

DEED OF FOUNDATION AND THE STATUTE
OF THE MALTA COLLEGE
OF ARTS, SCIENCE AND
TECHNOLOGY

Ministry of Education

MALTA COLLEGE OF ARTS, SCIENCE AND TECHNOLOGY

The public Deed of Foundation and the Statute of the Malta College of Arts. Science and Technology are hereby being published for information of the general public.

DEED OF FOUNDATION

This 11th day of August. 2000

Before me. Doctor Franco Pellegrini, Principal Notary to the Government, there have appeared personally as having identified themselves by means of the official documents hereinafter mentioned.

The Honourable Doctor Edward Fenech Adami, Prime Minister of Malta, son of the late Luigi Fenech Adami and Josephine nee' Pace, born and residing at Birkirkara, having identity document bearing number 174834(M), who is appearing on this present deed in his mentioned capacity on behalf of and in the interests of the Government of Malta; and

The Honourable Doctor Louis Galea, son of the late Joseph Galea and Giovanna nee' Farrugia, born in Mqabba and residing at Siggiewi. having identity document bearing number 129048(M), and who is appearing on this present deed in his capacity of Minister of Education,

jointly with the Honourable Architect Jesmond Mugliett, son of Emanuel and Mary nee' Farrugia, born in Cospicua and residing at Tarxien, having identity document bearing number 247163(M), who is appearing on this present deed in his capacity as Parliamentary Secretary at the Ministry of Education; and

Paul Anthony Attard, son of the late Cristino Attard and Maria Stella nee' Cilia, born in Hamrun and residing at Birkirkara, having identity document bearing number 478741(M). and who is appearing on this present act in his capacity as Permanent Secretary at the Ministry of Education,

and all these persons also on behalf of and in the interests of the Government of Malta (hereinafter referred to as "the Government") as duly authorized by virtue of a letter dated the ninth of August of the year two thousand from the Ministry of Finance a copy thereof being hereto attached and marked with the letter "C"; relative documents to this Deed are being marked Government Notary number fifty-seven stroke two thousand (57/2000)

Whereupon Government has felt the need that there be an institution in Malta which provides a post-secondary vocational and professional education other than that which is already provided at the University; and

Whereupon the Government agrees that for such reason there shall be founded a College having the objective, the functions and the powers as listed in the College Statute which shall be founded by this present Deed (which Statute is being attached to this Deed and marked document A); and

Whereupon Government has decided that for this reason, at this present time, such College shall be founded in the form of a Foundation as intended by this present Deed;

Consequently the contracting parties in their aforementioned capacities on behalf of and in the interests of the Government have convened to do this Deed of establishment of a Public Foundation whereby they will be founding a body to be styled the Malta College of Arts, Science and Technology, and make an endowment to such body so that it may commence preparing the way to fill in the vacuum in vocational and professional education in our country.

Wherewith primarily, by means of this Deed, all the contracting parties, in their relative capacity, are establishing a Foundation which is being styled as the “**Malta College of Arts, Science and Technology**” (hereinafter called “College”) which shall have and be governed by the Stature hereto this Deed attached and marked document A.

The parties are establishing as an initial endowment to the Foundation the sum of one hundred thousand Malta liri (Lm100,000) which shall be donated by the Government of Malta and which sum shall be given to the College within a period of one month from this present day.

Up to the time when the first necessary elections are held with respect to the administrative bodies of the College as intended in the College Statute, these bodies shall be considered to be validly composed of the other members who are already appointed, while the first elections for the members in these bodies shall be held not later than three years from this present day.

The first members of the Board of Governors of the College are such as are shown in document B which is attached to this Deed, which members shall be deemed as having been appointed on the date of this present Deed.

The College shall have a juridical personality as provided in regulation three (3) of its Statute and its legal and juridical representation shall be such as is provided in paragraph two (2) of regulation three (3) of the same Statute.

The College shall have the objectives, the powers and the functions intended in regulations five (5) and six (6) of the same Statute.

The Statute of the College may be amended by the Minister responsible for Education after consultation with the Board of Governors of the College.

The Board of Governors of the College shall provide the Minister responsible for Education with such information which he may request in connection with any aspect relating to the government of the Foundation.

