



MINISTRY OF EDUCATION and EMPLOYMENT



# Malta Arts Scholarships

# 2013

Administered by  
**Directorate for Lifelong Learning**

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## 1 Introduction

- 1.1 A vibrant arts sector underpins a healthy, open, contemporary society. 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.

## 2 Aims and Objectives

- 2.1 Without prejudice to, and in line with, clause 1 above, the 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.

## 3 Explanatory Notes

Unless the context explicitly requires otherwise,

- 3.1 the **Administrator** shall mean the person who carries the overall financial and legal responsibility for the implementation of the project.
- 3.2 **Agreement** shall mean a legally binding document to be signed by the Awardee as beneficiary of the Scholarship and the Administrator.
- 3.3 **Applicant** shall mean a person who submits a scholarship application.
- 3.4 **ASSB (Arts Scholarships Selection Board)** shall mean a board appointed by the Ministry of Education, Employment and the Family, entrusted with the ranking of applicants for the awarding of scholarships and overseeing the scheme.
- 3.5 **Awardee** shall mean the Applicant who is granted the Scholarship.
- 3.6 **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.
- 3.7 **Doctoral Programme** shall mean a research-related programme of higher education study that leads to a degree at EQF level 8.
- 3.8 **EQF (European Qualifications Framework)** 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.
- 3.9 **First Degree (Undergraduate Course)** shall mean a first cycle higher education programme that leads to a degree at EQF level 6.
- 3.10 **Joint Degree** shall mean a single degree issued by at least two 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.
- 3.11 **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.
- 3.12 **MCCA** shall stand for Malta Council for Culture and the Arts.
- 3.13 **MQF** shall mean Malta Qualification Framework.
- 3.14 **MQRIC** shall mean Malta Qualifications Recognition Information Centre within the National Council for Further and Higher Education.
- 3.15 **Postgraduate Qualification** shall mean any course or programme leading to Masters (EQF level 7) or Doctoral (EQF level 8).

- 3.16 **Recognised Institution or Institution** shall mean for the purpose of these Regulations, an establishment which does not operate in the Maltese islands, providing education in the fields of the arts and is mutually recognised by Malta Qualifications Recognition Information Centre (MQRIC). Approval of Institution may be sought from MCCA only when MQRIC cannot issue such a recognition certificate. When MQRIC issues a certificate that the Institution is not recognised, the Applicant cannot seek the endorsement of MCCA instead, for the same Institution.
- 3.17 **Recognised Programme of Studies 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 and is recognised by Malta Qualifications Recognition Information Centre (MQRIC). Approval of Programme of Studies may be sought from MCCA only when MQRIC cannot issue such a recognition certificate. When MQRIC issues a certificate that the Programme of Studies is not recognised, the Applicant cannot seek the endorsement of MCCA instead for the same Programme of Studies.
- 3.18 **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 expected to have proof that she/he has completed successfully the programme of studies for which the Applicant has applied for.
- 3.19 **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. Tuition Fees shall be paid upon presentation of an original invoice. Payment will be affected to the Recognised Institution issuing the invoice. 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.
- 3.20 **Unconditional Letter of Acceptance (ULA)** shall mean a letter issued 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 Studies;
  - The commencement date of studies of the Recognised Programme of Studies;
  - The end date of studies of the Recognised Programme of Studies (which shall mean when the programme of studies is expected to be completed);
  - The Tuition Fee (if applicable). The Applicant shall note that the Agreement to be signed after the award of the Scholarship shall include only the information contained in this ULA submitted by 31 July 2013, provided that such information is approved by the ASSB. The Administrator shall not accept amendments to the Agreement other than those which reflect the information and/or data clearly stated in the original ULA. For avoidance of doubt, this means that if the Recognised Institution decides to introduce an additional fee after the ULA is issued, the Administrator and ASSB shall not include it as part of the Agreement and the Administrator shall not pay such fee.
  - Any other information required by the Administrator.

It is the duty of the Applicant to ensure that when s/he chooses a Recognised Institution, it is in a position to issue such an Unconditional Letter of Acceptance with all the above details. The ULA shall 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 provided that the original copy of the ULA shall be produced before the signing of the Agreement and as stipulated in Clause 5.5.

