



GMBS

GLOBAL MANAGEMENT
BUSINESS SCHOOL



Malta
Further & Higher
Education Authority

The GMBS Statute

Part One Basic provisions

Article 1

General Provisions and Legal Status of the GMBS

- The GMBS Statutes (hereinafter referred to as "the Statutes") are the internal regulations that govern the details, in particular, of the organisational structure of the Global Management Business School (hereinafter referred to as "GMBS"), the roles and scope of self-government, the organs of academic self-government, higher education, academic insignia, ceremonies and awards, the basic issues of labour relations, and management.
- The GMBS is a Maltese legal entity established for education and research.
- The name is:

Global Management Business School, GMBS for short

- The list of the accredited study programmes offered by the GMBS is provided, published, and updated in a form approved by the Malta Further and Higher Education Authority (MFHEA).

Article 2

Mission, Main Tasks and Long-Term Plan of the GMBS

The main mission of the GMBS is:

- The provision, organisation and assurance of higher education in its accredited study programmes;
- The pursuit of creative scientific research;
- The provision of further postgraduate and lifelong learning through a wide range of courses and educational activities.
- The GMBS is a private higher education institution that provides, organises and delivers higher education and research in the accredited study programmes at EQF/MQF levels 5-8.
- The GMBS focuses on online education, research, production and dissemination of innovations in a wide range of applied study programmes and scientific disciplines, with an emphasis on preparing professionals that are in demand in the labour market, with the aim of contributing to building a knowledge-based and sustainably competitive economy.
- The GMBS cooperates with domestic and foreign higher education institutions, business, the public sector, and NGOs, and is active in the international projects and mobility. The forms and modes of its cooperation and mobility are governed by contracts.
- The GMBS pursues its mission in educational and research activities independently and freely. Academic rights and freedoms are to be exercised in accordance with the principles of democracy, humanity and the rule of law.

- The concretization of its objectives and the measures to achieve them, resulting from the mission of the GMBS, is contained in the document entitled "GMBS Long-Term Plan" (hereinafter referred to as the "Long-Term Plan").
- The Academic Senate approves the Long-Term Plan submitted by the Board of Directors and after discussion in the Scientific Council. The GMBS Long-Term Plan is an open document and is updated, as necessary.

Article 3 The GMBS Academic Community

- The academic community at the GMBS consists of lecturers and researchers (the staff part of the academic community) and students (the student part of the academic community).
- Members of the GMBS academic community have the right to:
 1. Nominate, elect and remove members of the GMBS Academic Senate and be elected as members of the GMBS Academic Senate;
 2. Attend meetings of the GMBS Academic Senate and the GMBS Scientific Council unless the GMBS Scientific Council meetings are non-public;
 3. Information on the activities of the GMBS Academic Senate;
 4. Address the Rector, the chairman of the Board of Directors and the GMBS Board of Directors with suggestions, comments and complaints.
- The members of the academic community have a duty to protect the reputation of the GMBS.
- The members of the academic community are obliged to comply with the internal regulations of GMBS.

Article 4

Academic Freedoms, Academic Rights and Campus

- At the GMBS, members of the academic community are guaranteed freedom of scientific research and publication of its results, freedom of artistic creation, the right to teach and learn, the right to elect and be elected to academic self-government, the right to hold and disseminate different philosophical and political opinions, religious beliefs and racial equality, the right to use academic insignia and emblems, and the right to perform academic ceremonies.
- The exercise of academic freedoms and academic rights under Paragraph 1 shall be in accordance with the principles of democracy, humanism and the rule of law.

Part Two Management and Organisation of the GMBS

Article 5

Management of the GMBS

- The management of the GMBS is carried out by its bodies.
- The bodies of the private GMBS are:
- **Managing bodies:**

1. Board of Directors;
2. Chairman of the Board of Directors;
- **Academic self-government bodies:**
 1. Academic Senate;
 2. Rector, Vice-Rectors;
 3. Scientific Council;
 4. Disciplinary Committee.
- In their activities, the GMBS bodies shall be guided by the law, generally binding legislation, these Statutes, and other internal regulations of the GMBS.
- The organisational structure of the GMBS is set out in the Organisational Regulations.

