

## APPLICATION FORM

**PAID STUDY LEAVE (Category A)  
of up to one (1) Scholastic Year  
for Grades in the Education Class**

**SCHOLASTIC YEAR 2019/2020**

*All sections in this application are to be filled in (Note: Application Form has six pages)*

SECTION A - APPLICANT'S PERSONAL DETAILS		
Name and Surname	ID Card Number	Present Grade / Position

College / School / Section / Unit

Year (Primary)	Subject/s taught (Secondary)	Other (Specify)

Email Address	Telephone / Mobile
<small><i>In the case of the State sector an @ilearn or @gov account only is to be provided</i></small>	

SECTION B - DETAILS OF COURSE			
<b>Full Course Title:</b>			
<b>Awarding Body:</b>			
<b>Duration (months):</b>		<b>Full-time / Part-time:</b>	
<b>On Campus / by Distance</b>		<b>Start Date</b>	
<b>MQF Level</b>		<b>End Date:</b>	

SECTION C- DETAILS OF PAID STUDY LEAVE REQUESTED		
<b>Commencement Date</b> <i>of paid study leave</i>	<b>End Date</b> <i>of paid study leave</i>	<b>Duration</b> <i>(in months)</i>

**SECTION D – for applicants pursuing a course at MQF Level 8 (Ph.D or equivalent) only**

*(tick one box as appropriate):*

I request to avail myself of paid study leave **up to** one full scholastic year;

OR

I request to avail myself of the one year paid study leave spread over a maximum period of four years in accordance with the following time-table:  
*(only applicable in the case of applicants **who do not have classroom duties**)*

<b>Year</b>	each period indicated below must be not less than a month in duration.
2019	
2020	
2021	
2022	

If Paid Study Leave is awarded a detailed timetable endorsed by the School authorities is to be provided.

**SECTION E – DETAILS OF REFEREES**

Please include names and details of two referees - these must include:

- (a) your current line manager (eg. Head of School); AND/OR
- (b) your second-level supervisor OR any previous second-level supervisor or line manager  
 (eg. Director, Rector / College Principal or equivalent level of authority)

	<b>Referee 1</b>	<b>Referee 2</b>
<b>Name</b>		
<b>Designation</b> <i>or position</i>		
<b>E-Mail Address</b>		
<b>Contact number</b> <i>Office or mobile</i>		

**NB.** *It shall be the applicants' responsibility to ensure that the reference letters are submitted on time by the closing date of call for applications.*

## SECTION F – DOCUMENTS

### Checklist of documents to be included with this Application Form:

- a recent **Curriculum Vitae** in Europass format; including copies of official academic achievements and professional development.
- a **Motivational Statement**, not more than **250 words** in length
- a **Write-up on the Relevance of Studies**; provide a written explanation of not more than **600 words** on how the course of study being undertaken is directly related to:
  - **Framework for Education Strategy for Malta 2014 – 2024**
  - **National Curriculum Framework for All (2012)**
  - Any of the **priority/research areas** listed in the Manual of Procedures Guidelines for 2019
  - Any other recently published local education policies

*This information is to be provided on a separate sheet to be signed by applicant and attached to this application form.*

- a copy of the **Permanent or Temporary Warrant to practice the Teaching Profession** [*not applicable to Kindergarten Assistants and Learning Support Assistants*].

#### **Service and Leave Record**

Applicants of Independent or Church schools are to produce a complete official service record covering all years of service claimed in the CV duly signed by the Head of School / Institution. The record must indicate clearly any previous paid and unpaid leave granted to the applicant during the last three years.

Furthermore, applicants from the Public Service are to produce a Service and Leaves Record (GP 47).

- Two Reference Letters** (see applicable template in the *Procedures and Guidelines* manual) under **confidential** cover are to be submitted by the referees listed in Section E in a sealed envelope **prior to the closing date**.
- A detailed official Programme of Studies (*including a Course Description and Course Content*)

#### **Unconditional Acceptance letter from an approved University / Higher Education Institution. (\*)**

*(\*) Applicants who have been formally accepted to a course of studies but who are not yet in possession of an **Unconditional Letter of Acceptance** by the closing date of applications may also apply provisionally, provided that the acceptance letter is submitted **by not later than noon of Friday, 31st May 2019** failing which the application shall be discarded.*

*In such case applicants must provide proof of acceptance and that they are awaiting confirmation of unconditional acceptance to a University or Higher Education Institution.*

An application that does not include all the above documents **by the closing date** will not be considered as a complete application **and will be deemed as ineligible**.

The Paid Study Leave Scheme Board reserves the right to request further specific documents as supporting evidence.