## 4 Eligibility

- 4.1 In order to apply for an Arts Scholarship, an Applicant shall:
- 4.1.1 (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 under LN 278 of 2006.
- 4.1.2 Already have a proven track record in the discipline of the arts where the applicant is seeking more specialisation.
- 4.1.3 Be applying for a programme of studies leading to a specialised level in the arts.
- 4.1.4 Not already in a programme of studies of the same level as that applied for, by 1 January 2013. Furthermore, Applicants whose courses have started prior to 1 January 2013 are not eligible to apply for the Scholarship. Applicants must commence the approved programme of studies during 2013.
- 4.1.5 Be applying for a Recognised Programme of Studies at a Recognised Institution.
- 4.1.6 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.
- 4.2 For applicants under the age of 16, parents or legal guardians shall be bound to sign a separate declaration that the minor will continue to pursue compulsory education during the Scholarship period.
- 4.3 It is the responsibility of Applicants, in possession of qualifications awarded by Recognised Institutions, to produce an evaluation report on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education and Employment. A copy of the said report issued by the MQRIC, or the designated authority in case of warrants, shall be attached to the application, with the original presented during the interview. Applicants not in possession of this report **may still apply**, provided that they submit a copy of the report to the receiving ASSB as soon as it becomes available and in any case by not later than Wednesday, 31 July 2013, at noon (CET).
- 4.3.1 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.
- 4.4 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.

4.4.1 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.

- 4.5 Applicants in possession of other local Public Grants or local Public Scholarships (including but not limited to Strategic Educational Pathways Scholarships [STEPS] or Malta Government Scholarship Scheme [MGSS]) shall be deemed ineligible to benefit from the Arts Scholarship Scheme,

For the avoidance of doubt, without prejudice to Clause 4.5 above, the aforementioned paragraph shall not be deemed to restrict Applicants from applying for an Art Scholarship if the programme of studies 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.

## 5 Types of Scholarships, Tenure and Placement

- 5.1 The scheme supports specialised programmes of studies in any discipline of the arts. This programme of studies shall lead to a qualification and may (but not necessarily) lead to a Undergraduate Diploma, First Degree, a Joint Degree or a Postgraduate qualification.
- 5.2 The programme of studies has to take place in a Recognised Institution and shall be a Recognised Programme of Studies<sup>1</sup>.
- 5.3 The Programme of Studies selected shall be on a **full-time basis only**.
- 5.4 The Programme of studies 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.
- 5.5 Applicants shall have at least one Unconditional Letter of Acceptance in writing from a Recognised Institution to follow a Recognised Programme of Studies. The last day of submission of the Unconditional Letter of Acceptance shall be noon (CET) of 31<sup>st</sup> July, 2013. This ULA shall originate from one of the 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 31<sup>st</sup> July 2013. 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 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 Studies on which the interview was conducted.
- 5.6 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 provided that such amounts shall not be reimbursable as part of the Scholarship.
- 5.7 The successful acceptance by a Recognised Institution to follow a Recognised Programme of Studies cannot be interpreted as an automatic qualification for a Scholarship under this scheme.

## 6 Administration of the Arts Scholarships Scheme

- 6.1 The Arts Scholarship Scheme is administered by the Directorate for Lifelong Learning.

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<sup>1</sup> Please consult Clauses 3.16 and 3.17 for a definition of a Recognised Institution and Recognised Programme of Studies respectively for the purpose of these Regulations

6.2 All correspondence is to be addressed to:

**The Administrator**  
**Directorate for Lifelong Learning**  
**Rm. 142, Education Building**  
**Great Siege Road,**  
**Floriana VLT 2000, Malta**  
**Tel. No.: (+356) 2598 2816**  
**Fax: (+356) 2598 2123**  
**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 2) are invited to apply using the appropriate application form. This form is available from:

- (a) Customer Care Office,  
Education Information Centre, Great Siege Road, Floriana.
- (b) Downloaded from the website [www.myscholarship.gov.mt](http://www.myscholarship.gov.mt).
- (c) Online applications may be accessed via [www.myscholarship.gov.mt](http://www.myscholarship.gov.mt). The Applicant must be in possession of an eID in order to access the online application.