Article 6

GMBS Board of Directors

- The Board of Directors is the supreme governing and decision-making body at the GMBS. It deals mainly with the economic, financial, commercial, material and technical, legislative, legal, personnel and other administrative matters of the GMBS.
- The Board of Directors shall have three ordinary members. Honorary members may also be members of the Board of Directors. Ordinary and honorary members of the Board of Directors shall be appointed and removed by the Managing Director(s) of the GMBS.
- Members of the Board of Directors may have an employment relationship with the GMBS and may be remunerated for the performance of their duties.
- The duration of the term of office of the members of the Board of Directors shall be indefinite. Each member shall hold office until his/her successor is appointed, unless he/she resigns or is removed from office.
- The chairman of the Board of Directors shall ask a member of the Board of Directors to resign if he/she considers that it is in the best interests of the GMBS. In the event that a member decides not to resign, even when requested to do so by the chairman of the Board of Directors in the interest of the GMBS, he/she may be removed in accordance with Paragraph 2. A member, whose resignation is requested by the chairman of the Board of Directors, may still attend all meetings of the Board of Directors until relieved of his/her office.
- If the position of a regular member of the Board of Directors becomes vacant, the GMBS executive appoints a member to the vacant position.
- The Board of Directors shall meet as required, normally once every six months. Meetings of the Board of Directors shall be convened by the chairman of the Board of Directors. The quorum of the Board of Directors shall be a majority of its ordinary members present. Minutes shall be taken of the proceedings of the Board of Directors, containing the relevant facts of the meeting and the decisions and resolutions adopted. The chairman of the Board of Directors may decide to make an audio or visual recording of the meeting of the Board of Directors.

- An extraordinary meeting of the Board of Directors may be requested by an ordinary member of the Board of Directors, or by the Rector. The chairman of the Board of Directors shall convene an extraordinary meeting without delay, but at the latest within fourteen (14) days of the request.
- Each member of the Board of Directors shall have one vote. Honorary members shall not be entitled to vote. The Board of Directors may adopt resolutions by public vote or by secret ballot. The method of voting shall be decided *ad hoc* by the Board of Directors on a proposal of the chairman of the Board of Directors. A resolution of the Board of Directors shall be valid if an absolute majority of the full members of the Board of Directors votes in favour of its adoption. In the event of a tied vote, the chairman of the Board of Directors shall have a casting vote. Ordinary members of the Board of Directors who, for serious reasons, are unable to attend the meeting in person may participate in the vote by expressing their opinions in writing or by remote voting using the Internet.
- The GMBS Board of Directors, within its operation:
 1. Carries out strategic observation, general oversight and supervision of the state and activities of the GMBS, gives suggestions and opinions on its activities and, if necessary, instructs the chairman of the Board of Directors or the Rector to take the necessary measures;
 2. Confirms the Academic Senate's proposal for the appointment and dismissal of the Rector;
 3. Approves the draft budget for the current year submitted by the GMBS statutory body after prior discussion in the GMBS Academic Senate, and decides on the use of funds raised from tuition fees, fees, contributions, donations and other payments and transfers for the benefit of the GMBS;
 4. Approves the proposal of the chairman of the Board of Directors for the tuition and fees associated with higher education and further study;
 5. Comments on the annual management report;
 6. Comments on the annual report on the activities of the GMBS, which shall be approved by the Academic Senate of the GMBS during the relevant period in each calendar year;
 7. Approves the salary of the chairman of the Board of Directors and the Rector, and approves special remuneration for the chairman of the Board of Directors and the Rector in the event of extraordinary achievements and results;
 8. Submits the GMBS Long-Term Plan to the GMBS Academic Senate for approval after it has been discussed in the Scientific Council;
 9. Approves the Rector's proposal for the establishment, dissolution, division, merger, change of name or headquarters of the GMBS organisational units after the prior opinion of the GMBS Academic Senate;
 10. Comments on the Rector's proposals for the award of the GMBS Commemorative Medal;
 11. Approves the proposals of the chairman of the Board of Directors for changes to the GMBS Statutes after they have been discussed in the GMBS Academic Senate;
 12. Approves legal acts, by which GMBS intends to acquire immovable property, transfer immovable property, establish an easement or pre-emption right over immovable property,

establish another legal entity or make a (non-)monetary deposit in another legal entity, accept a loan from a monetary institution, make a (non-)monetary deposit in the course of research projects or projects financed by the European Union funds;

13. Approves the acquisition or disposal of movable fixed assets, the acceptance or provision of gifts and aid;
 14. Deliberates on other matters or decides on other matters referred to it by the chairman of the Board of Directors or the Rector.
- The Board of Directors may set up temporary working groups to develop conceptual material for the deliberations of the Board of Directors in order to deal with unresolved problems.

