



# EDU

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## EDU ACADEMIC BOARD

*Rules and Regulations*

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**Authored by:**

Dr. Jürgen Laartz, Founding Rector

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## RULES AND PROCEDURES

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1. These Rules and Procedures have been established in accordance with the Education Act Cap 327. In the event of a conflict the Education Act will prevail.
2. The Education Act sets out the powers of Senate of the University of Malta which are deemed to be equally applicable to the Academic Board of EDU.
3. The Academic Board may appoint, at its discretion, sub-committees to consider and make recommendations to it on any matters relating to rules and procedures that are not otherwise covered by these Rules and Procedures.

## MEMBERSHIP

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4. Academic Board membership is established in accordance with Article 78 of the Education Act and Article 8 of EDU Charter. The composition of the Academic Board is as follows:
  - the Rector (*ex-officio*);
  - 2 representatives of academic staff;
  - 2 members representing professors;
  - 2 members representing non-academic staff at EDU;
  - 2 students (appointed by election among the student body).
5. Non *ex-officio* members of the Academic Board are elected by the bodies of persons they represent. All registered persons within the respective category are eligible both to apply for candidature and to vote. Voting sessions are held online with EDU making the necessary facilities available. The two candidates, in each group, obtaining the highest number of votes are elected. In the event of a tie, a second ballot is held at which only the two candidates obtaining identical votes are allowed to participate. A further tie is resolved by the Rector using a casting vote. In ballots where there are less than 2 candidates, the Rector may exercise his/her discretion to appoint members from the respective group subject to their consent.

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## Chair and Vice-Chair

6. The Rector will serve as Chair of the Academic Board.
7. The Academic Board will elect one of its members to serve as Vice-Chair. The Vice-Chair will serve as Chair in the absence of the Rector.

## Leaves and Vacancies

8. Any elected member of the Academic Board is entitled to a leave of absence for no more than three consecutive regular meetings of the Academic Board. Unless granted an extension by the Chair, any absence beyond that will lead to a request for the resignation of the member.
9. If a vacancy in any position arises on the Academic Board before the next regular election, the Academic Board secretary will report this to the Academic Board at its next meeting and will enter a declaration of vacancy in the minutes of that meeting.
  - 9.1. If the vacancy is an elected faculty member a by-election will be conducted in accordance with the Rules as of §5.
  - 9.2. If the vacancy is a student or convocation member, the Academic Board secretary will consult the list of alternates from the immediate past election. If there is a suitable alternate, the candidate will be declared elected if the candidate received a percentage of votes at least equal to the percentage of participation in the election. If there is no alternate, the Academic Board secretary will issue a call for nominations, which will specify the Academic Board meeting at which an election on the floor of the Academic Board will be held.

## Duties

10. Academic Board members must carry out their functions with integrity, independence, good faith and prudence of a reasonable individual.
11. Each member of the Academic Board has a duty with other Academic Board members to act in the best interests of EDU. Members of the Academic Board may also bring the perspective of their colleagues and may articulate the interests of their home department and faculty.

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## Confidentiality

12. Academic Board members are expected to maintain the confidentiality of closed Academic Board deliberations and documents indefinitely. Academic Board committee members are expected to maintain the confidentiality of confidential committee deliberations and documents indefinitely.

## FUNCTIONS OF THE ACADEMIC BOARD

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1. The Academic Board bears the responsibility for the general direction of the academic matters of EDU and has the following functions:
  - a) to regulate studies, research, documentation and examinations by means of regulations;
  - b) to decide on whom to confer academic degrees, diplomas and other distinctions;
  - c) to establish by regulations the conditions for admission;
  - d) to set the requirements to recognise degrees, diplomas, certificates and distinctions of foreign universities or providers of higher education for the purpose of admission to a programme of EDU;
  - e) to advise the Council on matters of an academic nature even if of such a nature only in part; and
  - f) to deal with any other matter of an academic nature arising in the administration of EDU.

## MEETINGS

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### Participation

13. Members of the Academic Board may only participate in the Academic Board in person. Attendance or vote by proxy is not permitted.
- 13.1. *Ex officio* member(s) of the Academic Board may assign a delegate to attend an open session on their behalf in order to respond to questions that may arise.

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## Regular Meetings

14. The Academic Board holds regular meetings each month from September to June. Regular meetings will normally be held on the first Friday of the month at 3:30 p.m. in the Academic Board virtual space.
15. A regular meeting may be cancelled by the Chair of the Academic Board if there is insufficient business to justify holding a meeting.

## Special Meetings

16. Between July and August the Chair may call a special meeting if there is business that cannot be postponed until the next regular meeting. At any other time, a special meeting may be held at the discretion of the Chair, or at the request of at least four members of the Academic Board.
17. The notice for a special meeting will clearly specify the purpose of the meeting and will be circulated to the Academic Board at least three days before the meeting.
18. At a special meeting, only the matter or matters specified in the notice may be considered.

## Open and Closed Sessions

19. Meetings of the Academic Board, which shall be announced on the EDU website, include an open and closed session, as necessary. The closed session is used for the discussion of business deemed by the Chair to be confidential.
20. The open session of a meeting is open to members of the public subject to advance notice of the intention to attend. Attendance is limited to the maximum number of participants allowed to log on remotely.
21. Normally, only members of the Academic Board, and non-voting invitees with speaking rights as determined by the Academic Board from time to time, may be present during the closed session.
22. The Chair, at his/her discretion, may invite non-Academic Board members to attend the closed session where their attendance supports the agenda.
23. The Chair, at his/her discretion, may have the meeting area be cleared of visitors or ask

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anyone who is interfering with the orderly conduct of the Academic Board’s business to leave.

