PAID STUDY LEAVE

for Education Class employees

Ministry for Education and Employment

MALTA
PROCEDURES and GUIDELINES
for
PAID STUDY LEAVE
(Categories A and B)
for Education Class employees

MINISTRY FOR EDUCATION and EMPLOYMENT
Malta
2019
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I. APPLICABILITY AND SCOPE OF DOCUMENT

i. This document is intended to serve as a guide to applicants under the Paid Study Leave scheme for Education Class grades.

ii. The procedures and guidelines with regards to applications for Paid Study Leave (Category A) of up to one (1) scholastic year are applicable to employees in the education stream in both State and non-State sectors.

iii. The procedures concerning the short term Paid Study Leave (Category B) are only applicable to public officers in the education stream within the Ministry for Education and Employment.

iv. The purpose of this document is to clarify the procedures to be adhered to by all applicants when entering into arrangements for paid study leave under this scheme.

v. This procedure manual supersedes previous procedures related this scheme.

vi. The utmost care has been taken to ensure, as much as possible, conformity between these procedures and existing legislation, regulations and public procedures. Nevertheless, in the eventuality of any discrepancy, these procedures are to be interpreted as being without prejudice to existing legislation, regulation and public procedure.

II. DISCLAIMER

i. The Ministry for Education and Employment, whenever possible, may assist employees in their personal quest to pursue further studies by making available from time to time, opportunities for utilising study leave. However, applicants under this scheme, are advised that the Ministry for Education and Employment bears no liability for tuition fees, accommodation, transport or carriage arrangements and or disruptions thereto.

ii. In this regard, candidates, particularly, those pursuing studies abroad, are to ensure that they are properly insured against risks such as the following: changes of flight times, fare changes, damage, loss of baggage, dishonour of airline, hotel or other reservations, delays, losses, injuries, inconveniences, cessation of operations, airline problems, accidents, or for the acts of defaults of any person or entity engaged in conveying participants or in carrying out other arrangements for the employees.

iii. Furthermore, the Ministry for Education and Employment shall not be held responsible for any intentional or negligent actions or omissions on the part of the employee, or other suppliers, which result in any loss, damage, delay, inconvenience or injury to the employee, companions or group members or for breach of contract, or failure to abide with any local or government laws.

iv. The Ministry reserves the right to make any final decision regarding the approval of paid study leave.
1. INTRODUCTION

Training is an increasingly important part of professional development, towards which academic preparation and pursuit, forms a key element.

The Paid Study Leave scheme offered by the Ministry for Education and Employment is a specific initiative, which aims at providing study leave as a means to contribute to the improvement of educators’ professional skills and knowledge through the pursuit of further studies in Education areas of specialisation at tertiary levels of education. Paid Study Leave is intended to enable educators to dedicate time for research and to assist in assuring completion of course requirements within a specified time frame.

The scheme offers two separate categories of paid study leave; Category A (up to one scholastic year) and Category B (short-term). Paid Study Leave (Category A) applies to both the State and Non-state sectors. The Paid Study Leave (Category B) is offered to Public Officers only.

This manual has been designed to guide the applicants as well as the officers involved in the administration of both categories of paid study leave. In this connection, applicants and administrators of the scheme are to follow closely the instructions and procedures carried in this document.
2. **PROCEDURE FOR ONE-TIME PAID STUDY LEAVE (CATEGORY A) OF UP TO ONE (1) SCHOLASTIC YEAR**

2.1 **Applicability**

(i) One-time Paid Study Leave (Category A) of up to one (1) Scholastic Year is applicable to both State and non-State employees, who:

- hold a grade in the educational class or a position represented in the standing Agreement between the Government of Malta and the Malta Union of Teachers; or
- holding a position on an **indefinite** contract basis, designated ‘*Officer in Scale*’, in a Teaching, Kindergarten or Learning Support position, (*excluding positions on a definite basis in a Supply Category*); AND
- have at least **ten (10) years of actual service** within the Educational Class in a licensed School within the State and Non-State sectors, provided that periods spent on unpaid leave will not be considered as active service; AND
- are in possession of a permanent or temporary teaching warrant [*not applicable to Kindergarten Assistants and Learning Support Assistants*]; AND
- have not previously benefitted from this one-time Paid Study Leave (Category A) of up to one (1) scholastic year; AND
- in the case of Public Officers; have not previously benefitted more than twice from short Paid Study Leave (Category B) each having a duration of between 7 and 30 days, in connection with courses funded by any EU Programme directly related to their professional remit and/or educational projects included in the School Development Plan.
- Are **not** in receipt of any other scholarship.

(ii) Applicants will be considered as eligible if they commit themselves to dedicate the Paid Study Leave (Category A) entirely for studies which:

- a. are directly related to the Framework for the Education Strategy for Malta 2014-2024; or
- b. are directly related to the National Curriculum Framework for All (2012); or
- c. are directly related to education policy documents; or
- d. are directly related to priority areas indicated by the Ministry for Education and Employment MEDE from time to time; or
- e. are directly related to research areas indicated by MEDE; or
- f. lead to accreditation at MQF Level 5 or higher related to education in general;
- g. are **not** a requisite for promotional purposes within the same grade.

Due consideration will be given to applicants opting for a course on a full time basis.
2.2 Submitting an application for Paid Study Leave (Category A)

The Paid Study Leave (Category A) of up to one (1) Scholastic Year involves a selection process for which adequate preparation is required. An annual call for applications will be issued by the Ministry responsible for Education. Officers wishing to avail themselves of the one-time Paid Study Leave (Category A) will be required to submit an application form (Annex 2) by the closing date indicated in the call for applications.

(i) Applications for Paid Study Leave (Category A) should reach the Paid Study Leave Scheme Board on the applicable form by the established deadline as stipulated by the Ministry for Education and Employment from time to time.

(ii) Candidates are required to have applied in advance for the relevant course of study with the respective institutions and need to have obtained documented proof of unconditional acceptance to the intended course of study and provide such official proof to the Paid Study Leave Scheme Board, by not later than the closing date of the relative call for applications. (Note: Applicants not yet in possession of an Unconditional Letter of Acceptance see paragraph VI below).

(iii) All the sections of the Application Form must be filled in. No changes to the application are accepted after submission.

(iv) Submitted applications must bear the applicant’s original signature.

(v) Late applications and applications with missing information will be deemed ineligible.

Section D of the application form is only applicable to candidates pursuing studies at MQF Level 8 at Ph.D. or equivalent.

Applicants not having classroom duties and are reading for an MQF Level 8 qualification may apply to have the one scholastic year Paid Study Leave (Category A) spread over a maximum period of four (4) calendar years provided the total amount of leave requested does not exceed one (1) scholastic year in aggregate.

An indicative timetable, as agreed with the authorities of the school or educational Institution concerned, showing how the Paid Study Leave (Category A) is expected to be spread over the four-year period is to be included in Section D.

If paid study leave is awarded a more detailed timetable signed by the second level supervisor showing the periods of leave being utilised is required.
Before submitting their application form for Paid Study Leave (Category A), applicants are to ensure they have taken steps to make all the below documents available by the closing date. (See checklist at Section F of application form)

I. **Curriculum Vitae** – this should be in Europass format and recently updated; Copies of certificates and/or documentation attesting for academic achievements and professional development referred to in the C.V. are to be attached to the application.

II. **Motivational Statement** – of not more than 250 words.

III. **Write-Up on the Relevance of studies** - a written in depth explanation of not more than 600 words clearly indicating how the course of study is directly related to the items listed under section 2.1 (ii) a. to (ii) e. of this manual. *This information is to be provided on a separate sheet to be signed by applicant and attached to this application form.*

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

   **Service and Leave Record** - Applicants from the Public Service are to produce the Service and Leaves Record (GP 47). 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 service record must clearly show the grade and date of commencement of employment, subsequent grade progression, and current grade. The leave record is to list any previous paid and unpaid leave granted to the applicant during the last three years.

V. A detailed official **Programme of Studies** *(including a Course Description and Course Content as published by the University or Higher Education Institution)*

VI. **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 as soon as it becomes available and in any case by **not later than noon of Friday, 31st May 2019** failing which the application shall be discarded.

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

VII. **Two Reference Letters** *(see Annex 11)* from the referees indicated in Section E of the application form are to be submitted under confidential cover in a sealed envelope delivered by hand or sent by registered post for the attention of the Chairperson, Paid Study Leave Scheme Board. Reference letters must be delivered by the deadline of the call for applications.