The Foundation shall continue in force for five years which period may be automatically extended for further periods of five years each unless the Minister responsible for Education otherwise gives notice in writing to the Board of Governors of the College; such notice shall be given at least two years prior to the lapse of the current five year period.

In the case of dissolution, the property of the Foundation shall be transmitted in favour of the Government of Malta.

The Minister responsible for Education shall establish a date on which the College shall make a yearly remembrance of its foundation.

Notwithstanding any other matter established in the Statute of the Foundation, the first President of the Board of Governors on his own enabled to represent the College in order to accept in his own name the donation which shall be made to him by the Government.

Now appearing on this Deed is Victor Scicluna, a consultant, son of the late George Scicluna and Giovanna nee' Cachia, born in Sliema and residing at Siggiewi, having identity document bearing number 652438(M), who is appearing in his capacity as the first President of the Board of Governors of the College founded in the first part of this present Deed on behalf and in representation of the College, duly authorised by virtue of this same Deed.

Secondly. by virtue of this present Deed, the Government, as herein represented, is making in favour of the College, on whose behalf the appearing party Victor Scicluna is accepting, a donation of one hundred thousand Malta liri (Lm 100,000) to serve as the initial gift to the Foundation established by means of this Deed: such sum shall be paid to the College within one month from this present day

This present Deed has been done by me, read and published after having ascertained, as undersigned Notary, the parties about the contents thereof, according to law, in Malta, at Valletta, in the Ambassadors' Hall, at the Auberge de Castille.

(Sgd): Eddie Fenech Adatni
Louis Galea
Jesmond Mugliett
Paul Attard

Victor Scicluna

Franco Pellegrini
Principal Notary to the Government

Statute
of the
“Malta College of Arts, Science and Technology”

Interpretation

1. (1) In this Statute, unless the context otherwise requires –
“Act” means the Education Act: Cap. 327.

“Administrative Director” means such person as is appointed by the Board of Governors to perform the duties as stipulated in regulation 20 of this Statute;

“Board of Governors” means the Board of Governors established by regulation 8 of this Statute;

“Board of Studies” means the Board of Studies of the Institute established by regulation 14 of this Statute;

“Bureau” means the Administrative Bureau established by regulation 12 of this Statute;

“College” means the Foundation called “Malta College of Arts, Science and Technology”;

“Council” means the Council of Institutes established by regulation 10 of this Statute;

“Institute” means each one of the Institutes established by virtue of regulation 6(2) and as established in the First Schedule to this Statute;

“President” means such person as is appointed by the Minister in terms to regulation 8 of this Statute;

“Principal” means such person as is appointed by the Board of Governors to perform the duties contemplated in regulation 18 of this Statute;
- (2) Words and phrases appearing in the Act and which are not otherwise interpreted in this Statute have the same meaning as is given to them in article 2 of the Act.

Founding and Site

2. (1) The Foundation is being styled as the “Malta College of Arts, Science and Technology”. The Foundation is a College of studies and training for education in vocational and professional areas which shall be governed in terms of the purposes and according to the regulations of this Statute.
- (2) The Site of the College is the Educational Complex sited at Corradino, Triq Kordin, Paola.

Legal personality

3. (1) The College shall be a body corporate having a distinct legal personality and shall be capable, subject to the provisions of this Statute, of entering into contracts, of acquiring, holding and disposing of any kind of property for the purposes of its functions, or suing and being sued, and of doing all such things and entering into all such transactions as are incidental or conducive to the exercise or performance of its functions under this Statute, including the lending or borrowing of money.
- (2) The legal and juridical representation of the College shall jointly vest in the President and the Principal, provided that the Board of Governors may appoint any one or more of its members or of the officers or employees of the College to appear in the name and on behalf of the College in any judicial proceedings and in any act, contract, instrument or other document whatsoever.

Official languages

4. Maltese and English are the official languages of the College. The College administration may use either of both languages for official purposes.

