRIC issues an evaluation statement which indicates that the Institution is not recognised that evaluation statement is to be considered as final and conclusive. Approval of Institution and programmes may be sought from ACM only when MQRIC cannot issue such a recognition / evaluation statement.
- 2.37 **Recognised Programme of Study or Programme of Studies** shall mean for the purpose of these Regulations, any studies provided by a Recognised Institution in the fields of the arts taking place physically on a campus outside the Maltese Islands and on a full time basis. The programme of study shall be recognised by MQRIC. When MQRIC issues an evaluation statement which indicates that the Programme of Study is not recognised, that report is to be considered as final and conclusive. Approval of the Programme of Study may be sought from ACM only when MQRIC cannot issue such an evaluation statement.
- 2.38 **Scholarship** shall mean an award of financial aid for a student to further education in a specialised field of the arts. At the end of the scholarship, the Awardee is to submit documentary proof that s/he has completed successfully the programme of studies for which the Awardee has been awarded the Scholarship. The proof is to be forwarded to the administrator of the Scheme by not later than two (2) months from the conclusion of the course for which the scholarship has been granted and availed of.
- 2.39 **Studies** shall mean all work required to be undertaken and completed by the Awardee to the satisfaction of the Institution in which the Awardee is registered. The Studies shall be the same originally applied for in the Application Form, as awarded by the **Arts Scholarships Selection Board**, and as agreed in the Agreement
- 2.40 **Transcript** shall mean the same as **Academic Record/Professional record**
- 2.41 **Tuition Fee** shall include enrolment, registration, examination and any other fee which the Administrator may consider as pertaining to the successful completion of the course and charged by the Recognised Institution. Ancillary fees, including fees for the use of services provided by the Recognised Institution and insurances shall not be covered. Tuition Fees covered shall be those charged directly by the Recognised Institution as approved by the ASSB. Any subsequent increase in Tuition Fees cannot be claimed by the Awardee or the Recognised Institution if not included in the ULA submitted by the closing date. Tuition Fees shall be paid upon presentation of an **original invoice and original receipt. Please refer also to Unconditional Letter of Acceptance** definition below. In the case of Applicants who pay for the Tuition Fee prior to the award of the Scholarship, these shall only be reimbursed for such Tuition Fee and such reimbursement shall only take place upon approval by the ASSB after presentation of the original official receipt or equivalent from the Recognised Institution.

2.42 **Unconditional Letter of Acceptance (ULA)** shall mean a letter issued to the applicant by the Registrar (or a designated high authority) of the Recognised Institution which shall have the following details:

- A clear statement by the Recognised Institution that it is unconditionally accepting the Applicant to follow a specific Recognised Programme of Study.
- The **Commencement Date** of studies. Where the exact date is not specified this is taken as the last date of the month mentioned on the ULA.
- The **End Date** of studies. Where the exact date is not specified this is taken as the last day of the month mentioned on the ULA.
- The **Tuition Fees** (if applicable) shall be indicated on the ULA and not through an electronic link. Applicant shall note that the agreement to be signed at a later stage shall include only the information on the ULA. The Scholarship Administrator shall not accept amendments to the Agreement other than those which reflect the information and/or data clearly stated on the original ULA. The fees paid as Tuition Fees is the amount shown on the ULA submitted by the deadline.
- **Production Costs / Fees** (if applicable) shall be indicated in the ULA and not through an electronic link;
- **Modality** of study (that is whether it is distance learning or part-time or full-time studies); and
- Any other information required by the Scholarships Unit – Programme Implementation Directorate or the ASSB Board. (Please consult with Clause 3. )

**ALL APPLICANTS** shall be obliged to submit the Unconditional Letter of Acceptance by Friday, 5<sup>th</sup> August, 2016 not later than **12:00 noon (local time)**. Applicants who commenced their studies before the date of applications are obliged to submit a letter which contains the same information as above as well as the stage at which the applicant is at the date of application.