*Management reserves the right to request specific documents, not listed above, as supporting evidence.*
2.3 Reference Letter

Applicants need to ensure that they request references in good time ahead of the closing date of the call for application, such that referees are able to prepare a reference within the established time-frame. The template in Annex II is to be used. The form may be downloaded from: http://education.gov.mt/en/resources/Pages/Application-Forms.aspx

The referees must include the officer’s current Line Manager and the officer’s current Second-level Supervisor, or any previous or most recent Second-level Supervisor or Line Manager.

The reference letter is a confidential document and should be shared only with the members directly involved in the evaluation of applications. In requesting a reference letter applicants give permission to referees to provide information and comments concerning the applicant.

Referees are to clearly state the length of time and in which capacity (referee’s role) they have known applicant. Referees are required to focus and comment objectively under each of the aspects listed in the reference form but they may also comment on other particular qualities relevant to the studies the applicant is seeking to pursue.

References Letters are to be submitted in the English language.

2.4 Submission of Unconditional Letter of Acceptance

ALL APPLICANTS shall submit one Unconditional Letter of Acceptance (ULA) in writing from the preferred institution listed on the Application Form, by not later than the closing date and time (local time) for receipt of applications.

Many higher education institutions have strict admission deadlines for their courses of study. In this regard, prospective applicants for Paid Study Leave (Category A) are advised that they must take the necessary steps to secure admission to their preferred institutions in advance of the closing date of the call for application for the Paid Study Leave (Category A).

An Unconditional Letter of Acceptance (ULA) is to include the following details:

- A clear statement by the University or Higher Education Institution that it is unconditionally accepting the Applicant to follow a recognised programme of studies.
- The Commencement Date of studies.
- The End Date of studies.
- Modality of course of study (that is whether it is part-time or full-time studies, by distance learning or on campus); and
- MQF level of the programme of studies undertaken

Applicants shall note that the information provided on the official Unconditional Letter of Acceptance would be incorporated in the Form of Understanding and the deed of Hypothecation to be signed, at a later stage by successful candidates awarded the Paid Study Leave (Category A).

It is the duty of the applicant to ensure that the chosen University or Higher Education Institution is in a position to issue such an Unconditional Letter of Acceptance.

Applicants who commenced their studies prior to the closing date of applications shall clearly indicate on the application form the stage of completion of the course academic / research programme they would reach by the end of the academic term (normally end of May/June 2019). (eg. first year completed, or second semester completed).
It is to be noted that scanned or emailed copies of the Unconditional Letter of Acceptance forwarded by the applicant cannot be accepted. In the event where the University or Higher Education Institution issues solely electronic copies of the Unconditional Letter of Acceptance, the Unconditional Letter of Acceptance shall be emailed directly by the respective Higher Education Institution to the office responsible for the scheme.

2.5 Endorsement

Applications for Paid Study Leave (Category A) shall be endorsed by the applicant’s Line Manager and the Second Level Supervisor (Head or higher authority of the respective School, College or Educational Institution as applicable).

Applications submitted without the required endorsement at Section H, shall not be considered.

In the case of the non-state sector, it is up to the management of the individual school or education entity to consider whether or not to consent to extend the opportunity of paid study leave to their employees among their teaching grades. It is to be borne in mind that educators who are awarded paid study leave will not be available for classroom duties during their absence from school. In this connection, it is to be pointed out that in endorsing applications of their staff they would be signifying their willingness to release, during the applicable scholastic year, an applicant who after being successful in the evaluation is made an offer for paid study leave by this Ministry.

Prospective applicants are advised to first discuss their plans with their supervisors to ensure that they correspond with the aims of the school and that their study commitments can be accommodated within operational requirements.

2.6 Evaluation of Applications

Applications for Paid Study Leave (Category A) of up to one (1) Scholastic Year shall be evaluated by a Paid Study Leave Scheme Board appointed by the Permanent Secretary of the Ministry responsible for Education.

2.7 Evaluation Process

The role of the Paid Study Leave Scheme Board is to evaluate applications and determine the eligibility and ranking order of candidates according to pre-established criteria (see paragraph 2.8). Applicants may be called for an interview during which they may be required to make a presentation concerning their intended studies or research.

When interviews are held, it is the responsibility of applicants to make sure to be available for the interview on the date and time communicated to them. Applicants who do not turn up for the interview without proper prior notification will be considered as no longer interested.

An alternative date and time for an interview may be given by the Paid Study Leave Scheme Board at its discretion, depending on the circumstances which may have impeded the applicant to attend on the appointed interview date.
2.8 Evaluation Criteria

Eligible applications shall be evaluated by the Paid Study Leave Scheme Board to determine the ranking of applicants on the basis of the following evaluation criteria:

<table>
<thead>
<tr>
<th>Maximum Mark</th>
<th>Pass Mark</th>
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<tr>
<td>400 (100%)</td>
<td>200 (50%)</td>
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<table>
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<tr>
<th>Criterion</th>
<th>Marks</th>
<th>(Weightings in %)</th>
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<tbody>
<tr>
<td>1. Relevance of Studies</td>
<td>200</td>
<td>(50%)</td>
</tr>
<tr>
<td>2. Recommendations</td>
<td>20</td>
<td>(5%)</td>
</tr>
<tr>
<td>3. Motivational Statement</td>
<td>60</td>
<td>(15%)</td>
</tr>
<tr>
<td>4. Track Record</td>
<td>80</td>
<td>(20%)</td>
</tr>
<tr>
<td>5. Service Record</td>
<td>40</td>
<td>(10%)</td>
</tr>
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Eligible applicants are considered to have passed if they obtain a pass mark *(that is 50% of the overall allotted marks)*.

**N.B.** Obtaining a pass mark **does not automatically guarantee** that Paid Study Leave (Category A) has been awarded.

**The decision of the Board is final.**

2.9 Ranking

The ranking of all eligible applicants will be exhibited on the Notice Board at the One-Stop Shop of the Ministry for Education and Employment. Candidates will be notified of the publication of the ranking. Depending on the allocated funds available for the particular year, candidates may be awarded Paid Study Leave (Category A) in accordance with their ranking. The allocated funds may vary from one year to the next.

The names of successful applicants will be published on the notice-board of the Ministry for Education and Employment. In applying for Paid Study Leave (Category A) under this scheme, the Applicant gives consent for such publication.

2.10 Provisional Offer

The top ranked applicants as established in the ranking would be issued with a provisional offer for Paid Study Leave (Category A) in relation to the available funds. Candidates who are notified in this manner would be required to confirm their acceptance of the offer in accordance with the provisions of the scheme. **Successful candidates** are to signify acceptance of the offer in writing **within five working days** of receipt of the provisional notice together with the Form of Undertaking, Rules governing the Award of Scholarship and the form for preparation of the General Hypothec duly signed and any other related document/s as required). Candidates of independent / Church schools are to attach a copy of their last salary slip.
Failure by the successful candidate to signify acceptance of the offer by the prescribed date, would imply that the Paid Study Leave (Category A) would be offered to others according to their respective ranking.

The applicable Undertaking Form and the Rules for the Award of Scholarships (Annexes 8, 9 and 10) has to be countersigned as follows:

(i) in the case of *Education Grades* in the Public Service) - by the representative of the Government of the Republic of Malta (normally the Director General (*Strategy and Support*) MEDE

(ii) in the case of *Education Grades* in the Non-state sector - by a witness - the Head of School or Head of the respective educational institution may act as witness.

The above documentation is in accordance with the government standard procedures applicable for paid study leave. ¹

### 2.11 Award Letter (Approval)

The final decision on the award of the Paid Study Leave (Category A) will be communicated in writing to the successful applicants through the official Award Letter. The Award Letter provides formal confirmation to successful applicants that the award of Paid Study Leave (Category A) is finally approved. The Award Letter would be issued only after the Undertaking Form, the Rules governing the award of Scholarship and the formalities concerning the General Hypothec would have been concluded with the office of the Chief Notary to Government.

**Candidates are advised that the formalities at this stage of the process involve the signing of legally binding documents.**

Provisional Offers and Award Letters to successful candidates are ‘inter alia’ issued with the condition that the beneficiary of Paid Study Leave (*Category A*) may not simultaneously accept a scholarship from another source.

No liability by the Ministry will be accepted for any travel arrangements made prior to the completion of the above award procedure.