Purpose of the College

5. (1) The College is being established in order to better accomplish in a general manner the duty pertaining to the State as contemplated in articles 3, 4 and 21 of the Act, wherein it is stated that the State is to ensure the existence of educational institutions accessible to all citizens, and to establish such scholastic facilities which the State may deem necessary to provide those citizens with the opportunity to qualify in trades, skills, artisan or technical or commercial activities, and in the professions in order to prepare, instruct and instil discipline in those citizens for work in the community.
- (2) The College shall organise instruction and training at the required levels, including the levels established by a National Council for Vocational and Professional Qualifications when it is set up.
- (3) The College shall ensure optimum quality at all levels, and shall therefore ensure that whosoever successfully terminates any instruction and training leading to the attainment of a certificate at any level shall have the required educational basis so as to be able to satisfy the established standards before proceeding any further to the next level.
- (4) The College shall ensure, in such areas as may be possible, access to each person at first level independently from any academic qualifications, and shall have special programmes to serve as an aid for any person to achieve the required basic education so that such person may continue and terminate successfully such level according to established standards.
- (5) The College shall provide schemes for the accreditation of prior learning.
- (6) The College shall be structured on the concept of life-long learning, and shall also provide teaching and training programmes to help persons acquire qualifications according to their needs, including by distance learning and other programmes which are imparted by any effective means and from any suitable place whatsoever according to the

objective of the particular programme.

- (7) The College shall in a particular manner:
 - (a) promote Malta's vision as a hub of cultural, industrial, commercial and services activity for all regions of the world and in particular for the Euro-Mediterranean region;
 - (b) train its students in being able to appreciate and exploit the challenges and opportunities which the accelerated process of the global economy is bringing along with it as a result of the advances being made in the areas of communication, information technology and science;
 - (c) cultivate a culture of creativity, innovation, entrepreneurship, excellence and flexibility sustained by the values of commitment, dedication and integrity at a person's place of work and in the exercise of a profession;
 - (d) foster among students a commitment towards health and safety at the place of work, and towards professionalism;
 - (e) respond at a relevant time and in a relevant manner to the needs of the labour market by networking an effective partnership at all levels of educational and training experience with the economic, industrial and services sectors, while being aware that the greater part of enterprises are small or medium sized;
 - (f) ensure the implementation of the principles of inclusive education by providing an equitable access to all persons in full respect of any diversity;
 - (g) attribute the necessary importance to research and development in the areas of applied arts, science and technology;
 - (h) show that both academic and vocational education form an integral part of art educational process for the holistic development of a person, and that they should enjoy parity of esteem;
 - (i) develop curricula, syllabi, modules, a methodology and programmes of study and training leading to certificates based on the knowledge and competences demanded by the labour market;
 - (j) ensure that the quality and standards of courses and of certificates awarded are recognised at both national and international levels;
 - (k) be guided by the national policies and strategies as adopted from time to time by Government;
 - (l) participate in bilateral and regional exchange programmes and particularly in the educational and training programmes of the European Union in which Malta participates from time to time;
- (8) The College shall function in proactive co-ordination with the Education Division, the University, the Employment and Training Corporation, constituted bodies, trade union organisations and the other national organs and agencies which participate in the social

and economic development of the country.

Powers and functions of the College

6. (1) The College shall have the following functions and powers:
 - (a) through instruction and training in the subjects of arts, science, technology, technical knowledge and trades, to guide any person enrolled in any of its courses in the development of the required skills, competences and proficiency for the exercise of jobs, professions and callings in the industrial and services sectors;
 - (b) on its own or together with other institutions, whether public or private, local or foreign, to organise such courses of instruction and training as it may deem necessary or expedient;
 - (c) on its own or together with other institutions, to organise such cultural, sports and pastoral activities for the better formation and enrichment of an individual's personality;
 - (d) to establish with their respective statutes such Institutes and such entities, schools, departments and centres which it may deem necessary and that it supervises the administration thereof;
 - (e) subject to the provisions of regulation 5(4), to establish the conditions for entrance to the Institute and to any other programme of studies and training, and prescribe the required regulations concerning examinations and the modalities of instruction and training in such courses;
 - (f) to provide for adequate procedures for the identification of persons who have reached the necessary proficiency in the several areas of study and training;
 - (g) to award such degrees, diplomas, certificates or other distinctions which it may deem suitable to such candidates who satisfy the prescribed conditions after following the required study courses;
 - (h) to establish the teaching and training posts or act otherwise as may be required from time to time and appoint persons to such posts;
 - (i) to establish and maintain as due, libraries, laboratories, workshops, services and other facilities required for teaching, training, experimentation, research and the dissemination of knowledge, science and technology;
 - (j) to establish internal auditing schemes which ensure the quality of education and training being imparted and the effective use of resources;
 - (k) to make regulations concerning the performance and the conduct of students, teachers and other persons entrusted with rendering any service at the College, whether engaged by an indefinite or a definite contract of service, or by a contract for services, or if on secondment or on loan to the College by government, public or private entities;
 - (l) to administer the property, resources and funds allotted to it from time to time by the