Article 7

Chairman of the GMBS Board of Directors

- The chairman of the GMBS Board of Directors is a statutory body of the GMBS.
- The duration of the term of office of the chairman of the Board of Directors shall be indefinite. The chairman of the Board of Directors shall hold office until his/her successor is appointed.
- The chairman of the Board of Directors:
 1. Convenes and chairs meetings of the GMBS Board of Directors;
 2. Convenes and chairs meetings of the GMBS management, members of which include the Rector, Vice-Rectors and the chairman of the GMBS Academic Senate;
 3. Submits to the GMBS Board of Directors a draft GMBS budget for the current year, after it has been discussed in the GMBS Academic Senate;
 4. Submits to the GMBS Board of Directors a proposal for the amount of tuition and fees associated with its higher education studies and advanced studies;
 5. Submits to the GMBS Academic Senate an annual report on the management of the GMBS, after it has been discussed by the GMBS Board of Directors;
 6. Submits to the GMBS Board of Directors proposals for changes to the GMBS Statutes and other internal regulations of the GMBS, after they have been discussed in the GMBS Academic Senate;
 7. On the proposal of the Rector, concludes, changes and terminates employment relationships with GMBS lecturers and researchers;
 8. Concludes, changes and terminates employment relationships with other GMBS staff;
 9. On the proposal of the Rector, determines the structure and number of posts at the higher education institution;
 10. On the proposal of the Rector, approves the number of students admitted to individual study programmes;
 11. On the proposal of the Rector, determines the salaries of GMBS lecturers and researchers;
 12. Determines the salary of other GMBS staff;

13. Appoints and dismisses the heads of departments of the Rectorate;
14. Decides on other matters arising from the internal regulations of the GMBS;
15. In urgent matters that cannot suffer delay, has the right to decide and act on behalf of GMBS without the prior approval of the Board of Directors. In such cases, the chairman of the Board of Directors shall at their earliest convenience convene an extraordinary meeting of the Board of Directors to discuss the matter further;
16. Through the authorised legal persons, natural persons or employees of GMBS, ensures the economic, financial and personnel agenda of the GMBS;
 - In this capacity, the chairman of the Board of Directors acts on behalf of the GMBS, represents it externally and is accountable to the GMBS Board of Directors, to the General Meeting of the Company and, in matters defined by law, to the relevant Ministry.

Article 8

Rector and Vice-Rectors

- The Rector, and in his/her absence the First Vice-Rector, is the academic representative of GMBS, who directs its educational, scientific research and other creative academic activities and related operational activities directly or through representation by other GMBS staff. In this capacity, the Rector acts on behalf of GMBS, represents the GMBS externally, and is accountable to the chairman of the GMBS Board of Directors and the GMBS Academic Senate for his/her actions in this area.
- The term of office of the Rector is four years. The Rector can also perform his function in several consecutive terms of office.
- The Rector is appointed and removed by the GMBS Board of Directors on the proposal of the chairman of the Board of Directors.
- After the end of the regular term of office of the Rector, after his/her dismissal or after the early termination of his/her function for other reasons, the function of the Rector shall be performed by a person entrusted by the Board of Directors for a maximum period of one year until a new Rector is appointed.
- The termination of the Rector's employment relationship with the higher education institution before the end of his/her term of office shall be deemed to be an early termination of the Rector's performance of his/her duties.
- The Rector is represented by Vice-Rectors to the extent determined by the Rector. Vice-Rectors are appointed and dismissed by the Rector with the prior opinion of the GMBS Academic Senate. The term of office of Vice-Rector is four years. In case the GMBS has more than one Vice-Rector, the Rector shall appoint one of them as the first Vice-Rector.
- The Rector within his/her competence:
 1. Decides on an applicant's admission to study;
 2. Decides on any interruption or termination of studies on the basis of a student's application;
 3. Decides on a student's expulsion from studies;
 4. Imposes disciplinary measures in relation to students;