**It is the duty of the Applicant to ensure that when s/he chooses a Recognised Institution, the Institution is in a position to issue such an Unconditional Letter of Acceptance with all the above details. This has to be in the form of an original letter, signed by the Registrar (or delegated high authority). Scanned, PDF copy or other electronically transmitted format shall be accepted PROVISIONALLY in terms of Clause 4.6 provided that the original copy of the ULA shall be produced before the signing of the Agreement and as stipulated in Clause 4.6.**

**In the event where the Recognised Institution issues solely electronic copies of the ULA, the ULA shall be emailed directly by the Recognised Institution to the Malta Arts Scholarships Office. Scanned or emailed copies of the ULA forwarded to the Applicant shall not be accepted. No additional costs shall be entered in the Agreement other than those stated in the ULA submitted by 5<sup>th</sup> August, 2016 by 12.00 noon (local time).**

### 3 Eligibility

3.1 In order to apply for an Arts Scholarship, an Applicant shall, by the **closing date of Application, that is 1<sup>st</sup> April, 2016:**

3.1.1 (a) be a Maltese citizen who has been residing in Malta for the past five (5) years. Provided that a Maltese citizen who has been residing outside Malta for study, health or work purposes or any other purpose which the ASSB may consider, will still be eligible to apply and this period of time during which the citizen was abroad **will not** be taken into consideration for the purpose of calculating the five (5) year requirement. **or**

(b) be a Maltese Citizen who is a worker or self-employed person in Malta, **or**

(c) be a national of an EU/EEA state or a family member of such EU/EEA national (as defined in LN 191 of 2007 and in LN 205 of 2004 respectively for EU and EEA nationals), provided

that such person has obtained permanent residence in Malta in accordance with LN 191 of 2007 and in LN 205 of 2004 respectively for EU and EEA nationals, **or**

- (d) be a national of an EU/EEA state who is in Malta exercising his/her Treaty rights as a worker, self-employed person or person retaining such status in accordance with LN 191 of 2007; **or**
- (e) be a third country national who has been granted long-term residence status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members if such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; or
- (f) Be applying for a new course / training programme starting throughout 2016 of not less than 9 months or for a programme of study leading to MQF Level 5, or MQF Level 6 or MQF Level 7 or MQF Level 8; or
- (g) Be already in a programme of studies at MQF Level 5, or MQF Level 6 or MQF Level 7, or MQF Level 8 BUT the End date of studies is in 2017 or after. In such case, the Applicant is eligible for funding for the remaining years commencing from the date of publication of rankings. The Applicant is still obliged to submit a ULA as per Clause 2.42.

- 3.2. Already have a proven track record in the discipline of the arts where the applicant is seeking more specialisation.
- 3.3 Be applying for a programme of study leading to a specialised level in the **expressive arts**.
- 3.4 Applicants shall start their programme of study applied for between 1<sup>st</sup> January 2016 and 31<sup>st</sup> December 2016
- 3.5 Be applying for a Recognised Programme of Study at a Recognised Institution.
- 3.6 Not in possession of a qualification at the same level (whether on the MQF or not) in an identical area of specialisation for which the applicant is applying. Applicant shall apply to follow a Training/Programme of study at higher level.
- 3.7 For applicants under the age of 16, the legal custodian shall be bound to sign a separate declaration that the minor will continue to pursue compulsory education during the Scholarship period.
- 3.8 Applications submitted by employees of the local Public Service or local Public Sector require the endorsement of the Permanent Secretary of the Ministry concerned through the Head of the relative Department/Directorate on pain of ineligibility to confirm whether paid or unpaid leave of absence for the duration of the course has already been conceded under those terms and conditions as established by the Ministry concerned.
  - 3.8.1 In the case of selected Applicants who are employed on full-time employment contracts and receiving paid leave of absence, the grant shall be restricted to cover tuition fees only. In such cases, no maintenance allowances will be provided.
- 3.9 Applicants in possession of other local Public Grants or local Public Scholarships (including but not limited to Endeavour Scholarships Scheme or Malta Government Undergraduate Scheme (MGUS)) shall be deemed ineligible to benefit from the Malta Arts Scholarship Scheme. For the avoidance of doubt, without prejudice to clause 3.5 above, the aforementioned paragraph shall not be deemed to restrict Applicants from applying for an Art Scholarship if the programme of study for which the Applicant would like to apply commences **AFTER** the completion of another programme of studies which has been previously funded by another local Public Grant or local Public Scholarship.
- 3.10 An Applicant shall become ineligible for a scholarship if s/he is in breach of any part of these Regulations.