Government with an aim of accomplishing the College programmes, including such other funds as it may receive or raise from other sources;

- (m) to do anything required to be done so as to accomplish its objects according to this Statute.
- (2) Unless otherwise provided, the Institutes are such as are mentioned in the First Schedule and the establishment of each Institute and the statute of each one thereof shall be considered as having come into force on such date as the Minister may establish by notice in the Gazette.

Governing body and officers of the College

7. (1) The governing bodies of the College shall be the following:

- (a) the Board of Governors;
- (b) the Council of the Institutes;
- (c) the Administrative Bureau;
- (d) the Boards of Studies of the Institutes;
- (e) the Partnership Office.

(2) The principal officers of the College are:

- (a) the President of the Board of Governors;
- (b) the Principal;
- (c) the Deputy Principal;
- (d) the Administrative Director;
- (e) the Registrar;
- (f) the Heads of the Institutes;
- (g) the Head of the Partnership Office;
- (h) the Librarian; and
- (i) the Financial Controller.

(3) There shall be other officers as may be established by the Board of Governors from time to time. Such officers shall be responsible to the Principal for the conduct of their respective duties.

Constitution of the Board of Governors

8. (1) The Board of Governors shall be composed of the following members:
 - (a) the President appointed by the Minister,
 - (b) the Director General of Education *ex officio*;
 - (c) the Rector of the University of Malta *ex officio*;
 - (d) the Chairperson of the Malta Council for Economic Development *ex officio*;
 - (e) a member appointed by the Minister responsible for the Employment and Training Corporation;
 - (f) a member elected by and from among the College teaching staff;
 - (g) a member elected by and from among the technical workers and other workers at the College;
 - (h) a member elected by and from among the College students;
 - (i) a member appointed by the Federation of Industries;
 - (j) a member appointed by the Chamber of Commerce;
 - (k) five representatives of the Minister appointed by him from among persons having the necessary competence and experience in the education and training fields and in the industrial economic and services sectors.
- (2) The nomination of the non-elected or *ex officio* members shall be for a period of four years. The elections for the elected members shall be held during the month of January biannually, and the members so elected shall hold office for two years.
- (3) The elected members shall automatically discontinue from forming part of the Board of Governors if they cease to belong to their electing body, and the seat so vacated shall be filled for the remaining elective period of the discontinuing member by the person pertaining to that body who would have in the immediately preceding election obtained the next greatest number of votes, and if there is no such qualified person the seat shall remain vacant until it is occupied during the next following election.

Functions of the Board of Governors.

9. (1) The Board of Governors shall be the highest governing body of the College and shall have the duty of performing the objectives and to exercise the powers of the College as laid down in the provisions of this Statute, and shall in particular have the following functions:
 - (a) to acquire, administer and control the resources, facilities and property, both movable and immovable, of the College;
 - (b) to establish Institutes, Departments, Centres, and other educational and training

entities for the due performance of the educational and training tasks and of interdisciplinary co-operation;