Beneficiaries are advised that Deeds of Hypothecation would remain binding unless a cancellation procedure is carried out. Such deeds are not cancelled automatically upon the expiry of the period of service obligation. In this regard, beneficiaries are to contact the desk-officer on expiry of their service obligation for further guidance. A cancellation of a Deed of Hypothecation may be effected only after it is ascertained that beneficiaries would have honoured all their contracted obligations.

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2.12 Reporting requirements

Apart from the provisions set out in paragraph 3.12 of this manual, within one (1) month of completion of the course of studies, beneficiaries of Paid Study Leave (Category A) are to present to the Institute for Education (MEDE) either of the following:

(i) A report of 2000 words in the case of a course at MQF level 5 or
(ii) a hard bound copy of the final version of the dissertation / thesis in the case of courses undertaken at MQF level 6 or higher.

The Institute for Education will, for this purpose, be notified of beneficiaries of Paid Study Leave (Category A).

2.13 Application Forms

The appropriate Application Form, (Annex 2) may be downloaded from the following link: http://education.gov.mt/en/resources/Pages/Application-Forms.aspx

Applications are to be submitted by hand at:

One-stop Shop
Ministry for Education and Employment
Great Siege Road
Floriana.
Tel: +356 2598 2463

The deadline for submitting the Application Form is Friday, 8th March 2019 at 13:00 (Local Time). An acknowledgement for receipt is issued in respect of applications received by the closing date.
3. GENERAL CONDITIONS AND GUIDELINES

3.1 Applicants benefiting from a Scholarship

(i) Applicants holding an ongoing scholarship are not eligible for Paid Study Leave (Category A).

(ii) Any ongoing scholarship awarded to a Beneficiary from other sources shall be notified to the official responsible for the Paid Study Leave Scheme.

(iii) Applicants holding an ongoing scholarship shall not have the option to pay back the scholarship in order to benefit from Paid Study Leave (Category A).

(iv) Applicants are required to inform the official responsible for the Paid Study Leave Scheme of any pending applications or offers of a scholarship.

N.B. It is to be clarified that throughout the duration of the Paid Study Leave (Category A) beneficiaries must not benefit from another scholarship.

3.2 Priority Areas of Study and Research Areas (Category A)

The Ministry for Education and Employment identified specific Research Areas and Priority Areas of Study that the Paid Study Leave Scheme considers because there is a need for training to develop skills and specialisation in sectors of critical importance to education.

Due consideration would be given, during the evaluation of applications for Paid Study Leave (Category A) in respect of Scholastic year 2019/2020, submitted in respect of courses of study directly related to any Research Areas and Priority Areas of Study as listed under Appendix 7.

The Paid Study Leave Scheme Board may from time to time receive further recommendations from the Ministry for Education and Employment with regards to the list of Research and Priority Areas of Study according to important or emerging national needs in education. Research and Priority Areas of Study are considered in the selection criteria to be used by the Paid Study Leave Scheme Board.

3.3 Term of Paid Study Leave (Category A)

Awarded Paid Study Leave (Category A) shall be utilised during the scholastic year in respect of which the call for applications is made.

However, applicants who do not have classroom teaching duties and who are pursuing research studies leading to a Ph. D. may opt to spread the Paid Study Leave (Category A) over a four-year period provided the total amount of study leave requested does not exceed one (1) scholastic year in aggregate. In this case, the paid study leave must be taken in blocks not less than one month in duration. Such leave must be planned in advance with the Head of School to ensure that the applicant’s study commitments can be accommodated within operational requirements. (please refer to note in para 2.2 regarding the filling in of Section D of the application Form). The desk-officer is to be informed wherever changes arise.

Awarded Paid Study Leave (Category A) shall be tenable in respect of courses of studies at any local or international Higher Education Institution or University for a specific programme of study or research that are directly related to education as specified in the eligibility criteria.

Any unutilised paid study leave under this category will not accrue.

Awarded Paid Study Leave (Category A) may not be postponed or delayed, unless, in very exceptional circumstances, the Paid Study Leave Scheme Board may favourably consider such a postponement.

The total duration of Paid Study Leave (Category A) shall not exceed the one scholastic year limit.
3.4 On expiry of Paid Study Leave

At the end of any Paid Study Leave beneficiaries are expected to resume duties. In this connection, an official confirmation is required from the relevant second level supervisor (eg. Director / Asst Director/ Head of School) that the officer has resumed his or her duties following paid study leave. This confirmation is to be sent to the Paid Study Leave desk-officer immediately the employee resumes duty.

Beneficiaries will need to provide documentary proof of enrolment at the University or Higher Education Institution and satisfactory progress. Furthermore, they are to present a concise report on the studies undertaken (see section 3.12 for further details).

In the case where the duration of the course of studies extends beyond the period of paid study leave, the beneficiaries are to provide supporting documentary evidence to show that they fully honoured their study commitments during the period of paid study leave.

3.5 On completion of course of studies

Beneficiaries are to notify the relevant second level supervisor and the Paid Study Leave desk-officer of the date of completion of university course of studies. They shall also state the date when they shall be resuming duties.

Furthermore, at the end of their studies, beneficiaries are to present documentary evidence from the University or Higher Education Institution of the successful completion of the programme of studies. (Official transcript or an original letter or certificate from the University bearing original certification or certification stamp is acceptable).

In accordance with the level of studies undertaken, beneficiaries are to present to the Institute for Education, the following documents: - For studies at: i) MQF level 5, a report of 2000 words; ii) MQF level 6 and higher, a bound copy of the Dissertation or Thesis. (see para 2.12)

3.6 Extensions

Under no circumstance may Paid Study Leave (Category A) be extended further than the established one scholastic year limit.

The Ministry for Education and Employment may consider, on a ‘case by case’ basis, requests for further leave for completion of studies beyond the expiry of Paid Study Leave (Category A), only from beneficiaries in the Public Service. Such requests would invariably need to be endorsed by the respective Director / Head responsible for the beneficiary, who shall be required to assess the potential impact of the beneficiary’s continued absence on service delivery. Additional periods of leave will be considered as unpaid leave, subject to satisfactory progress having been made by the beneficiary in the course of studies.

Documentary evidence from the University or Higher Education Institution on the progress registered in the course of studies, must be produced.

Applicants are required to apply at least three (3) months in advance to allow management to plan for a substitute, if necessary.

Where additional leave is approved, beneficiaries would still be bound by the service obligation attached to the Paid Study Leave (Category A). In this regard, such beneficiaries are to serve their obligation with effect from the date when they report back to work to resume their regular duties.
3.7 Withdrawal

Applicants are advised that they may withdraw a submitted application by sending a written statement addressed to the, Paid Study Leave Scheme Desk-Officer (see details in para 3.13, below). Special circumstances shall be considered on their own merits. Such requests are to be invariably supported by documented proof.

However, except for justified reasons beyond their control, beneficiaries shall not relinquish the Paid Study Leave (Category A) after having formally accepted the offer and after having entered into a legally binding formal act of hypothecation. The ensuing legal costs that may arise to reverse such legal formalities are transferable to the beneficiary.

Beneficiaries are advised that the applicable legal guarantees for honouring the obligations associated with the granting of Paid Study Leave (Category A) would still remain in force unless the applicable deed of hypothecation is formally rescinded. Beneficiaries would not be able to re-apply for Paid Study Leave (Category A) for the same purpose after relinquishing it.

Beneficiaries are to note that should they be constrained to relinquish Paid Study Leave (Category A) after having been granted the award, they may not retain, for that particular scholastic year, the right to keep their ‘posting’ in the same school in which they were initially posted at the time of submitting their application for Paid Study Leave (Category A).

3.8 Termination of Paid Study Leave prior to completion of studies

Beneficiaries of Paid Study Leave (Category A) who for any reason discontinue their studies shall immediately inform the Desk Officer, Paid Study Leave Scheme in writing.

The MEDE shall within thirty (30) days of receipt of written notice terminate the Paid Study Leave if:

- the beneficiary’s progress is deemed unsatisfactory by the University or Higher Education Institution;
- the beneficiary discontinues the Studies; and/or
- the beneficiary is in breach of the conditions attached to the award of Paid Study Leave (Category A), and does not remedy the breach within thirty (30) days of receipt of written notice requiring him/her to do so.
- at any point after the grant of Paid Study Leave (Category A) the beneficiary accepts or retains another scholarship in breach of the conditions of the Paid Study Leave (Category A) scheme.

Beneficiaries who have their Paid Study Leave terminated in accordance with the above conditions will be required to resume duties and refund the entire amount of salaries received during the utilised Paid Study Leave (Category A).