## 4 Types of Scholarships

- 4.1 The scheme supports specialised programmes of studies as specified in clause 1.2. This programme of studies shall lead to a qualification and may (but not necessarily) lead to an Undergraduate Diploma, First Degree, a Joint Degree or a Postgraduate qualification.
- 4.2 The Programme of Study has to take place in a Recognised Institution and shall be a Recognised Programme of Study<sup>1</sup>.
- 4.3 The Malta Arts Scholarships Scheme shall support Programme of Studies be on a **full-time basis** taking place **physically** on a campus or Part-time and Distance Learning Programmes.
- 4.4 In the case of applicants following a programmes of studies at or through a local Recognised Institution shall be applying to follow a programme of study from MQF Level 5 and beyond.
- 4.5 The Programme of Study selected shall be of duration of not less than one (1) academic year being not less than eight (8) calendar months and not exceeding forty eight (48) calendar months.
- 4.6 The last day of submission of the Unconditional Letter of Acceptance shall be noon (local time) of 5<sup>th</sup> August 2016. This ULA shall originate from one of the Recognised Institutions listed on the Application Form. The Applicant shall accept to undergo the studies at the Institution for which a ULA is submitted by the deadline of 5<sup>th</sup> August 2016. If the Applicant presents more than one ULA by the deadline, the Applicant shall choose the Institution where to undergo his/her studies. This decision shall be communicated in writing by the Applicant to the ASSB within two working days after the deadline. Failure of the Applicant to communicate the chosen Institution, the ASSB reserves the right to choose the Institution. In this case, the ASSB's decision is irrevocable. The chosen Institution has to offer the Programme of Study on which the interview was conducted.
- 4.7 If the Applicant is required to attend for an audition, interview or any other test before an Unconditional Letter of Acceptance is issued, it is the responsibility of the Applicant to fund his/her own audition or interview or test and such amounts shall not be reimbursable as part of the Scholarship if this is eventually awarded.
- 4.8 The successful acceptance by a Recognised Institution to follow a Recognised Programme of Study cannot be interpreted as an automatic qualification for a Scholarship under this scheme.

## 5 Tenure and Placement

- 5.1 Awards are tenable at any local or international Recognised Institution for a specific programme of study or training. Only those institutions recognised by the Maltese authorities shall be taken into consideration by the Malta Arts Scholarships Selection Board.
- 5.2 It is the responsibility of Applicants, applying for qualifications awarded by local and foreign institution to produce an evaluation statement on comparability of qualifications issued by the Malta Qualification Recognition Information Centre (MQRIC) with the National Commission for Further and Higher Education (NCFHE). A copy of the said statement issued by MQRIC, shall be uploaded with the application, with the original presented at the interview. Applicants not in possession of this statement may still apply, provided that they submit a copy of the report to the Malta Arts Scholarships Office by not later than **5<sup>th</sup> August, 2016 at 12.00 noon (Local time)**.
  - 5.2.1 In the case of qualifications awarded by Recognised Institutions which are listed on the website of MQRIC as Approved Institutions (<http://www.mqc.gov.mt/mqric>), the Applicant shall not be required to produce the evaluation report on comparability of qualifications.

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<sup>1</sup> Please consult Clauses 2.15 and 2.16 for a definition of a Recognised Institution and Recognised Programme of Studies respectively for the purpose of these Regulations



- 5.3 The MQRIC may be contacted as follows:  
Malta Qualifications Recognition Information Centre (MQRIC) /  
National Commission for Further and Higher Education (NCFHE)  
Bice Mizzi Vassallo School  
Alamein Road,  
Pembroke PBK 1773  
Tel. No.: (+356) 27540051 / 21801890 / 27540026 / 21801411  
e-mail: [ncfhe@gov.mt](mailto:ncfhe@gov.mt)  
[www.ncfhe.org.mt](http://www.ncfhe.org.mt)

## 6 Administration of the Arts Scholarships Scheme

- 6.1 The Arts Scholarship Scheme is administered by the Scholarships Unit – Programme Implementation Directorate.
- 6.2 All correspondence is to be addressed to:  
The Scholarship Administrator  
Scholarships Unit - Programme Implementation Directorate  
Room 163,, Education Building  
Great Siege Road,  
Floriana VLT 2000, Malta  
Tel. No.: (+356) 2598 2111  
E-mail: [artsscholarships.mede@gov.mt](mailto:artsscholarships.mede@gov.mt)  
Website: [www.myscholarship.gov.mt](http://www.myscholarship.gov.mt).