## Quorum

24. The quorum required for all meetings of the Academic Board will be five members, at least two of whom must be elected members.
25. For special meetings, at least two of the members required for quorum must be elected faculty members.

## Agenda and Order of Business

26. The agenda for regular meetings is circulated to eligible attendants a minimum of 7 days prior to the scheduled meeting date.
27. Any member of the Academic Board may request in writing that an item be added to the agenda of the next regular meeting. The request must be submitted 9 days prior to the scheduled meeting.
28. There will be agendas for the open and the closed sessions. The open agenda will be made public and posted on EDU’s website.
29. The order of agenda items for regular open meetings will normally be:
  - a. approval of the agenda;
  - b. minutes of the last meeting;
  - c. business arising from the minutes;
  - d. remarks from the Chair;
  - e. correspondence;
  - f. proposals and reports from Academic Board committees;
  - g. proposals and reports from faculties and other divisions;
  - h. proposals and reports from the Vice-Rectors;
  - i. other business; and
  - j. adjournment.
30. In exceptional circumstances, any urgent matter not on the agenda of a regular meeting may, at the request of a member of the Academic Board and the discretion of the Chair, be added to the agenda under “other business”.

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31. The Chair will receive proposals at the beginning of a regular meeting for other changes to the agenda.
32. When the agenda is modified at a meeting, the Chair will declare it approved as amended, unless there is a call for a formal vote to approve the agenda. When there are no additions or changes to the agenda, the Chair will declare the agenda approved as circulated.
33. An item on the agenda of the open session may be placed into the closed session at any time prior to or during discussion of the item by successful motion to have it so placed.
34. For each agenda item, the Chair may develop a speakers list. A member of the Academic Board may speak a second time on a particular item only after the Chair has exhausted the list of first-time speakers. The mover of a motion or amendment will have the final opportunity to speak.

## Voting

35. Voting will normally be by show of hands. A member of the Academic Board may request at any time through a motion that a roll call or secret ballot be conducted. Such a motion requires a simple majority in the affirmative to pass.
36. Voting for the purpose of appointment of the elected members of the Academic Board will be by secret ballot.
37. The Chair will have the same right of a single vote as other members of the Academic Board.
38. In the case of an equality of votes for and against a motion, the Chair will declare that the question is resolved in the negative.
39. The Chair will formally announce the outcome of each vote and this outcome will be recorded in the Academic Board minutes. Any member of the Academic Board may ask that the vote count or the member's individual vote or abstention be recorded in the Academic Board minutes.

## Recording

40. Academic Board proceedings may be recorded or reported on using cameras or other electronic equipment only with the approval of the Chair prior to the meeting.

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## Minutes

41. The minutes shall be the official record of the Academic Board meeting.
42. The minutes of each meeting will be circulated in draft form to members of the Academic Board for approval at the next regular meeting. Draft minutes of a previous open session will be approved by the Academic Board during the open session. Draft minutes of a previous closed session will be approved by the Academic Board at the closed session.
43. Once approved, the minutes of an open session will be sent to the relevant faculty offices and the offices of senior officers of EDU.

## Approval by Email

44. In exceptional circumstances, the Chair may request voting on the motion of an item by mail or email with a report to the Academic Board at the next meeting.

## ACADEMIC BOARD COMMITTEES

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45. The Academic Board may establish such standing and *ad hoc* committees as it deems necessary and it will determine the terms of reference, rules, membership and the method of appointing or electing members to those committees.
46. Academic Board standing committees will submit an annual report to the Academic Board. *Ad hoc* committees of the Academic Board will submit annual reports to the Academic Board during the time that those committees are active. These reports will include information about meeting dates, actions taken and issues considered by the committee over the course of the year. Annual reports may also identify issues recommended by the committee for consideration by the Academic Board.
47. Each report to the Academic Board from an Academic Board standing or *ad hoc* committee shall include the names of all members of the committee.
48. At the request of the Academic Board, representatives of the Academic Board on outside bodies may be invited to report to the Academic Board on the activities of those bodies.

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## AMENDMENTS TO RULES AND PROCEDURES

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49. Any proposal to amend or change the Academic Board Rules and Procedures, including a request to establish a new Academic Board standing committee or changes to the terms of reference of an existing Academic Board standing committee, will be presented in the form of one of the following:

- a notice signed by at least one-fourth of the members of the Academic Board;
- a notice from an Academic Board standing committee;
- a notice from an *ad hoc* committee appointed by the Academic Board to examine the Academic Board Rules and Procedures; or
- a notice made by a member of the Academic Board during the course of an Academic Board meeting and approved by a majority of those present at the meeting.

50. A notice to amend or change the Academic Board Rules and Procedures must specify the amendment or change proposed. The proposal will be included in the agenda of the next regular meeting of the Academic Board or will be considered at a special meeting called for that purpose. Following the receipt by the Academic Board of such notice, the Chair will study the proposed amendment or change, will seek advice, as deemed appropriate, and will report his/her opinion or findings to the Academic Board in time for the ordinary or special meeting at which the amendment or change will be considered.

51. An amendment or change to the Academic Board Rules and Procedures will be considered passed if it is approved by at least two-thirds of the members of the Academic Board present at the meeting.

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