Beneficiaries who cannot pursue their studies further due to unforeseen health situations or similar exceptional circumstances shall be treated in terms of paragraph 10 and 11 of the Rules governing the award of Scholarships.

In such situations, the beneficiary must provide justifiable explanation as to why the course was not completed or why the beneficiary failed to obtain the qualification.

Documented evidence, medical certificates and testimonials must accompany each claim.
The Ministry for Education and Employment, in such circumstances reserves the right to demand a reimbursement of all or part of the salaries disbursed. However, the Ministry may not waive the entire amount of refund of salaries disbursed.

3.9 General Conditions (Categories A & B)

The scheme does not cover tuition fees and/or bench fees, nor does it give the beneficiary the right for any other payments or allowances.

Should any travel be required, it is the beneficiary’s responsibility to make his/her own travel arrangements including any applicable Visa approvals once the above formalities have been endorsed. Furthermore, beneficiaries are reminded not to proceed abroad unless covered by a travel insurance and where applicable the European Health Insurance Card.

Paid Study Leave may be awarded only in relation to the course of studies stipulated in the Application Form. A beneficiary shall not complete a different course or pursue a higher qualification other than that for which paid study leave is awarded.

Applicants are to ensure that all the information submitted in the application form is correct. Applicants who are found to have obtained an unfair advantage by withholding or giving false information shall be immediately disqualified and where Paid Study Leave (Category A or B) may have already been awarded, the beneficiary will be asked to reimburse the entire salary paid during the period of study leave utilized. The MEDE reserves the right to take any other action deemed appropriate in such circumstances.

The MEDE may make information concerning the award of Paid Study Leave available to public authorities for accountability purposes.

3.10 Choice of University or Higher Education Institution

Applicants are, expected to identify on the Application Form, a recognised University or Higher Education Institution that they consider most appropriate for pursuing their academic studies or professional development relevant to their employment. All required details concerning the course of study are to be entered in Section B of the application form.

Prospective applicants for Paid Study Leave (Category A) are advised to take careful note of the eligibility criteria in identifying the course of studies.

Applicants who intend to follow courses of study leading to qualifications obtained from foreign Universities or Higher Education Institutions are to ensure that the selected institution is listed on the website of the MQRIC as Approved Institutions (http://www.ncfhe.org.mt). However, they are to ensure that the course undertaken is listed as one of the regular courses of the University.

On the other hand, where the University or Higher Education Institution is not listed on the website of the (MQRIC) within the National Council for Further and Higher Education (NCFHE)², it shall be the responsibility of the applicant to request an evaluation report about comparability of qualifications issued by the Malta Qualifications Recognition Information Centre.

² For further information about the National Qualification Framework, contact the National Council for Further and Higher Education.
The MQRIC may be contacted as follows:

Malta Qualifications Recognition Information Centre (MQRIC)
National Council for Further and Higher Education (NCFHE)
Bice Mizzi Vassallo School,
Alamein Road,
Pembroke PBK 1776
Tel. No.: (+356) 27540051 / 21801890 / 27540026 / 21801411
e-mail: ncfhe@gov.mt
www.ncfhe.gov.mt

3.11 Remuneration during Paid Study Leave (applicable for both Category A & B)

Beneficiaries of Paid Study Leave shall continue to be paid the basic salary ‘pro rata’, (including Bonus / Income Supplement) due in relation to the employee’s current grade or position (less Social Security and income tax deductions) for the duration of the paid study leave. Beneficiaries are to notify the desk officer responsible for the Paid Study Leave scheme of any changes in circumstances.

Any allowances received by the officer, such as an All-inclusive Allowance or a Qualification Allowance will be withheld for the duration of Paid Study Leave.

3.12 Reporting requirements

Upon return from any Paid Study Leave, the officer is to submit a report as per template at Annex 5, within one (1) month to the Paid Study Leave Scheme Board, keeping the Second Level Supervisor and the Line Manager in copy. The Guidelines for Report Writing at Annex 4 provides assistance regarding the desired format for the report.

Note: Important issues or any issues that should be followed up should be clearly indicated when sending the report. The beneficiary is to advise or send a copy of his report to interested MEDE departments and/or Non-State entity that need to be informed of the report. Unsatisfactory reports will be referred back for the necessary upgrading.

3.13 Further Information

For further enquiries, please contact:

Desk-Officer
Paid Study Leave Scheme
Ministry for Education and Employment
Room 211,
Great Siege Road,
Floriana VLT2000,
Malta.
Tel. No.: (+356) 2598 2331 /

E-mail: pdstudyleave.mede@gov.mt

Website: https://education.gov.mt
4. PROCEDURE FOR PAID STUDY LEAVE FOR SHORT PERIODS (CATEGORY B)

**FOR PUBLIC OFFICERS ONLY**

4.1. Applicability: Paid Study Leave for Short Periods (Category B) is applicable to Public Officers within the Education Class only. Applicants must have at least two (2) years of satisfactory service within the Ministry responsible for Education and must also be in possession of a permanent or temporary teaching warrant. With the exception of Kindergarten Assistants and Learning Support Educators, and analogous categories such as SKAs/SLSEs who obtained ‘Officers in Scale’ status.

4.2. Submitting an application: Officers who wish to benefit from Paid Study Leave for Short Periods (Category B) are required to submit an application form (Annex 3) not less than 25 scholastic days prior to the proposed commencement of the Paid Study Leave.

The application form should include:

- a programme and/or any other relevant official documents related to the course of study to be followed;
- The Undertaking Form and Rules Governing the Award of Scholarships are to be completed in accordance with government standard procedure. The Undertaking Form and Rules Governing the Award of Scholarships should be prepared in advance (properly filled in and signed) by the applicant and attached with application form.
- the application must be signed by applicant.

Management reserves the right to request further specific documents as supporting evidence.

4.3. Endorsement: Having duly filled in and signed the application form, and attached the supporting documents, applicants are to seek endorsement by their Line Manager at least 25 scholastic days prior to the proposed departure date.

The Line Manager considers the application with a view on its impact on the continuation of the scholastic programme and any measures required to mitigate applicant’s short absence. The Line Manager is to take into consideration the impact of the absence on the workload of the school, the work performance of the applicant, the skills and specific knowledge required by the school, department or section/unit, as well as the career and professional development needs of the applicant, as well as the relevance of the course of study to the officer’s duties. The Line Manager decides whether he/she may support or otherwise the request entering his/her comments /remarks against his original signature on the Application Form. Line manager is to inform applicant should any additional documents be required. It shall be the responsibility of applicants to submit complete applications early.

4.4. Approval: Following the endorsement of the Line Manager, the Application Form with all the requested attachments is to be immediately referred to the Second Level Supervisor for approval prior to the proposed departure date. Second Level Supervisor considers the application and authorises or otherwise by entering his/her comments /remarks against his original signature on the Application Form. The Second Level Supervisor also countersigns the

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Undertaking Form should the request bear his /her approval. The procedure is to be completed prior to departure.

4.5. **Further arrangements:** Having decided the request for paid study leave Category B, the Second Level Supervisor, is to take steps through the line manager to inform applicant of the decision on the request as well as to request submission of a report on the studies on his /her return. A record of leave utilised is to be kept in respect of each applicant. Such record is to be transferred when the officer is deployed in another school.

Should any travel be required, this may be done once the above formalities have been successfully completed. Responsibility for making own travel arrangements rests with the applicant.

Beneficiaries are reminded not to proceed abroad unless covered by travel insurance and the European Health Insurance Card in the case of destinations in the European Member States.

No liability by the Ministry will be accepted for bookings affected prior to the completion of the above procedure or without the necessary authorisation.

4.6. **Reporting requirements:** Within five (5) working days from the candidate’s return to work, the beneficiary is to submit proof of attendance / participation and a report be completed in conformity with Guidelines for Report Writing *(Annex 4).* Report is to be submitted to the Second Level Supervisor, sending a copy to the Line Manager and the Desk-officer responsible for Paid Study Leave. Unsatisfactory reports will be referred back for the necessary upgrading.

**Note:** Important issues or any issues that should be followed up should be clearly indicated when sending the report. The beneficiary should advise as to which MEDE departments/entities are to be informed of the report.

The Second Level Supervisor will consider the report and take any action deemed necessary including action for inserting the said report in the personal file of the beneficiary.

The Second Level Supervisor will also send consolidated monthly returns including soft copies of all reports to the desk-officer responsible for Paid Study Leave by the second week of every month.

4.7 **Application Forms:** The appropriate Application Form, *(Annex 3)* may be downloaded from the room dedicated to paid study leave on the Fronter platform.

