

# Rules Governing the Award of Scholarships

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## RULES GOVERNING THE AWARD OF SCHOLARSHIPS <sup>1</sup>

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 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<sup>2</sup> 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.

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

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<sup>1</sup> The term scholarship is being used interchangeably with ‘Paid Study Leave’ and unless stated otherwise conditions are similarly applicable to Paid Study Leave.

<sup>2</sup> Refers to the Ministry for Education 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 the Government (*or his/her 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. Any qualification allowance resulting from a government sponsorship is regulated by section 22.1 of the Collective Agreement for Employees in the Public Service (*effective 1st January 2017*).
12. 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.
13. 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 People and Standards Division, 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 unless it is officially certified in this manner that the candidate's state of health precluded him/her from completing the course.

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(Signature of beneficiary)  
**Name Surname**  
Grade

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(ID Number)

..... /202....  
(Date)