7.2 Applicants shall submit their **completed** written/typed application to the ASSB together with the following:

- i) one (1) copy of the applicant's identity card (where applicable);
- 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) seven (7) copies of portfolios in the form of CDs/DVDs, showing proof of three (3) different representative past artistic achievements of the Applicant.
- vi) seven (7) copies of a profile report as per sample attached with the Application Form.
- vii) any other documentation which may assist the ASSB to assess better the Applicant's artistic merit.
- viii) signed Declaration by the Parents/Guardians if Applicant is under the age of 18 on 30<sup>th</sup> April, 2013.

7.3 Applicant may list the names of up to five (5) Institutions and up to five (5) Programmes of Study. Once the Application Form is submitted, the names of the Institution/s and Programmes of Study listed on the Application Form **cannot** be altered. If an Applicant decides to list less than five (5) Institutions and/or less than five (5) Programmes of Study on the Application Form, the Applicant **cannot** add any other institution/s after the deadline for submission of Application Form.

7.4 Standard Letters of Reference by three different artistic referees are being requested. These forms are available from the Customer Care Office, Education Information Centre or downloaded from the website [www.myscholarship.gov.mt](http://www.myscholarship.gov.mt).

These references are to be sent by the Applicant to his/her respective referees of his/her choice, who in turn are requested to send the completed form (and any other reference letter they may wish to submit), in a sealed envelope to:

**The Administrator**  
**Directorate for Lifelong Learning**  
**Rm. 142, Education Building**  
**Great Siege Road,**  
**Floriana VLT 2000, Malta**

Applicants are to ensure that referees send these forms by 30<sup>th</sup> April, 2013.

- 7.5 Applications (other than those submitted online) for Scholarships are required to arrive at the:
- Customer Care Office  
Education Information Centre  
Great Siege Road,  
Floriana.**
- 7.6 The application is not considered complete if the Portfolios and Profile Reports, as per Clause 7.2 (v) and (vi), are not submitted to the Customer Care Office by 30<sup>th</sup> April, 2013, at noon (CET). If an Applicant, who submits an online application, fails to submit the Portfolios and Profile Reports by the deadline, the Application is considered ineligible.
- 7.6.1 For Applications submitted online, 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.
- 7.7 Only **ONE (1)** Application Form shall be considered by the ASSB. If an Applicant submits more than one application (whether online or as a hard copy), the last one submitted shall be taken into consideration.
- 7.8 The application deadline is 30<sup>th</sup> April, 2013, at noon (CET).
- 7.9 Late applications shall not be considered by the ASSB.
- 7.10 All applicants are to request an acknowledgement for receipt of application from the receiving office if the form is submitted by hand. Alternatively, applications sent by mail are to be sent by registered post. It is the Applicant's responsibility to ensure that the application is received by the respective deadline as stated in Clause 7.8.
- 7.11 For applicants under the age of 18 on 30<sup>th</sup> April, 2013, the Application Form has to be signed by a parent or a legal guardian.

## **8 Selection Process**

- 8.1 The Ministry of Education shall appoint the Arts Scholarships Selection Board (ASSB) to operate the process of selection.
- 8.1.1 It shall be the duty of the ASSB to determine whether the proposed programme of studies leads to a specialised level in any art.
- 8.1.2 The ASSB will be responsible for all matters concerning selection and determination of appropriate awarding of scholarship according to the regulations.
- 8.2 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.
- 8.3 The role of the ASSB is to evaluate and select Applicants according to criteria in clause 9.1.
- 8.4 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.

- 8.5 If on the Application Form an Applicant lists different Programmes of Study, the Applicant must choose by interview date the Programme of Studies on which the Applicant shall be interviewed on. After the Interviewing Date, the Applicant cannot change the Programme of Studies interviewed on.
- 8.5.1 The Unconditional Letter of Acceptance which shall be accepted by the deadline shall be limited to the one Programme of Studies on which the interview was carried out.
- 8.6 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.
- 8.6.1 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 five (5) working days from the date when the ASSB or the Administrator communicates the decision/s to the Applicant in writing through registered mail.