## 7 Application Forms

- 7.1 Applicants with exceptional talent in the field of the arts (as identified in Clause 1.2 and 3.3) are invited to apply using the **appropriate** online Electronic Application on: [www.myscholarship.gov.mt](http://www.myscholarship.gov.mt). It is the responsibility of the Applicant to ensure that the Application is successfully submitted, to keep a printed copy of the Application Form and to print a copy of the electronically generated acknowledgement. This shall be the Applicant's proof that an Application is submitted successfully online.

Documents to be uploaded with the online Application shall include the following:

- i) one (1) copy of the applicant's identity card – both sides;
  - ii) one (1) copy of the applicant's University/College transcripts (where applicable);
  - iii) one (1) copy of the letter of Unconditional Letter of Acceptance from the Recognised Institution applied for (if available at the time of application);
  - iv) one (1) copy of MQRIC evaluation report (where applicable);
  - v) one (1) copy of a personal profile report as per sample attached with the Application Form.
  - vi) any other documentation which may assist the ASSB to assess better the Applicant's artistic merit.
  - vii) signed Declaration by the legal custodian if Applicant is under the age of 18 on 28<sup>th</sup> February, 2016.
- 7.2 Supporting documents not uploaded with the online application are required to arrive at the:
- Scholarships Unit – Programme Implementation Directorate  
Room 163, Education Buildings  
Great Siege Road  
Floriana. VLT 2000.

The application deadline is **Friday, 1<sup>st</sup> April 2016 at noon (Local time)**. All Supporting documents mentioned in Article 7 of these Regulations are required to arrive by this date and time at the address

specified above. If sent by post, it is important that such documents be sent through **registered post**. The ASSB shall NOT be held responsible if documents sent by post arrive late.

It is Imperative to note that the final verification of submission of Application will be based on the official system logs.

7.3 All Online Applications submitted are to be supported by the following:

- i) four (4) copies of Portfolios in the form of CDs/DVDs, showing proof of three (3) different representatives part artistic achievements of the Applicant;
- ii) four (4) copies of a profile report as per sample attached with the Application Form;

Both the Portfolios and Profile Reports are required to arrive at the:

**Customer Care Office  
Education Information Centre  
Education Building,  
Great Siege Road,  
Floriana.**

7.4 The application is not considered complete if the Portfolios and Profile Reports, as per Clause 7.3 (i) and (ii), are not submitted to the Customer Care Office by 1<sup>st</sup> April, 2016, at noon (Local Time). If an Applicant, who submits an online application, fails to submit the Portfolios and Profile Reports by the deadline, the Application is considered ineligible.

7.5 Only online applications submitted through the Official Portal will be accepted by deadline. Only **ONE (1)** Application Form shall be considered by the ASSB. If an Applicant submits more than one application the last one submitted shall be taken into consideration.

7.6 The application deadline is 1<sup>st</sup> April, 2016, at noon (local time).

7.7 Late applications shall not be considered by the ASSB.

## **8 Selection Process**

8.1 The Ministry for Education and Employment shall appoint the Arts Scholarships Selection Board (ASSB) to operate the process of selection.

8.2 It shall be the duty of the ASSB to determine whether the proposed programme of studies leads to a specialised level in any art.

8.3 The ASSB will be responsible for all matters concerning selection and determination of appropriate awarding of scholarship according to the regulations.

8.4 The Ministry of Education shall also appoint the Appeals Board to deal with objections raised by applicants after they are informed in writing with the decisions of the ASSB.

8.5 The role of the ASSB is to evaluate and select Applicants according to criteria in clause 9.1.

8.6 Where necessary, the ASSB shall appoint an expert with expertise in the artistic area concerned to evaluate the application and if necessary this expert is invited to be present during the interview.