## SECTION G - DECLARATION FORM

*(The application may only be considered valid if all boxes are checked.)*

I declare that:

I am  a Public Officer; an employee of an:  Independent;  Church School: *(Mark one box as applicable)*

- holding a grade in the education class and /or a position represented in the Agreement between the Government of Malta and the Malta Union of Teachers; OR
- holding the designation of 'Officer in Scale' acquired on the basis of a Teaching or Kindergarten or Learning Support position converted to an indefinite contract *ie granted indefinite status*; AND
- have at least ten (10) years of actual service within the Education Class either within the Ministry responsible for Education, or a licenced School in the non-State Sector **provided that periods spent on any unpaid leave will not be considered as active service**; AND
- in possession of a permanent or temporary Teacher's Warrant [*not applicable to Kindergarten Assistants and Learning Support Assistants*].
- I have not previously benefitted from this one-time paid leave of up to one (1) scholastic year.
- I have not previously benefitted more than twice from paid study leave Category B for thirty (30) calendar days. *(Applicable for Public Service employees only)*.
- I am requesting to avail myself of a period of paid study leave to dedicate entirely for studies which *(please specify by marking one or more of the below )*:
  - are directly related to the Framework for the Education Strategy for Malta 2014-2024; OR
  - are directly related to the National Curriculum Framework for All (2012); OR
  - are directly related to education policy documents; OR
  - are directly related to priority areas indicated by the MEDE from time to time; OR
  - are directly related to research areas indicated by the MEDE; OR
  - lead to accreditation at MQF Level 5 or higher and are related to education in general.
  - are NOT a requisite for promotion in the same grade
- that I am obliged to provide with this application proof that I have been unconditionally accepted for the relevant course of studies in respect of which study leave is requested.
- that I am not in receipt of any other scholarship, and if I am awarded any scholarship subsequent to this application I commit myself to informing the Ministry for Education and Employment which reserves the right to make relevant verifications in this regard.
- that, upon accepting any other scholarship, I shall forfeit the paid study leave awarded under this scheme which I have availed myself of after the awarding of the other scholarship.
- that, if I benefit from paid study leave, I would be available to continue to serve the Government or the non State Institution in accordance with the applicable provisions laid down in the Undertaking Form and the Rules Governing the Award of Scholarships.
- that, by availing myself of paid study leave, I bind myself not to engage in any form of full or part-time gainful employment or undertake full time voluntary work with any voluntary organisation during the paid study leave. I also understand that if I do not respect this condition, I shall forfeit the right to the remaining period of paid study leave and will be expected to return to work and refund the salary paid from the start of the paid study leave until the said return to work.
- I commit myself to submit, on completion of course of studies, a report on the studies undertaken and (for courses at MQF level 6 or Higher) a copy of the Dissertation / Thesis. Report is drawn up in accordance with Template at Annex 5 of the *Procedures and Guidelines* manual.

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I further declare that:

(a) if the duration of the course is of up to one (1) academic year, I commit myself to providing proof that I have successfully completed my studies;

(b) if the duration of the course is more than one (1) academic year of full time study, I commit myself to providing supporting documentary evidence attesting that I have fully honoured my study commitments during the period in which I was on Paid Study Leave, including proof of enrolment and active engagement.

in the eventuality that studies are not successfully completed, I will be obliged to refund the salary paid during the period of Paid Study Leave, with the proviso that I would have the right to appeal for a waiver by presenting a substantiated justification in writing to the Ministry for Education. I also understand that the Ministry reserves the right for the final decision.

the successful completion of courses supported through this scheme does not give beneficiaries an automatic right for promotion and/or for qualification allowance.

In requesting confidential reference letters I give my consent to the referee in this regard.

I certify that all the information in this application and above statements are correct.

I consent to the publication of my name on the ranking order for Paid Study Leave (Category A).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 2019

### SECTION H – ENDORSEMENT

by School / College / Education. Institution Authorities

#### Endorsement by Line Manager

I endorse / do not endorse this application. *(delete as necessary)*

Remarks *(if any)*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Name and Surname*

\_\_\_\_\_  
*Position / Designation*

\_\_\_\_\_  
*Signature of Line Manager and rubber stamp*

#### Endorsement by Second Level Supervisor

I endorse / do not endorse this application. *(delete as necessary)*

Remarks *(if any)*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Name and Surname*

\_\_\_\_\_  
*Position / Designation*

\_\_\_\_\_  
*Signature of Second Level Supervisor and rubber stamp*

**Note:** **Scholastic year**, throughout this application, is understood to be a year starting from the third week of September and ending at the end of August of the following year.

## **Submission of Applications**

An applicant may submit only **one** application.

Applications, **delivered by hand only**, together with all the requested documents, will be received at the **One-Stop Shop, MEDE**

*(Attn: Chairperson, Paid Study Leave Scheme Board),*  
Ministry for Education and Employment,  
Great Siege Road,  
Floriana

**by not later than 13:00 (local time) of Friday, 8<sup>th</sup> March 2019.**

A receipt will be issued.

Applications shall **not** be submitted by **email or Fax**.

Further details concerning the Paid Study Leave (Category A) are contained in the document *Procedures and Guidelines for Paid Study Leave* which is also available on the Ministry's website: <http://education.gov.mt/en/resources/Pages/Application-Forms.aspx>

**Information Protected - Personal Information provided on your application form is protected, and used in accordance with the provisions of the Data Protection.**