5. Approves the timetable for the GMBS academic year;
 6. Determines the rules for the preparation, approval and implementation of continuing education programmes;
 7. Submits to the GMBS Academic Senate for approval the conditions of admission of applicants to study;
 8. Proposes the numbers of students to be admitted to accredited study programmes;
 9. Proposes the GMBS Long-Term Plan and its update;
 10. Convenes and chairs the meetings of the GMBS Scientific Council;
 11. Convenes and participates in academic ceremonies;
 12. Appoints and dismisses Vice-Rectors with the prior opinion of the GMBS Academic Senate; Appoints and dismisses the Heads of the GMBS organization units pursuant to Article 12 (2) (b) to (d) of this Statute;
 13. Appoints and dismisses Study Programme Supervisors and Study Advisors;
 14. Appoints and dismisses members of the GMBS Scientific Council with the prior approval of the GMBS Academic Senate;
 15. Appoints and dismisses members of the GMBS Disciplinary Committee with the prior approval of the GMBS Academic Senate;
 16. Appoints and dismisses members of the departmental commissions of the doctoral study programmes after the prior approval of the GMBS Scientific Council;
 17. Proposes the structure and number of posts at the higher education institution;
 18. Proposes the conclusion, change and cancellation of employment relationships with GMBS lecturers and researchers;
 19. Represents the higher education institution at national and international academic forums;
 20. Cooperates with the chairman of the Board of Directors;
 21. Organises the internal evaluation of GMBS creative activities; adopts or proposes measures resulting from it to the chairman of the GMBS Board of Directors;
 22. In the relevant period of the calendar year, submits to the Academic Senate an annual report on the activities of the GMBS for approval, after they have been discussed in the GMBS Scientific Council and the GMBS Board of Directors;
 23. Confers the honorary titles of "*Professor honoris causa* (abbreviated as Prof. h.c.) and "*Doctor honoris cauca* (abbreviated as Dr. h.c.);
 24. Awards the GMBS commemorative medals; awards the GMBS Rector's Award;
 25. Decides on the recognition of diplomas or other evidence of higher education studies issued by foreign higher education institutions, unless otherwise provided by law;
 26. Decides on other matters arising from the internal regulations of the GMBS.
- The Rector has the right to:

1. Participate in meetings of the GMBS Board of Directors when it is discussing issues related to educational, scientific, technical, research and other creative academic activities at the GMBS;
2. Request the chairman of the GMBS Board of Directors to convene a meeting of the GMBS Board of Directors in justified cases;
3. Act as the chief academic officer and a representative of the GMBS to third parties; represent it and act on its behalf externally, except in respect of matters which are delegated to the GMBS Board of Directors or the Chairman of the GMBS Board of Directors hereby;
4. Impose tasks on the heads of institutes, departments, special-purpose facilities and heads of other teaching, research, consulting and information departments across the GMBS and other employees of GMBS, and oversee their performance;
5. Address and convene the GMBS academic community;
6. Create an advisory body to the Rector, which is usually the Rector's Collegium.

Article 9

The Academic Senate and the Powers of the GMBS Academic Senate

The GMBS Academic Senate (hereinafter referred to as "AS") and its members are accountable to the GMBS academic community. In the performance of their duties, the members of the Senate shall be bound only by their conscience, the law, generally binding legislation and the internal regulations of the GMBS.

- The Academic Senate consists of elected representatives of the academic community; it is divided into a staff part and a student part. The Academic Senate has five (5) members, two (2) of whom are students.
- Members of the staff part of the AS are elected by secret ballot by members of the staff part of the academic community. Members of the student part of the AS are elected by secret ballot by members of the student part of the academic community. A member of the staff part of the AS may be only a member of the staff part of the academic community. A member of the student part of the AS may be only a member of the student part of the academic community.
- The term of office of the members of the AS shall be 4 years.
- If the membership of a member of the AS has ceased before the end of the term of office, the relevant part of the academic community shall elect a new member of the AS to fill the vacancy, whose term of office will last until the end of the term of office of the member, whose membership has ceased.
- The Academic Senate elects a chairman and two vice-chairmen (one from the staff part of the AS and one from the student part of the AS), who form the executive board of the Academic Senate. The chairman of the Academic Senate may be elected exclusively from among the members of the staff part of the AS. The executive board shall ensure the preparation of the meetings of the Academic Senate and the implementation of its decisions.

- The chairman of the Board of Directors, the Rector or, in his/her place, the Vice-Rector or the Managing Director shall have the right to speak at a meeting of the Academic Senate at any time when requested to do so.
- The meetings of the Academic Senate are usually held twice per academic year. The chairman of the Academic Senate is obliged to convene a meeting of the Academic Senate without delay, but no later than within fourteen (14) days, when the chairman of the Board of Directors, the Rector or at least one quarter of the members of the Academic Senate so request. The Academic Senate shall have a quorum if an absolute majority of its members are present at the meeting. The approval of an absolute majority of the members of the Academic Senate present is required for the adoption of a valid resolution of the Academic Senate. The Academic Senate decides by public vote. In the event of a tie vote, the Academic Senate chairman shall have a casting vote. Minutes of the meetings of the Academic Senate shall be drawn up and signed by the chairman of the Academic Senate.
- The GMBS Academic Senate, within its activities, shall in particular:
 1. Express its opinion on the proposal of the chairman of the Board of Directors, in consultation with the Rector, for the establishment, merger, fusion, division, abolition of departments, or changes to the name or change of headquarters of the GMBS bodies;
 2. Approve the internal quality assurance system for higher education;
 3. Discuss the proposal of new study programmes submitted by the Rector;
 4. Approve the conditions of admission of applicants to the study submitted by the Rector;
 5. Express its opinion on the proposal of the Board of Directors, in consultation with the Rector, for the establishment, change of name, merger, fusion, division or abolition of the GMBS bodies;
 6. Deliberate on other matters referred to it by the chairman of the Academic Senate, the chairman of the Board of Directors, or the Rector;
 7. Perform other tasks under these Statutes.