- 8.7 If on the Application Form an Applicant lists different Programmes of Studies, the Applicant must choose by interview date the Programme of Study on which the Applicant shall be interviewed on. After the Interviewing Date, the Applicant cannot change the Programme of Study interviewed on.
- 8.7.1 The Unconditional Letter of Acceptance which shall be accepted by the deadline shall be limited to the one Programme of Study **on which the interview was carried out**.
- 8.8 The Appeals Board shall only address appeals from decisions taken by the ASSB on matters related to procedure or interpretation of the regulations in terms of eligibility, awards, and other decisions related to the granting of a Scholarship. Under no circumstance shall the Appeals Board change the score of applicants deriving from interviews by the ASSB, nor change the ranking of an applicant as a result of such score.
- 8.8.1 If an applicant disagrees with the ASSB or any other procedure under these Regulations, the Applicant may present a petition to the Appeals Board within ten (10) working days from the date when the ASSB or the Administrator communicates the decision/s to the Applicant in writing through registered mail.
- 8.9 The decision by the Appeals Board is final.

## 9 Selection Criteria

- 9.1 Applications are considered on the basis of the following selection criteria:
- Artistic merit of the applicant<sup>2</sup>;
  - The personal goals in the field of the arts;
  - The likely impact on the development of the Arts, and the Cultural and Creative Industries in Malta; and
  - The reputation of the Institution selected by the applicant.
- 9.2 Eligible Applicants will be called for an interview and an audition as required. It is the responsibility of the Applicant to make sure to be available on the date and time communicated to her/him for the interview. No alternative arrangements shall be made to change the date and time of the interview, unless there is an exceptional circumstance (supported by written proof) that warrants the change in such date and time.
- The aforementioned exceptional circumstances shall be examined and such alternative date and time may be agreed to by the ASSB, at its discretion.
- 9.3 Applicants for Art & Design related can produce work from direct observation (hands-on) in the form of a Short pose in Life Drawing, as part of the interview
- 9.3.1 Auditions are not possible to be taken via SKYPE (The applicant has to be physically present at the designated premises).
- 9.4 In the case of Applicants who are unable to attend to the given date and time for the interview due to being abroad, such interviews may take place via SKYPE **only** at the given date and time. It is the Applicant who has to ensure that the video and audio link, on his/her end, is adequate to ensure a proper interview throughout. The Board cannot assume any responsibility if the connection fails to offer an adequate link for a proper uninterrupted interview.

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<sup>2</sup> Due consideration is given to Portfolio presented with Application.

- 9.5 The ASSB reserves the right to publish the names and ID Card Numbers of applicants who obtain a mark which is 50% or more of the global mark. The names and ID Card Numbers may be published on the main notice board, websites and publications of the Programme Implementation Directorate - Ministry for Education and Employment.

In applying for an award, the Applicant gives consent for such publication in the event that the Applicant obtains such a mark. For the avoidance of doubt, upon submitting the application, the Applicant shall be deemed to have given his consent in relation to the publishing of his/her personal information, in terms of the Data Protection Act.

- 9.6 It is the practice that when an Applicant fails to obtain a mark which is less than 50% of the global mark, only the ID Card number of the Applicant is published.
- 9.7 An Applicant who obtains a pass mark from the interview does not automatically mean that the Applicant is awarded a scholarship.
- 9.8 The Arts Scholarship Fund shall be divided into two categories. One category shall be reserved for Applicants following Programmes of Studies leading to MQF Level 7 or above. and the other category shall be reserved for Applicants who propose to follow Programmes of Study which do not exceed MQF Level 6. Programmes of Studies approved by ACM as per Clause 2.5 shall fall within the latter category. During the selection process, the ASSB may shift any unutilised funds from one category to the other.