- (c) to distribute between the several Institutes and other educational and training entities within it. the resources available to the College by way of funds and by way of premises, facilities; services, equipment and persons;
 - (d) to supervise the expenditure and the administration of the College at all levels and to approve the annual budget proposals to be submitted to the Minister within the stipulated time;
 - (e) to appoint a Principal, two Deputy Principals, the Heads of the Institutes and of other educational and training entities. and to set up and abolish any post of an academic. technical or other nature, and to make the necessary appointments to these posts for such period, under such conditions and according to procedures established by the same Board of Governors;
 - (f) to make statutes, rules and other procedures in terms of the provisions of this Statute;
 - (g) to pay any wage, salary or remuneration to the members of the College staff according to scales which it establishes with the approval of the Minister;
 - (h) to appoint Maltese or foreign examiners according to pre-established statutes and procedures, and to ensure that payment is effected for their services;
 - (i) to ensure that proper academic and training levels are retained and improved on, and to establish and supervise internal auditing schemes which ensure the quality of education;
 - (j) to enter into such agreements as appear to it necessary with sectors of economic activity in the country and with institutions in Malta and overseas for the better achievement of the objectives of the College;
 - (k) to do anything which it may deem necessary to be done to achieve the objectives of the College and to execute the powers and functions of the College which have not been previously vested in another governing body of the College.
- (2) The Board of Governors shall also approve the curricula and the syllabi submitted by the Institute and by each educational and training entity within it and, where it deems it so necessary, to revert same to such Institutes or entities together with its advice about any proposed amendments.
- (3) The Board of Governors shall, where so approved by a National Council for Vocational and Professional Qualifications for the purposes for which such Council is established, certify the capabilities for the exercise of a trade, calling and profession, and also of proficiency in any trade, technical work, technology, or any other commercial or economic activity.
- (4) The Board of Governors shall ensure that the qualification degrees, diplomas, distinctions and certificates of the College are recognised both at a national and at an international level, and that, wherever applicable, are related to the standards established by the National Council for Vocational and Professional Qualifications when established.

- (5) The Board of Governors shall meet at least once every two months with a quorum for meetings of seven members.

Constitution of the Council of the Institutes

10. The Council of the Institutes shall be constituted of the following members:
- (a) the Principal who presides *ex officio*;
 - (b) both Deputy Principals *ex officio*, who alternate as vice-president each for a period of one year;
 - (c) the Administrative Director *ex officio*;
 - (d) the Heads of the Institutes *ex officio*;
 - (e) the Head of the Partnership Office *ex officio*;
 - (f) two members elected by and from among the College teaching staff;
 - (g) two members elected by and from among the College students;
 - (h) four members appointed by the Minister;
 - (i) the Librarian *ex officio*.

Functions of the Council

11. (1) The Council shall be responsible for the general direction of the vocational and professional education and training of the College, and shall have the following functions;
- (a) to regulate by means of regulations the programmes of studies, training, research, documentation and examinations at the College and by regulations to establish such degrees, diplomas, certificates and distinctions for such candidates satisfying the prescribed conditions after following the required courses of studies and training;
 - (b) to decide about the persons to whom the academic degrees; diplomas, certificates and other distinctions shall be awarded;
 - (c) to establish, subject to the provisions of this Statute, the entry conditions to the College;
 - (d) to give recognition to such degrees, diplomas, certificates and distinctions of other universities or educational institutions;
 - (e) to give advice to the Board of Governors on any matter related to vocational and professional education or training;
 - (f) to deal about any other matter which refers to education and training and as may arise in the administration of the College.
- (2) The Council shall meet at least every six weeks and the quorum for the meetings shall be Seven members.

Constitution of the Administrative Bureau

12. There shall be an Administrative Bureau of the College which shall be constituted of the following persons:
- (a) the Principal who shall be Chairperson;
 - (b) both Deputy Principals;
 - (c) the Administrative Director;
 - (d) the Registrar;
 - (e) the Head of the Partnership Office; and
 - (f) the Financial Controller.

Functions of the Bureau.

13. The Bureau shall meet at least every four weeks in order to:
- (a) ensure that the policies, strategy and decisions adopted by the Board of Governors and by the Council are actuated;
 - (b) ensure dialogue, co-ordination and the effective functioning of the governing bodies, structures, officers and employees of the College;
 - (c) adopt all necessary measures to apply the disciplinary procedures and the auditing and quality assurance schemes of all operations within the College;
 - (d) ensure the keeping of Lively and proactive relations between the College and its partners in Malta and overseas.