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**N.B. For Public Officers**

Employees availing themselves of Paid Study Leave (Category A) of up to one (1) scholastic year, will not lose any entitlement to the leave referred to as Paid Study Leave Category B - shorter period of paid study leave.
5. **GLOSSARY OF TERMS AND DEFINITIONS**

*Academic Record*: shall mean an official document issued by a Higher Education Institution [HEI] (*including a University*). The document shall show the marks / grades obtained by the applicant and where it is the norm, the final grade / classification.

*Allowances*: refers to the payment of a Qualification Allowance and / or All Inclusive Allowance. Where paid study leave has been granted to an applicant under this scheme, the payment of allowances are withheld for the duration of the Paid Study Leave.

*Applicant*: shall mean a person that submits an application for Paid Study Leave under this scheme.

*Beneficiary*: shall mean a person who is granted Paid Study Leave under this Scheme.

*Deed of Hypothecation*: shall mean a legally binding document to be signed by the beneficiary of Paid Study Leave and the official representing the Government of Malta and entered in the acts of the Office of the Chief Notary to Government.

*Distance Learning Programmes*: – a programme of study that allows students to learn while in a different location to the course provider, often studying from home and link with the HEI/ University via computer. The delivery method of distance or ‘online’ learning programs varies. In the case of **Full-time distance learning programmes** (with *blended learning* where students attend lectures in addition to completing work online), applicants would be required to establish with the University /HEI that part of the course programme which is on campus and that which is by distance learning.

*Commencement Date*: of Course shall mean the date as specified in the Unconditional Letter of Acceptance being the start date of the course and on which paid study leave commences.

*Completion Date*: of course shall mean the date when the Studies are completed and the final result is published. Proof of successful completion of studies is to be forwarded to the officer responsible for Paid Study Leave by not later than two (2) months from the completion of the course for which the paid study leave would has been granted and availed.

*Course duration*: is established by the Higher Education Institution or University as applicable.

*Doctoral or doctorate Programme*: is the highest level of academic degree awarded by accredited Universities or Higher Education Institution, and refers to a research-related programme of higher education that is referenced at MQF Level 8 on the academic level.

*End Date*: shall mean the date as specified on the acceptance letter or on other suitable academic record issued by the Higher Education Institution or University.

*Full-time studies*: shall mean studying full time on-campus at the Higher Education Institution (including a University).
**Higher Education Institution (HEI):** (including a 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.

**Joint Degree:** shall mean a single degree issued by at least two HEIs (including Universities) offering an integrated programme and recognized officially in the countries where the degree-awarding institutions are located. For the purpose of these Regulations, when an applicant applies for a Joint Degree, a leading HEI (or University) has to be identified.

**Line Manager:** is to be understood as the officer whom the applicant is directly answerable to, in a position not lower than that of Head of School (Scale 5) or Assistant Director (Scale 5).

**MEDE:** refers to Ministry for Education and Employment

**MQF (Malta Qualification Framework):** refers to the referencing tool of Malta that helps to describe and compare both national and foreign qualifications to promote quality, transparency and mobility of qualifications in all types of education. It is mainly referenced to the European Qualifications Framework (EQF) as well as to other non-European qualifications frameworks.

**MQF Level Qualification:** shall mean any qualification referenced at the applicable Level on National Qualifications Framework by the National Commission for Further and Higher Education (NCFHE).

**On-campus:** shall mean attending physically at the HEI (including a University), excluding learning or studying from any other place that is not designated as being part of the campus of HEI (or University).

**Paid Study Leave Scheme Board:** shall mean a Board appointed by the Permanent Secretary responsible for Education, entrusted with the evaluation and ranking of applicants for the awarding of Paid Study Leave

**Paid Study Leave:** refers to final approval for the award of special leave with pay, which in the case of Category A follows an evaluation and ranking process, to enable an applicant to further his / her education by pursuing a course of studies at a Higher Education Institution including a University. At the end of the Paid Study Leave, the applicant is to submit documentary proof that s/he has completed successfully the programme of studies for which the applicant has been awarded Paid Study Leave.

**Scholastic year:** refers to a Scholastic year in Malta which is understood to be a year starting from the third week of September and ending at the end of August of the following year.

**Second Level Supervisor:** is to be understood as the officer to whom the applicant’s Line Manager is directly answerable to, in a position not lower than that of College Principal or Director (Scale 4).

**Studies:** shall mean all work required to be undertaken and completed by the Beneficiary to the satisfaction of the HEI (including University) in which the Beneficiary is registered. The studies shall be the same originally applied for in the Application Form, and in respect of which Paid study leave has been awarded under this scheme.
Transcript: shall mean the same as Academic Record.

Tuition and related Fee(s): shall refer to enrolment, administration, registration, bench fees and / or examination fees charged by a HEI (including a University) so that the Applicant follows an eligible course of studies.

Tuition and related fees are NOT covered under this scheme and cannot be claimed by the Beneficiary.

Unconditional Letter of Acceptance (ULA): shall mean a letter issued to the Applicant by the Registrar (or a delegated high authority) of the Higher Education Institution HEI (including a University)
# Annex 1 – Summary of Procedures for Applying for Paid Study Leave

<table>
<thead>
<tr>
<th>Process</th>
<th>One-time Paid Study Leave of up to one (1) Scholastic Year (Category A)</th>
<th>Paid Study Leave for short periods related to training taken on own initiative (Category B)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable section in Procedures and Guidelines manual</td>
<td>§ 2</td>
<td>§ 4</td>
<td></td>
</tr>
<tr>
<td>1. Applicability</td>
<td>See Procedures and Guidelines manual para 2.1</td>
<td>See Procedures and Guidelines manual para 4.1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Submitting an application</th>
<th>Applicants wishing to avail themselves of paid study leave must completely fill in the:</th>
<th>Application Form for Paid Study Leave in Category B (Annex 3) and include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form for Paid Study Leave in Category A (Annex 2) following a call for applications and include:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Unconditional Letter of Acceptance from the University or Higher Education Institution</td>
<td>- a course programme and/or any other relevant official documents related to the course of study to be followed;</td>
<td></td>
</tr>
<tr>
<td>- Two references as required;</td>
<td>- The applicant is to prepare a signed Undertaking Form and Rules governing the award of scholarships and attach them with the Application Form.</td>
<td></td>
</tr>
<tr>
<td>- a recent Curriculum Vitae in Europass format</td>
<td></td>
<td></td>
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<tr>
<td>- a Motivational Statement,</td>
<td></td>
<td></td>
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<tr>
<td>- Write-Up clearly indicating the relevance of the studies undertaken;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- a copy of the permanent or temporary teaching warrant [not applicable to Kindergarten Assistants and Learning Support Assistants];</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Detailed Programme of studies</td>
<td>- application must be signed by applicant</td>
<td></td>
</tr>
<tr>
<td>- Service Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Track Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>application must be signed by applicant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Deadline for submission of application</th>
<th>closing date and time as indicated in the call for applications</th>
<th>at least 25 scholastic days prior to the proposed departure date.</th>
</tr>
</thead>
</table>

* With regard to Paid Study Leave under Category A, candidates need to have applied in advance for the relevant course of study with the respective institutions and need to have already obtained an official letter of acceptance to the course of studies.

Official written proof of unconditional acceptance (ULA) is to be presented with the application by not later than the closing date and time of the call for applications for Paid Study Leave (Category A). Applications for Paid Study Leave (Category A) from applicants who have already been accepted to a university course of studies may be accepted provisionally provided that the unconditional letter of acceptance (ULA) is received not later than the **31st May 2019**.

Category A - All requested documents to be attached to application by the closing date of the Call for applications.