## 10 Value of Awards

- 10.1 Awards under the Malta Arts Scholarships Scheme are made in two components: Tuition Fees and Maintenance Grants. Each of these awards is described in the following sections;

- 10.2 Applicants shall be eligible for payment or reimbursement of Tuition Fees in respect of amounts due to be paid to a Recognised Institution or a Recognised Higher Institution as follows:

- In the case of any course not leading to a training programme / qualification at MQF Level 5 by a Recognised Institution, the value of Tuition Fees to be awarded to applicants shall not exceed €5,000 for the whole duration of the programme;
- In the case of a Recognised Programme of Study rated at MQF 6 provided by a Recognised Institution, the value of Tuition Fees to be awarded shall not exceed €20,000 for the whole duration of the programme;
- In the case of a Recognised Programme of Study rated at MQF 7 provided by a Recognised Institution, the value of Tuition Fees to be awarded shall not exceed €10,000 for the whole duration of the programme;
- In the case of a Recognised Programme of Study rated at MQF 8 provided by a Recognised Institution, the value of the Tuition Fees to be awarded shall not exceed €20,000 for the whole duration of the programme.

- 10.3 Applicants under the Malta Arts Scholarships Scheme who will be pursuing a Recognised Programme of Studies on a Full Time Basis are further entitled for a maintenance grant of €400 per month subject to maximum periods as follows:

- In the case of a Recognised Programme of Studies rated at MQF 5 or lower provided by a Recognised Institution, the Maintenance Grant shall be provided for a maximum period of twenty four (24) calendar months or the whole duration of the programme whichever is the lower;

- In the case of a Recognised Programme of Studies rated at MQF 6 provided by a Recognised Institution, the Maintenance Grant shall be provided for a maximum period of forty eight (48) calendar months or for the whole duration of the programme whichever is the lower;
- In the case of a Recognised Programme of Studies rated at MQF 7 provided by a Recognised Institution, the Maintenance Grant shall be provided for a maximum period of thirty six (36) calendar months or for the whole duration of the programme whichever is the lower;
- In the case of a Recognised Programme of Studies rated at MQF 8 the Maintenance Grant shall be provided for a maximum period of forty eight (48) calendar months or for the whole duration of the programme whichever is the lower.

10.4 Applicants pursuing a Recognised Programmes of studies on a Part-Time or Distance Learning Basis are **not** eligible for Maintenance.

10.5 Payment of Maintenance Grant shall be paid accordingly:

- (a) For courses which are of a duration of one (1) academic year or less, 50% of the Maintenance Grant accorded is paid at the beginning of the academic year or following the signing of Agreement, whichever comes last and the remaining 50% is paid after all the documents mentioned in Clause 12.2 below are submitted;
- (b) For courses which are of duration of more than one (1) academic year, 50% of the Maintenance Grant accorded per annum is paid at the beginning of the academic year or following the signing of the Agreement, whichever comes last and the remaining 50% accorded per annum is paid in the middle of the academic year. In the following years (except during the last year), the same procedure shall be repeated. During the last year, the last instalment of 50% is paid after all the documents mentioned in Clause 12 are submitted.

10.6 Scholarship Awardees who pay their Tuition Fee to a Recognised Institution directly themselves, shall be reimbursed on receipt of both the Recognised Institution's original invoice and the original official receipt of payment or equivalent (i.e. receipted invoice where applicable) issued by the receiving Recognised Institution. Any and all information and documentation requested by the Administrator shall be submitted by the Awardee within the time frames stipulated by the Administrator. Failure to provide such information and documentation may result in the suspension or termination of the Scholarship and the Awardee may be required to reimburse any amounts already paid by the Administrator.

## 11 The Awarding Stage

11.1 Applicants will be notified in writing of their selection for the Scholarship award by the ASSB.

11.2 Successful applicants applied on the strength of Clause 3.1.1 (f) shall be required to submit the start date and completion date of their Programmes of Studies. The start date of the Programmes of Studies shall be during 2016. Following receipt of this information, the successful Applicant shall be required to sign an Agreement. If the Applicant fails to sign the Agreement within the established time limit afforded by Administrator, the Scholarship shall be forfeited and the Administrator reserves the right to award the Scholarship to another Applicant or Applicants, according to their respective ranking.

11.3 In the case of successful applicants applied on the strength of Clause 3.1.1 (g) shall be eligible for funding for the remaining years of their programme of studies whereas the date of publication of rankings will be the start date of their scholarship agreement

11.4 Applicants will be expected to take up the Scholarship from the date stated in the Agreement. If for any reason, the Applicant is not in a position to start on the date stated in the Agreement, or requires a different start date, the Administrator reserves the right, on notification of such intention, to review the start date on the Agreement or cancel the Scholarship if the changes imply postponing the start date beyond 31<sup>st</sup> December, 2016.