Constitution of the Board of Studies of the Institutes

14. Each Institute shall have a Board of Studies to be constituted of the following members:
- (a) the Head of such Institute who shall be president *ex officio*;
 - (b) one of the two Deputy Principals as may be decided by the Principal who shall be vice-president *ex officio*;
 - (c) the Heads of the Departments of the Institute *ex officio*;
 - (d) a member elected by and from among all the teaching staff of the Institute;
 - (e) a member elected by and from among the students of the Institute;
 - (f) two members appointed by the Minister from among persons recognised for their competence and experience in the educational and training area of such particular Institute;
 - (g) representatives of foreign institutes with which the College may have partnership

agreements;

- (h) a representative who is selected by the Minister from an economic sector having close ties with the area of studies and research of such particular Institute;
- (i) a representative of a professional body which is recognised by the Minister in the area of studies and training of such particular Institute.

Functions of the Board of Studies

15. (1) The Board of Studies shall have the following functions:
- (a) to conduct the educational and training work of the Institute;
 - (b) to establish the studies, the instruction to be imparted, the training and the research at the Institute and to provide for the administration, publication and dissemination of the academic, training and development operations of the Institute and to allot the work to be done in such activities;
 - (c) to draft and propose bye-laws relating to the Institute in terms of the provisions of this Statute;
 - (d) to nominate Maltese or foreign examiners in terms of previously established and approved procedures by the Board of Governors;
 - (e) to prepare plans for the development of the Institute and to present them for the approval of the Council and of the Board of Governors.
- (2) Bye-laws which are made by the Board of Studies shall be sent to the Council for its approval and shall not be presented to the Board of Governors to be issued unless they are so approved by the Council.
- (3) The Board of Studies shall meet at least once every six weeks and the quorum of the meetings shall be of five members.

Partnership Office

16. There shall be a Partnership Office whose head shall be a person appointed for the purpose by the Board of Governors and who shall be also responsible for the bilateral and international relations at the 'College. The functions of the Partnership Office are:
- (a) to develop the necessary relations for the greater co-operation and synergy between the College and educational and training institutions, both public and private, operating in Malta;
 - (b) to develop by agreement and suitable measures a proactive partnership between the College and its Institutes on one part, and the industrial and services economic sectors on the other;
 - (c) to develop a partnership agreement between each Institute of the College on one part, and a foreign University, College or Institute which acquired recognition in the particular area of vocational and professional studies and training for which the Institute is responsible

- on the other;
- (d) to ensure full participation in local and international exchange programmes and those of the European Union in which Malta participates;
 - (e) to seek to obtain scholarships for the College students and to administer those scholarships which may be offered to foreign students;
 - (f) to operate schemes which attract foreign students to College courses.

Powers and duties of the President

17. (1) The President shall be the highest officer of the College and shall be responsible for ensuring that the College complies with the Act and with this Statute.
- (2) The President shall issue the statutes, regulations and bye-laws of the governing bodies of the College and may revert once to any governing body such statutes, regulations and bye-laws which in his opinion are not in terms of the law.
 - (3) The President shall also have the power to convene the Board of Governors, the Council and the Board of Studies.
 - (4) Whenever the office of President is temporarily vacant, and until a new President is appointed, and whenever the holder of such office is absent from Malta or on vacation or is for any reason unable to perform the functions conferred upon him by this Statute, those functions shall be performed by the Acting President of the Board of Governors, appointed by the President and approved by the Minister.

Powers of the Principal

18. (1) The Principal shall be the chief executive of the College.
- (2) The Principal, without prejudice to the powers vested in the governing bodies of the College by the provisions of this Act, shall have all the powers necessary for the administration of the College, including the power to decide upon any urgent matter of an educational or other nature:

Provided that any such aforementioned decision effecting any power or function vested by this Statute in a governing body of the College shall be registered by the Principal and put on the agenda of that governing body in its first meeting after such decision.

- (3) The Principal shall exercise authority over the teaching staff, examiners, students, examination candidates, College employees, and whosoever is entrusted with rendering any service to the College, and shall enforce discipline and the strict observance of the provisions of the Act, of this Statute and of the statutes, bye-laws and other rules made by the competent bodies of the College.
- (4) The Principal shall confer the degrees, diplomas, certificates and other distinctions of the College.
- (5) The Principal shall ensure that, insofar as it depends on him, the governing bodies are regularly constituted, and that he provides for the organisation of such elections required by this Statute, including that they actually be held as established and without undue

delay.