Category B supporting documents to be provided with application form.
| 4. **Endorsement** | The endorsement of applications by applicant’s **Line Manager** * and the Second Level Supervisor is required. *(see Remarks).* 
In the eventuality that the Line Manager endorses the request, he/she will indicate this through an original signature on the Application Form. | *The **Line Manager** is to be understood as the officer whom the applicant is directly answerable to, in a position normally not lower than that of Head of School (Scale 5) or Assistant Director (Scale 5).* |
|---|---|---|
| 5. **Evaluation** | Paid Study Leave Scheme Board evaluates Category A applications in terms of the eligibility and evaluation criteria. *(an interview may be held).* 
A ranking order is established. 
The Ministry, subject to availability of funds, communicates a provisional offer to a limited number of successful candidates in accordance with the established ranking order. | The application is evaluated by the Line Manager with a view on relevance of the studies and the potential impact of the absence on the continuation of the scholastic programme and any measures required to mitigate applicant’s short absence. 
Checks on entitlement are made. |
| 6. **Further arrangements** | Successful candidates must communicate in writing their confirmation of acceptance (or otherwise) of the offer within five working days of notification. *(If candidate refuses, the offer may be made to the next successful candidate on the ranking order, subject to funds’ availability).* 
Following acceptance candidate proceeds to sign the Undertaking Form and Rules Governing the Award of Scholarship. *(which is also countersigned by the relevant Government representative or in the case of the non-state by the respective Head as witness).* 
Candidate is also to provide details on the pertinent form for the preparations the formal Deed of Hypothecation. Arrangements are then made with the office of the Chief Notary to Government | The application, as endorsed by the Line Manager, is referred with all required attachments to the Second Level Supervisor for consideration of approval. |
### Approval

A final letter of award denoting approval of Paid Study Leave is issued following conclusion of all legal formalities with the office of the Chief Notary to Government. Second Level Supervisor is to communicate approval decision *(or otherwise)* of Paid Study Leave to applicant through Line Manager prior to departure date (including if application is refused). Second Level Supervisor countersigns the Undertaking Form. Following approval successful candidate may proceed to make any travel arrangements as may be applicable. The Second Level Supervisor is to be understood as the officer to whom the applicant’s Line Manager is directly answerable to, normally in a position not lower than that of College Principal or Director (Scale 4).

### Reporting requirements

<table>
<thead>
<tr>
<th>On Completion of Studies, participant is to submit a report</th>
<th>Upon return, participant is to submit a report</th>
</tr>
</thead>
<tbody>
<tr>
<td>within one (1) month</td>
<td>within five (5) days as per:</td>
</tr>
</tbody>
</table>

Applicable template (Annex 5)

- to the Desk officer Paid Study Leave Scheme at the MEDE, keeping Second Level Supervisor and Line Manager in copy.
- The report will be referred for any action deemed necessary, and inserted in the personal file of the beneficiary.
- Beneficiaries are to present to the Institute for Education the following documents, as specified below:
  - MQF level 5 – a *report of 2000 words*
  - MQF level 6 or higher – a bound copy of the dissertation / thesis.
- The Second Level Supervisor:
  - considers the report for any further necessary action,
  - files the said report in personal file of the beneficiary,
  - sends consolidated monthly returns (Annex 6) together with a soft copy of all reports to the Desk Officer (Paid Study Leave) by the 7th day of every month.

* Important issues or any issues that should be followed up should be clearly indicated when sending the report, and the officer should advise as to which MEDE departments/entities are to be informed of the report.
* The report has to be completed in conformity with Guidelines for Report Writing (Annex 4)
* Unsatisfactory reports will be referred back for the necessary upgrading.
ANNEX 2

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)

<table>
<thead>
<tr>
<th>SECTION A - APPLICANT’S PERSONAL DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Surname</td>
</tr>
<tr>
<td>------------------</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

College / School / Section / Unit

<table>
<thead>
<tr>
<th>Year (Primary)</th>
<th>Subject/s taught (Secondary)</th>
<th>Other (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Email Address

Telephone / Mobile

In the case of the State sector an @ilearn or @gov account only is to be provided

<table>
<thead>
<tr>
<th>SECTION B - DETAILS OF COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Course Title:</td>
</tr>
<tr>
<td>Awarding Body:</td>
</tr>
<tr>
<td><strong>Duration (months):</strong></td>
</tr>
<tr>
<td>On Campus / by Distance</td>
</tr>
<tr>
<td>MQF Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION C - DETAILS OF PAID STUDY LEAVE REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement Date of paid study leave</td>
</tr>
<tr>
<td>End Date of paid study leave</td>
</tr>
<tr>
<td>Duration (in months)</td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>Year</th>
<th>each period indicated below must be not less than a month in duration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Referee 1</th>
<th>Referee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Designation or position</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
</tr>
<tr>
<td>Contact number Office or mobile</td>
<td></td>
</tr>
</tbody>
</table>

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 Leave Record (GP 47).

- **Two Reference Letters** (see applicable template at **annex 11** 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 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 , 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.

Continued on page 5
☐ 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 (Malta and Gozo)

(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, 8th 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:


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

Paid Study Leave for Grades in the Education Class

**CATEGORY B**
(Short period of paid study leave)

To be submitted through line manager\(^4\) to second-level supervisor\(^5\), not later than 25 scholastic days prior to departure.

### SECTION A - APPLICANT'S PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Name and Surname</th>
<th>ID Card Number</th>
<th>Grade</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>College / School / Section / Unit</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year (Primary)</th>
<th>Subject/s taught (Secondary)</th>
<th>Other (Specify)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Telephone / Mobile</th>
</tr>
</thead>
</table>

An @ilearn or @gov account only is to be provided

### SECTION B - DETAILS OF COURSE to be followed

<table>
<thead>
<tr>
<th>Course Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Awarding Body</th>
<th>MQF Level (if applicable)</th>
<th>Full-time or Part-time</th>
</tr>
</thead>
</table>

### SECTION C- DETAILS OF PAID STUDY LEAVE REQUESTED

<table>
<thead>
<tr>
<th>Commencement date of paid leave</th>
<th>Duration of course</th>
<th>End date of paid leave</th>
</tr>
</thead>
</table>

### SECTION D - DOCUMENTS TO BE INCLUDED:

- Original programme and any other relevant official documents related to the course to be followed.
- Permanent or temporary Teaching Warrant Number ________  
  [not applicable to Kindergarten Assistants and Learning Support Assistants].
- Form of Undertaking and Rules governing the award of Scholarships

An application that does not include all the above documents will not be considered as a complete application. Management reserves the right to request any specific documents as supporting evidence.

---

\(^4\) The line manager is to be understood as the officer whom the applicant is directly answerable to, in a position not lower than that of Head of School, Assistant Director or equivalent position.

\(^5\) The second level supervisor is to be understood as the officer to whom the applicant’s line manager is directly answerable to, in a position not lower than that of College Principal or Director.
SECTION E - Declaration Form

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

I declare that:

☐ I am a Public Officer within the Education Class and have at least two (2) years of service within the Ministry for Education and Employment

☐ I am in possession of a permanent or temporary teaching warrant [not applicable to Kindergarten Assistants and Learning Support Assistants].

I also declare that the course of study to be undertaken (please specify):

☐ is a course funded by any EU Programme and is directly related to my professional remit or educational projects included in the School Development Plan AND that the aggregate duration of paid study leave requested in this application does not exceed thirty (30) calendar days;

OR

☐ constitutes studies which lead to an accredited academic or professional qualification at MQF Level 7 or above and which are related to education in general AND that the aggregate duration of paid study leave requested in this application, together with any paid study leave availed of in relation to the same course, does not exceed six (6) working days;

OR

☐ a course that constitutes studies which would qualify as Continuing Professional Development (CPD) AND that the aggregate duration of paid study leave requested in this application, together with any paid study leave availed of in relation to CPD in the current scholastic year, does not exceed five (5) working days.

Briefly explain how the course of study is directly related to any of the above mentioned categories:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

☐ I understand that if I avail myself of paid study leave, I cannot be engaged 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 stipulation, 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 providing a certificate of attendance and submitting a report on the studies undertaken during the period by not later than five (5) working days from the end of study leave.

☐ I understand that 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 Paid Study Leave Scheme Board. I also understand that the Board reserves the right for the final decision.

☐ I understand that in the eventuality that I benefit from paid study leave, I am to continue in service in accordance with the relevant provisions of the Manual on Staff Development in Public Administration and shall sign the relevant undertakings as per said Manual. (the CDRT manual is available for download at: https://opm.gov.mt/en/CDRT/Pages/Staff-Development-Manual.aspx.)
☐ I understand that the successful completion of courses does not give the beneficiaries an automatic right for promotion and/or for qualification allowance.

Signature of Applicant: ________________________________

Name: ________________________________
Position: ________________________________

Endorsement by Line Manager

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

Remarks (if any): ______________________________________________________

Name: ________________________________
Position: ________________________________

Signature of Line Manager and rubber stamp

Approval by Second Level Supervisor

I Approve / do not approve this application. (delete as necessary)

Remarks (if any): ______________________________________________________

Name: ________________________________
Position: ________________________________

Signature of Line Manager and rubber stamp

For Office Use:

Important: This application is to be inserted in the officer’s personal file after all necessary signatures have been made. Details of officer granted paid study leave (Category B) are to be inserted in the Monthly Return Form (see Annex 6 in the Procedures and Guidelines for Paid Study Leave).