- 11.4.1 Such notification to alter the start date has to be submitted by not later than 1<sup>st</sup> November, 2016.
- 11.4.2 For Awardees under the age of 18 on the date of signing the Agreement, the said Agreement is to be signed by legal custodian.

For the avoidance of doubt, if the Applicants refrains from informing the Administrator about the required change in the start date and/or completion date, the ASSB shall have the right to terminate the Scholarship and the Applicant shall be liable to reimburse all Tuition Fees, Maintenance Grants and other fees which would have been disbursed by the ASSB to him by virtue of the award of the Scholarship.

- 11.5 The Administrator reserves the right to publish the names of the Applicants awarded the Scholarship, and to request and publish the status and progress of the Applicants and their work.
- 11.6 The Scholarship is intended to fund the Programmes of Studies declared in the Application Form and stipulated within the Agreement. Funding will not be extended to enable Awardee to complete an additional or higher qualification than that for which the selection was made.
- 11.7 Any intellectual property including patents directly arising, or derived, from the Programmes of Studies funded by the Scholarship and carried out by the Awardee during the Agreement period, shall be covered by an Intellectual Property Rights (IPR) agreement that acknowledges that the artistic work was carried out during a Scholarship funded by the Government of Malta.
- 11.8 The Administrator shall not seek to obtain any rights in intellectual property on behalf of the Awardee during the tenure of the Scholarship.
- 11.9 On award of a Scholarship, the Administrator shall make information obtained available to public authorities for accountability purposes.

## **12 Progress and Completion**

- 12.1 Every six (6) months, Scholarship Awardees shall ask their faculty/institution supervisor to submit to the Scholarship administrator a short statement confirming the progress and attendance of the Awardee. The six (6) month progress report has to be send directly to the Scholarship Administrator directly on this email address: [artsscholarship.mede@gov.mt](mailto:artsscholarship.mede@gov.mt). Failure to receive this information it could lead to a halt in payment of further instalments of the Scholarship and to request a refund of any amounts already disbursed by ASSB under this scheme.
- 12.2 On completion of the studies, the thesis/copy of research work, as well as a copy of the Transcript and the Official Certificate awarding the Degree shall be submitted to the Scholarship Administrator within two (2) months from the award of the qualification.
- 12.3 On completion of studies where applicable, copies of all publications by Awardees during the Scholarship period, shall be sent in electronic format to the Administrator, within thirty (30) days of being made public. A hard copy of the thesis(only where applicable) shall also be sent to the Administrator on publication. In the case that part or all of the thesis in digital form (audio or video) it shall be submitted to the administrator in an appropriate format. Any publication may be uploaded on a website with the intention to promote the Arts in Malta and approved by the Programme Implementation Directorate.

- 12.4 All publications arising from the Programme of Studies being sponsored by this scheme shall reflect the following acknowledgement: *“The author is a recipient of Arts Scholarship, financed by the Government of Malta”*. The acknowledgement must be in conspicuous format and if part of the thesis is a performance, this statement must appear in a form clearly visible by the audience.
- 12.5 Awardees shall write a minimum of one (1) article on their work/studies in the Maltese public media within sixty (60) days of their graduation, during which they publicly acknowledge that the training programme / degree was carried out following the award of an Arts Scholarship financed by the Government of Malta.

### 13 Termination prior to completion of programme

- 13.1 Any breach of any of these Clauses of these Regulations, or of the Agreement, including but not limited to false declarations, incomplete information or omissions in declaring all material and relevant facts at any stage, could lead to the termination, or revision, of the Scholarship and the Awardee could be requested to refund any amounts already disbursed by ASSB under this scheme.
- 13.2 Awardees who for any reason discontinue their Programme of Studies shall inform the ASSB in writing immediately.
- 13.3 The ASSB shall upon thirty (30) days from a written notice terminate the Scholarship award if -
- the Awardee’s progress is deemed unsatisfactory by the Recognised Institution.
  - the Awardee discontinues the Programme of Study.
  - the Awardee is in breach of any provision of these Regulations or the Agreement, and does not remedy the breach within thirty (30) days of receipt of written notice requiring him/her to do so, provided that it shall be at the discretion of the ASSB whether the said breach shall lead to the immediate termination of the Scholarship or whether time to remedy the breach shall be permitted.
  - the Awardee fails to complete the Programme of Study by the end date as stipulated in the Agreement.