- (6) The Principal shall ensure that the governing bodies meet regularly as established by this Statute and he shall be responsible for the planning and co-ordination of the activities of the different educational and training bodies and institutions and for the performance of the decisions of the competent authorities of the College.

Deputy Principals

19. The Deputy Principals shall perform such functions as are delegated to them by the Principal, including that they act on his behalf as may be necessary.

The Administrative Director

20. The Administrative Director shall, under the direction of the Principal, be responsible for the administration and the day to day functioning of the College, its employees and all movable and immovable property, and, wherever applicable, he shall execute decisions made by the governing bodies of the College. The Administrative Director shall perform all other duties as he may be requested by the Board of Governors to perform due to the exigencies of the College.

The Registrar

21. The Registrar shall:
 - (a) assist the Principal in the day to day administration of the academic, educational and training programmes of the College, and shall be responsible for the actuation of his instructions;
 - (b) keep the College seal and also sign all documents on which the College seal is applied;
 - (c) sign the documents which certify the academic awards given by the College and keep a full record thereof;
 - (d) act as secretary to the Council and, either directly or through a delegate, to the Board of Studies;
 - (e) be responsible for the records of all examinations held by the College and for the proper safekeeping of such records, and for keeping updated copies of the statutes, regulations and bye-laws;
 - (f) keep the rolls of the members of the Board of Governors, of the Council, of the Board of Studies, of the examiners and of the students;
 - (g) keep records of the educational and training activities of each student;
 - (h) be responsible, after consultation with the Heads of the Institutes, for suitable arrangements about the teaching time-table;
 - (i) carry out such other duties as may be called for by the Board of Governors according to the exigencies of the College;

- (j) in the absence of the Administrative Secretary, carry out all or part of the duties of the Administrative Director when instructed to do so by the Principal.

The Librarian

- 22 (1) The Librarian is expected to administer the Library and shall be responsible before the Library Committee for the observance of its rules and regulations.
- (2) The Librarian shall:
 - (a) be responsible for the proper cataloguing of books, both by author and by subject, for their maintenance and safe-keeping, and for the return of books issued on loan;
 - (b) assist students in their research work;
 - (c) undertake all correspondence concerning the Library;
 - (d) keep a list of all visual and other aids available for teaching purposes and control the loan of such material in accordance with the relevant regulations;
 - (e) present a report to the Library Committee on the working of the Library at the end of each academic year.

Financing and control of the College finances

- 23. (1) The College shall during each financial year ensure the preparation and adoption of a budget of its revenue and expenditure for the following year.
- (2) The College shall ensure the proper keeping of accounts and other records concerning its operations and transactions, and shall ensure that a relative statement of accounts is prepared for each financial year.
- (3) The College accounts shall be audited by one or more auditors appointed by the Board of Governors from time to time, while the financial administration of the College shall be subject to the auditing of the Auditor General.
- (4) The College shall, not later than six months after the termination of each financial year, ensure that a copy of its audited statement of accounts, together with a report of its activities during that year, is sent to the Minister together with a copy of the report made by the auditor or auditors about that statement, and the Minister shall without undue delay cause such statements and reports to be laid on the Table of the House of Representatives.

The Financial Controller

- 24. (1) The Financial Controller shall assist the Principal in the day to day administration of the College finances, reporting through the Administrative Director.
- (2) in particular, the Financial Controller shall:
 - (a) prepare -

- (i) the annual budget of revenue and expenditure;
 - (ii) the annual comparative statement of revenue and expenditure;
 - (iii) the annual balance sheet and statement of accounts;
- (b) be responsible for the collection of revenue and moneys due to the College;
 - (c) exercise immediate control over expenditure out of approved provisions;
 - (d) maintain adequate accounting systems embracing the whole of the financial operations of the College;
 - (e) be responsible for all ordering and purchasing and for the control of stores and inventories;
 - (f) carry out such internal auditing and control as he deems necessary;
 - (g) in conjunction with the Principal or the Administrative Director, countersign bills of exchange, cheques, bank drafts, letters of credit and all other banking, financial and commercial documents, subject to any restrictions made by the Board of Governors;
 - (h) discharge such other duties as may be called for by the exigencies of the College.