Information Protected - Personal Information provided on your application form is protected, and used in accordance with the provisions of the Data Protection Act.
Annex 4 - Guidelines for report writing

- **SCOPE OF DOCUMENT** –
  This document is intended to provide guidelines for writing reports which effectively serve:
  - to document and disseminate knowledge within the Ministry and or a non-state sector entity;
  - to identify any important issues which require follow-up.
  - To assist evaluation of training programmes

- **TEMPLATE** –
  For reasons of standardisation beneficiaries granted:

  (a) one-time paid study leave of up to one (1) scholastic year (Category A)
  (b) paid study leave for short periods related to training taken on own initiative (Category B)

  are to use the same appropriate reporting Template at Annex 5;

  Ensure that ALL sections of the report are filled in, including headers.

- **ABBREVIATIONS** –
  If abbreviations are used, their meaning should be clearly indicated. If it may be helpful, a glossary of abbreviations used may be included.

- **LENGTH** –
  Your report should be long enough to accomplish its purpose, but should be kept concise. Where applicable, use of point form is recommended. It is recommended that annexes and attachments are kept to a minimum.

- **COURSE PROGRAMME OF STUDIES** –
  Where an official course programme concerning the studies undertaken is available it should be attached to the report.

- **STYLE AND PRESENTATION** –
  Your report should be easily accessible and your readers should get a sense of what you are saying just by scanning it. The same font size/style should be used throughout your report.

  It is strongly recommended that the report is proofread prior to submission to check accuracy of facts and clarity of report. Essentially, what is clear to you needs to be clear to your reader.

- **IMPORTANT ISSUES TO BE FOLLOWED UP** - Always ensure to provide some feedback in the section reserved for “recommendations for follow up” section where applicable, or else if nothing is required, please write “n/a”. Any important issues in this section and throughout all the report should be clearly indicated.

- **SAVING YOUR REPORT** – Essentially, the filename should allow readers to understand what the report is about at a glance. For this reason, the report should be saved with a filename that follows the format:

  “[Name of course / training programme] – [Month] [Year]”
Annex 5 -

**Report Template for Paid Study Leave – (Categories A & B)**

**DETAILS OF COURSE:**

**TITLE: COURSE OF STUDIES / PROGRAMME:** ________________________________

**DATES OF COURSE:** FROM: __________ TO: __________

**VENUE:** ________________________________

<table>
<thead>
<tr>
<th>An overview of the visit/studies (Including Teaching methods adopted)</th>
<th></th>
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<tbody>
<tr>
<td>Degree of participation by officer</td>
<td></td>
</tr>
<tr>
<td>The extent to which the objectives were reached</td>
<td></td>
</tr>
<tr>
<td>The educational/professional relevance to officer’s duties <em>(an evaluative assessment)</em></td>
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<tr>
<td>Benefit which has been derived by the Public Service and/or non-state entity.</td>
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<tr>
<td>Possible application of Knowledge and/or experience gained in the sphere where the officer is serving and/or the service in general.</td>
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<tr>
<td>Including any Recommendations for follow-up including dissemination of the experience gained</td>
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<tr>
<td>Any other pertinent remarks</td>
<td></td>
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<tr>
<td>Including an account of any incident that might have occurred</td>
<td></td>
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<tr>
<td>Appendices</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name &amp; Surname</th>
<th>Grade</th>
<th>College / School / Section</th>
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<tr>
<td>Block Letters</td>
<td>Block Letters</td>
<td>Block Letters</td>
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<thead>
<tr>
<th>ID. No</th>
<th>Signature</th>
<th>Date</th>
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</table>
Annex 6 – Monthly Return Form for Paid Study Leave (Category B) for Short Periods related to training taken on own initiative

For PUBLIC SERVICE USE ONLY

<table>
<thead>
<tr>
<th>No</th>
<th>Surname</th>
<th>Name</th>
<th>ID Card No</th>
<th>School / Section / Unit</th>
<th>Purpose of Visit</th>
<th>Type of Visit</th>
<th>Undertaking form</th>
<th>Programme</th>
<th>No. Of Visits</th>
<th>Title</th>
<th>Venue</th>
<th>From - To (Including Travel Days)</th>
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</table>

Second Level / Supervisor
Name and Surname (in Block Letters)

Signature

Grade
Annex 7

PRIORITY AREAS OF STUDY and RESEARCH

Adult and Lifelong Learning Education
Applied Learning
Assessment Policy
Assessment Moderation
Attainment by Gender
Constructive Alignment: Teaching, Learning and Assessment
Continuous Assessment
Curriculum Development
Curriculum Development and Management
Digital Literacy
Early School Leavers
Early Childhood Education
Education Leadership Management and Administration
Education Management
Educational Planning
Educational Strategic Planning
Gifted Learners
Inclusion
Induction
Inter-culturalism
Learner Support
Learning Outcomes for Academic, Vocational and Applied Programmes
Literacy Development
Malta’s Participation in International Surveys such as PISA, TIMSS and PIRLS
Mentoring
Migrant Education
Neuroscience and brain based learning
Numeracy Strategy
Post-Secondary Education System
Prevention of Radicalisation
Quality Assurance and Accountability in Schools / Colleges
SEC results
SEBDs
School Evaluation
Sports Career Development Programme
Students’ Career Paths
Student Professional Support Services
Teaching and Learning Foreign Languages
Teacher Training and Continuous Professional Development
Validation of Informal Learning
VET Pedagogy and Assessment
VET Quality Development
Vocational Education Training
Well Being
Work Based Learning and Internship
Annex 8

Personal information on this form is protected and used in accordance with the Data Protection Act.

FORM OF UNDERTAKING FOR GOVERNMENT SCHOLARSHIP HOLDERS

I acknowledge that in accepting the **paid study leave** to enable me to follow a ___________________________________________ at ______________________________________, during the period ________________________, I take advantage of public funds in order to complete the said training and I agree that on completion of the studies I will continue to serve the Ministry/Government and/or any other recognised organisation at the discretion of the Government for a period of 4 years/months from the production of documentary evidence showing successful completion of my studies.

I also accept that the above-mentioned paid study leave is being granted to me under the conditions set out in the scheme and the rules governing the award of scholarships to which I hereby bind myself, a copy whereof is being signed by me and attached hereto.

………………………………………
Signature of beneficiary (ID Number)

………………………………………
Countersigned

………………………………………
(Name, Grade and Signature of the Representative (ID Number)
of the Government of the Republic of Malta)

………………………………………
(Date)

The information shown on this form will be used by the Staff Development Organisation/Ministry/Department for record-keeping purposes and for any action that may be required relating to this Undertaking.

---

1 type of qualification and area of study
2 Name of University / Institution and Country of Study/Training
3 Dates of period of studies or paid study leave
4 As per paragraph 3 in Annex 10 (below)

6 The rules governing the award of Scholarships at annex 10 of this document apply in the case of the granting of Paid Study Leave in terms of paragraph 3.2.3. of the Sponsorships and Study Leave Manual (Institute for the Public Service, 2018).
FORM OF UNDERTAKING FOR EMPLOYEES NOT IN GOVERNMENT SERVICE AWARDED PAID STUDY LEAVE (Category A) THROUGH GOVERNMENT FUNDING

I acknowledge that in accepting the Paid Study Leave (Category A) for one scholastic year, awarded by …………………………… ¹ in order to follow a course leading to the ……………………………………………………… ² organised by the ……………………………………………………… ³ during the period…………………………………… ⁴ I hereby bind myself, if selected for the Paid study leave, to continue to serve at my present employing non-state sector institution in Malta or to be available to serve the Government of Malta, in a post appropriate with the level/s of the qualification/s which I shall obtain, for a period of ……… ⁵ years from the date that beneficiary resumes duties on completion of the course of study.

I acknowledge further that the above-mentioned paid study leave is being granted to me under the conditions set out in the scheme and the rules governing the award of scholarships insofar as they are applicable to this particular paid study leave and I hereby bind myself to abide by those rules.

I also bind myself to pay the Government of Malta the penalty of €……………… ⁶ for failure to comply fully with my obligations according to this undertaking.

………………………………………………………………………………………………………………………………………………………………………………
Name and Signature of Beneficiary ID Number

Name, Grade and Witness to Signature ID Number

(Date)

The information shown on this form will be used by the Ministry/Department for record-keeping purposes and for any action that may be required relating to this Undertaking.