## 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. 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 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.
- 9.4 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 Ministry of Education, the Directorate for Lifelong Learning.
- 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 personal information, in terms of the Data Protection Act.
- 9.4.1 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.
- 9.4.2 An Applicant who obtains 50% or more of the global mark does not mean that the Applicant shall be awarded a Scholarship.

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<sup>2</sup> Due consideration is given to Portfolio presented with Application.  
*Malta Arts Scholarships – Regulations 2013*

- 9.5 An Applicant who obtains a pass mark from the interview does not automatically mean that the Applicant is awarded a scholarship.
- 9.6 The Arts Scholarship Fund shall be divided into two categories. 40% of the Fund shall be reserved for Applicants following Programmes of Study leading to MQF Level 7 or above. The remaining 60% of the fund shall be reserved for Applicants who propose to follow Programmes of Study which do not exceed MQF Level 6. Programmes of Study approved by MCCA as per Clause 3.17 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 For **full-time** Programmes of Studies the value of the Scholarship shall not exceed thirty thousand euro (€30,000) for the whole duration of the programme.
- 10.1.1 A Maintenance Grant of a maximum of four thousand euro (€4,000) per annum is paid to the Awardee who shall be following any Programme of Studies which does not exceed MQF Level 6, provided that the sum paid for Tuition Fees and Maintenance Grants for the whole duration of the Programme of Studies shall not exceed thirty thousand euro (€30,000).
- 10.1.2 A Maintenance Grant of a maximum of five thousand euro (€5,000) per annum is paid to the Awardee who shall be following a Programme of Studies leading to MQF Level 7 or above, provided that the sum paid for Tuition Fees and Maintenance Grants for the whole duration of the course does not exceed thirty thousand euro (€30,000).
- 10.1.3 Payment of Maintenance Grant shall be paid accordingly:
- For courses which are of a duration of one (1) academic year, 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 below are submitted;
  - 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.
- 10.2 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, provided that the said reimbursements shall only take place in the circumstances specified in Clause 3.16 and in accordance with the procedure laid down in the said Clause 3.16.

## 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 shall be required to submit the start date and completion date of their Programme of Studies. The start date of the Programme of Studies shall be during 2013. 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 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, 2013.
- 11.3.1 Such notification to alter the start date has to be submitted by not later than 1<sup>st</sup> November, 2013.
- 11.3.2 For Awardees under the age of 18 on the date of signing the Agreement, the said Agreement is to be signed by both parents and guardian/s, or by the parent or guardian who has legal custody.
- 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.
- 11.4 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.
- 11.5 The Scholarship is intended to fund the Programme 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.
- 11.6 Any intellectual property including patents directly arising, or derived, from the Programme 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.
- 11.7 The Administrator shall not seek to obtain any rights in intellectual property on behalf of the Awardee during the tenure of the Scholarship.
- 11.8 On award of a Scholarship, the Administrator shall make information obtained available to public authorities for accountability purposes.

## **12 Progress and Completion**

- 12.1 Awardees shall be requested to obtain every six (6) months a supervisor's report on their progress. An official transcript following the completion of programme of studies will be required by the Administrator within one (1) month from the completion date. Where such report or reports are not submitted, the Administrator could initiate the process to halt payments of further instalments of the Scholarship and to request a refund of any amounts already disbursed by ASSB under this scheme.
- 12.2 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. Any publication may be uploaded on a website with the intention to promote the Arts in Malta and approved by the Directorate for Lifelong Learning.

- 12.3 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”*.
- 12.4 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 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 Studies.
  - 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 Studies by the end date as stipulated in the Agreement.

Without prejudice to the generality of Clause 13.1 above, Awardees who have their award terminated under conditions stipulated in Clause 13.3 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. .

- 13.4 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 Studies 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 nineteen (19) hours of employment per week temporarily 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 Studies 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**  
**Directorate for Lifelong Learning**  
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**Great Siege Road**  
**Floriana VLT 2000, Malta**  
**Tel. No.: (+356) 2598 2816**  
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**Website: [www.myscholarship.gov.mt](http://www.myscholarship.gov.mt).**

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