Staff appointment with Formal Duties of Instruction and, or, Research

- 25. (1) The appointment of staff with duties of teaching, training and, of, research shall be made in the grades of professor, associate professor, senior lecturer, lecturer, assistant lecturer, teaching assistant, research assistant or in any other grade approved by the Board of Governors on the recommendation of the Council, according to the qualifications of the person being appointed.
- (2) Posts may be advertised for appointments within specified grades;
- (3) An appointment to a post with formal duties of teaching and, or, research shall be made by the Board of Governors on the recommendation of the Selection Board.

Official Duties

- 26. The proper official dress which the principal officers of the College, the instructors, the graduates, the students and the other members of the college are expected to wear on official occasions shall be prescribed by regulations made by the Board of Governors on the recommendation of the Council.

Award of Degrees and Diplomas

- 27. (1) Degrees and diplomas shall be awarded at a public ceremony or, with the consent of the Board of Governors, at a private ceremony or in absentia.
- (2) A candidate shall be eligible for the award of a degree or diploma only after certification by the Principal that all the conditions prescribed by statutes, regulations and bye-laws relevant to that degree or diploma have been fulfilled, and insofar as all other obligations and responsibilities of the candidate towards the College have also been satisfied.

- (3) No person may be described as holding a degree or diploma of the College unless such degree or diploma has been conferred as prescribed in paragraph (1) of this regulation.

Common provisions for the governing bodies of the College

- 28 (1) Any person holding office on a governing body of the College shall, unless otherwise specifically provided elsewhere in this Statute, hold such office for a period of two years:

Provided that any person holding office on a governing body of the College shall continue to hold that office, notwithstanding such person having terminated the relative period, until the time when an election is held or another person is appointed to occupy that office.

- (2) Any governing body of the College may act notwithstanding any vacancy in its membership and *quorum* shall be computed as if there were no such vacancy.
- (3) Any matter proposed for decision at any meeting of any governing body of the College shall be determined by a majority of the votes of the members present and voting, and if on any such question the votes are equally divided the member presiding shall have and exercise a casting vote.

11th August. 2000

FIRST SCHEDULE

(Regulation 1)

The College shall have ten Institutes as follows:

- The Mechanical Engineering Institute
- The Electrical Engineering Institute
- The Electronic Engineering Institute
- The** Building and Construction Engineering Institute
- The Information Technology and Communications Institute
- The Business and Commerce Institute
- The Arts and Design Institute
- The Maritime Institute
- The Community Services Institute
- The Agribusiness institute

Board of Governors

The first Members of the Board of Governors of the “Malta College of Arts, Science and Technology” are:

Mr Victor Scicluna C.P.A.; M.I.A.	President
Mr Charles Mizzi B.Sc (Hons), M.Sc (Exeter)	Director General of Education
Prof Roger Ellul Micallef M.D., Ph.D. (Edin), F.R.C.P. (Edin), F.R.C.P. (Lond)	Rector of the University of Malta
Prof Edward Scicluna Ph.D. (Toronto), M.A. (Toronto), B.A. (Hons.) Econ., D.S.S. (Oxon.)	Chairperson of the Malta Economic Development Council
Mr John Camilleri	Appointed by the Minister of Social Policy
Mr Stephen Debono	Appointed by the Federation of Industries
Mr Andrew WJ Mamo	Appointed by the Chamber of Commerce
Mr Emanuel Ellul Ms Helga Ellul Mr Frederick Fearn Mr Mario C Grech Ms Joyce Pullicino	Appointed by the Minister of Education

DOCUMENT C



MINISTERU TAL-FINANZI
MINISTRY OF FINANCE
MALTA

MF 74/2000
ME 323/2000

9 August 2000

The Permanent Secretary
Ministry of Education

FOUNDATION, MALTA COLLEGE OF ARTS, SCIENCE AND TECHNOLOGY

The Ministry of Finance has approved that the Minister of Education, Dr Louis Galea, the Parliamentary Secretary, Mr Jesmond Mugliett, and the Permanent Secretary, Ministry of Education, Mr Paul A. Attard, represent Government on the Deed of the Foundation and Donation setting up the Foundation, Malta College of Arts, Science and Technology.

Saviour Gauci
Director Budget Office