Without prejudice to the generality of Clause 12.1 above, Awardees who have their award terminated under conditions stipulated in Clause 12.3 will be required to refund the entire award including Tuition Fees and Maintenance Grants forwarded to both the Recognised Institution and the Awardee within three (3) months of any of the reasons contemplated in Clause 13.3 above or for any other breach of these Regulations and/or the Agreement.

- 13.5 Awardees who cannot pursue further studies due to unforeseen health situations or exceptional circumstances as approved by the ASSB shall not be deemed to be in breach of these regulations but may be required to refund Tuition Fees and Maintenance Grants on a pro-rata basis as approved by the ASSB.

In such situations, the Awardee shall be obliged to provide justifiable explanation as to why the Programme of Study was not completed or why the Awardee failed to obtain the qualification. Documented evidence, medical certificates and testimonials must accompany each claim. The ASSB is in no way bound to waiver all or part claims put forward.

The ASSB reserves the right to appoint its own experts, including but not limited to medical experts or otherwise to advise and assess the case of the claimant.

## 14 Other General Conditions of Award

- 14.1 Awardees will be expected to seek prior visa approval (where applicable) for proposed studies abroad.
- 14.2 The Scholarship Awardee shall sign the Agreement by the prescribed date. Failure to present the signed Agreement by the prescribed date may lead to the award being awarded to others according to their respective ranking.
- 14.3 Should any conflict arise between the interpretation of clauses in the Regulations and the Agreement, it is what is contained within the Regulations which shall prevail.
- 14.4 Awardees will need to seek approval beforehand from the ASSB of any commitment of employment during the duration of this Scholarship. Unapproved employment throughout the Scholarship period shall be deemed to be in breach of these Regulations and of the Agreement. Provided that the ASSB approval for such employment may be withheld if the ASSB deems the withholding of such approval as reasonably necessary. For the avoidance of doubt, the seeking of the ASSB approval shall not be deemed by the Applicants and/or Awardees as a formality which shall lead to an automatic approval by the ASSB.
- 14.5 Awardees retaining more than twenty (20) hours of employment per week contemporarily to their studies/research shall be deemed to be in breach of their obligation towards full-time studies resulting in a cancellation of the Scholarship and refund of any Tuition Fees, Maintenance Grant and other fees granted by then. Applicants and Awardees are to inform and seek approval of the ASSB in advance.
- 14.6 Supplementary grants for the same course of Programme of Study must be declared at the point of interview or before formally accepting any of the other grants. Such a declaration will require the approval from the ASSB. Any supplementary grants not thus approved as aforementioned in addition to the Scholarship shall be deemed to be in breach of these Regulations and of the Agreement. For the avoidance of doubt, any Awardee who accepts other local or foreign grants without the prior authorisation of the ASSB will be deemed to be in breach of these Regulations and the Agreement. It is to be emphasised that the seeking of the ASSB approval shall not be deemed by the Applicant and/or Awardee as a formality which shall lead to an automatic approval by the ASSB. Provided further that the ASSB may require the Applicant and/or Awardee to forfeit any one or more of the supplementary grants. In the eventuality that the Applicant and/or Awardee refuses to forfeit such supplementary grants, the ASSB shall have the right to award the Scholarship to other Applicant/s or require the Awardee to reimburse the Scholarship funds, as the case may be.
- 14.7 For further queries and information please contact:

**The Administrator**  
**Scholarships Unit – Programme Implementation Directorate**  
**Room 163, Education Building**  
**Great Siege Road**  
**Floriana VLT 2000, Malta**  
**Tel. No.: (+356) 2598 2111**  
**E-mail: [artsscholarships.mede@gov.mt](mailto:artsscholarships.mede@gov.mt)**  
**Website: [www.myscholarship.gov.mt](http://www.myscholarship.gov.mt)**

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