¹ Awarding Government or organisation (This is to refer to the Ministry for Education and Employment)
² Subject of the course of studies
³ Place and country of study
⁴ Duration of the course of study
⁵ Number of years of obligation according to the criteria shown on the Rules Governing the Award of Scholarships (vide Appendix 10)
⁶ Penalty incurred based on the actual salary paid. Subject to verification of salary. Candidates from Non state may be asked to present official statement of salaries earned.
RULES GOVERNING THE AWARD OF SCHOLARSHIPS

1. Paid study leave will cover funds as indicated in the form of undertaking, paid to the paid study leave holder (known from now on as ‘the beneficiary’) as well as any payments effected by the Ministry for Education and Employment on his/her behalf, in pursuing the approved course of studies/training.

2. The beneficiary will be required:
   a) to devote his/her whole time to follow the course of instruction for which the paid study leave is awarded, unless permission to undertake other work or to change his/her course is granted by the Ministry, and unless course of study is undertaken after office hours or through distance learning;
   b) to sit prescribed examinations or approved group of examinations;
   c) to satisfy the Ministry as to attendance, conduct and progress by reports from the head of the institution or other authority under whom the course of training is being undertaken.

3. Before starting or proceeding on a course, the beneficiary of paid study leave will be required to sign an undertaking binding himself / herself to serve the Government (or employing organisation) for a given period, as stated hereunder, from the date of termination of his/her studies.

<table>
<thead>
<tr>
<th>Duration of Scholarship or Course Expenses as per para. 3.1 below</th>
<th>Period for which the beneficiary will be bound to serve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1 week duration or up to €700 expenses</td>
<td>6 Months</td>
</tr>
<tr>
<td>Above 1 week and up to 1 month or up to €1300 expenses</td>
<td>9 Months</td>
</tr>
<tr>
<td>Above 1 month and up to 3 months or up to €1900 expenses</td>
<td>1 Year</td>
</tr>
<tr>
<td>Above 3 and up to 6 months or up to €3000 expenses</td>
<td>2 Years</td>
</tr>
<tr>
<td>Above 6 and up to 9 months or up to €4100 expenses</td>
<td>3 Years</td>
</tr>
<tr>
<td>Above 9 and up to 12 months or up to €6000 expenses</td>
<td>4 Years</td>
</tr>
<tr>
<td>Above 12 months or up to €8500 expenses</td>
<td>5 Years</td>
</tr>
</tbody>
</table>

---

7 The term scholarship is being used interchangeably with ‘Paid Study Leave’ and unless stated otherwise conditions are similarly applicable to Paid Study Leave.

8 Refers to the Ministry for Education and Employment and/or the non-state institution employing the beneficiary.
3.1 Calculation of the period for which the scholarship holder will be bound to serve should be made as follows:

- Where fees are involved the period for binding should be calculated on the expenses
- Where salary only will be paid the period for binding should be based on the length of the course or paid study leave, as applicable.
- Where expenses involve fees and salary the binding period shall be left at the discretion of the respective Permanent Secretary (for courses of less than one year) and IPS (for courses over one year). It is understood that a reasonable agreement is reached in these cases.

In the case of sponsorships for distance learning or part-time programmes the period of service is to be calculated against approximate cost shown in the above table.

4. Paid study leave may be suspended or terminated if:

a) reports on the beneficiary’s work or conduct are unsatisfactory;
b) the beneficiary, without reasonable excuse, fails to pass a prescribed examination within the time fixed by the authorities of the institution which he/she is attending, or by the Ministry/Department;
c) the beneficiary engages in any occupation which is detrimental to his/her progress in the course of studies prescribed for him/her or accepts any paid employment without the permission of his/her Ministry/Department;
d) the beneficiary becomes unfit to complete his/her studies owing to illness or is absent from his/her studies owing to illness.

5. In some cases where the course of study is abroad the cost of a return passage will be met if the scholarship is terminated for reasons stated above provided that, if the scholarship holder declines to travel at the earliest opportunity without reasonable excuse, he/she will lose his/her right to a free passage and the payment of any allowance which he/she may be receiving will cease forthwith.

6. The beneficiary must notify the Ministry of the date of termination of his/her course. This declaration is to be supported by documentary evidence from the university or institution which he/she is attending confirming the effective date of termination.

7. The beneficiary may be required to pass a medical examination before selection and he/she may also be required to submit to an annual medical examination during the tenure of the Paid Study Leave.

8. The beneficiary may also be required to refund all or any part of the expenses incurred by Government on his/her behalf and in connection with his/her Paid Study Leave.

a) if he/she fails to successfully complete the course due to negligence on his/ her part; or
b) if he/she fails to serve his/her the Government (or employing organisation) as stated in paragraph 3 above.

9. For this purpose the beneficiary may be required to enter into a formal act of hypothecation with Government before the commencement of the course if the costs to the Ministry/Department amount to more than €4100.
10. On successful completion of the studies, the beneficiary must be prepared to accept to be transferred to an area where the Government (or employing organisation) can reap maximum benefit from the beneficiary’s qualifications.

11. Every candidate who is undertaking a course of studies and who has to abandon his/her course as a result of physical or mental illness is to bring back with him/her to Malta a medical certificate from a qualified medical practitioner indicating why he/she is unable to continue with his/her studies. Any such certificate should be authenticated by the appropriate authorities in the country in question. Unless such a certificate is produced, the candidate may be required to refund all or part of the costs incurred by the sponsoring organisation as a result of the sponsorship.

12. When a candidate undertaking a course of study locally is unable to go on with his/her studies because of any physical or mental illness he/she is to be referred for examination to the Chief Medical Officer, who will report on the candidate’s state of health. The candidate may be required to refund all or part of the costs incurred by the sponsoring organisation as a result of the sponsorship / paid study leave unless it is officially certified in this manner that the candidate’s state of health precluded him/her from completing the course.

................................................. .................................................
(Signature of beneficiary) (ID Number)

.................................................
Name and Surname (in block Letters)

.................................
(Date)
**ANNEX 11**

**REFERENCE LETTER**

<table>
<thead>
<tr>
<th>FULL NAME OF APPLICANT &amp; ID NO.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE / AREA OF STUDY</td>
<td></td>
</tr>
</tbody>
</table>

**TO BE COMPLETED BY REFEREE.**

1. In what capacity have you known applicant? ____________________________________________

2. For how many years / months? ____________________________________________

3. **PLEASE RATE THE APPLICANT** on a scale from 1 (minimum) to 10 (maximum) on each of the aspects listed in the below table, providing your JUSTIFICATION for each of the rating given:

<table>
<thead>
<tr>
<th>RATING:</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUALITY OF APPLICANT’S SERVICE IN THE ROLE:</td>
<td></td>
</tr>
<tr>
<td>QUALITY OF SERVICE BEYOND THE ROLE:</td>
<td></td>
</tr>
<tr>
<td>ARTICULATION:</td>
<td></td>
</tr>
<tr>
<td>CONTRIBUTION AT LOCAL LEVEL IN THE FIELD:</td>
<td></td>
</tr>
<tr>
<td>CONTRIBUTION AT NATIONAL LEVEL IN THE FIELD:</td>
<td></td>
</tr>
</tbody>
</table>

**NAME OF REFEREE:** _____________________________ **TITLE:** _____________________________

Signature: _____________________________ email: _____________________________

Date: _____________________________ **Tel:** _____________________________
INSTRUCTIONS

TO THE APPLICANT:

Fill out the top section of this form and give it to the referee to complete. It is important to ensure that the referee knows the date of the deadline for submission of applications, which deadline also applies to the submission of references.

TO THE REFEREE:

Thank you very much for agreeing to write a reference for this applicant for the Paid Study Leave (Category A) scheme. Your reference letter will constitute an essential part of the applicant’s evaluation.

Please fill in all the required details in this form.

Please note that you may elaborate further with any information you wish to share about the applicant related to his application for Paid Study Leave. For this purpose, ONE signed additional page on official letterhead may be attached with additional information and comments that could help the Board evaluate the applicant’s appropriateness for Paid Study Leave.

References are to reach:

The Chairperson,
Paid Study Leave Board
Office of the Director, Education Resources,
Room 341,
Great Siege Road,
Floriana,
Malta VLT 2000

the closing date of the call for applications is Friday, 8th March 2019.

References are to be forwarded by post or by hand, directly by the referee in a sealed envelope under ‘strictly confidential’ cover.