Article 10

GMBS Scientific Council and its Activities

- The GMBS Scientific Council is a conceptual and initiating body within the GMBS. The Scientific Council evaluates the level of educational and research activities; approves the programme of scientific activities within the scope of available resources; makes suggestions for its prospective development, and facilitates the development of foreign partnerships.
- Members of the Scientific Council of the private GMBS are appointed and dismissed by the Rector after the approval by the AS. The term of office of the members of the GMBS Scientific Council shall be four years.
- The members of the Scientific Board of the private GMBS are eminent experts in their fields, and in which the GMBS carries out educational, research or other creative activities. Members of the GMBS Scientific Board may also include persons who are not members of the GMBS academic community. The *ex-officio* members of the Scientific Council are the chairman of the Board of Directors, the Director, the Rector and the Vice-Rectors.

- The term of office for members of the Scientific Council shall be four (4) years.
- Members of the Scientific Council are appointed and dismissed by the Rector after approval by the GMBS Academic Senate.
- Membership of the GMBS Scientific Council shall cease by
 1. The end of the term of office of a member;
 2. Resignation of a member;
 3. Removal of a member from office by the Rector with the prior approval of the GMBS Academic Senate;
 4. Death of a member.
- The Rector is the chairman of the Scientific Council of the private GMBS.
- The Scientific Council shall have a quorum if an absolute majority of its members are present at a meeting. A valid resolution of the Scientific Council requires the approval of an absolute majority of the members present. In the case of decisions on the issues in Paragraph 8(i), (j), (o) and (p), the approval by an absolute majority of all members of the GMBS Scientific Council shall be required for a valid resolution. Minutes of the meetings of the Scientific Council shall be drawn up and signed by the Rector.
- The Scientific Council:
 1. Discusses and comments on the Long-Term Plan of the private GMBS;
 2. Discusses the annual report on the activities of the GMBS submitted by the Rector in the relevant period of the calendar year;
 3. Periodically, but at least once a year, assesses the GMBS's level of educational and scientific activity;
 4. Approves proposals for study programmes submitted by the Rector after prior discussion in the GMBS Academic Senate. The student representatives appointed by the student part of the AS are invited to the GMBS Scientific Council meeting on the proposal of study programmes;
 5. Approves other experts, who have the right to examine in the study programmes carried out at the higher education institution;
 6. Approves supervisors of doctoral studies for the advanced postgraduate study programmes;
 7. Approves the members of the doctoral study Programme Committees;
 8. Approves the Rector's proposals for filling the posts of visiting professors;
 9. Approves supervisors in the framework of doctoral studies;
 10. On the proposal of the chairman of the Scientific Board of the private GMBS, approves the Rules of Procedure of the Scientific Council of the GMBS;
 11. Deliberates on such other matters as may be referred to it by the Rector of the GMBS, or on such other matters as it may resolve.

Article 11

GMBS Disciplinary Committee

- The GMBS Disciplinary Committee for the resolution of disciplinary cases involving students and employees of the GMBS is established by the Rector with the approval of the AS. The details shall be determined by the Committee in its Rules of Procedure.
- The chairman and members of the Disciplinary Committee are appointed and removed by the Rector after approval by the GMBS Academic Senate. The Disciplinary Committee has four members, including the chairman, two of whom are from the student part of the GMBS academic community, and two from the staff part of the GMBS academic community. The chairman of the Disciplinary Committee shall always be a member of the GMBS academic staff.
- The terms of reference and the proceedings of the Disciplinary Committee shall be further specified in the Disciplinary Regulations.

Article 12

GMBS Organisation

1. The internal organisation of the GMBS shall be governed by the Rules of Organisation.
1. The GMBS is divided in terms of organisation into the following components:
 1. Rectorate;
 2. Departments;
 3. Special-purpose facilities;
 4. Other pedagogical, research, consulting and information workplaces.
- The Rectorate provides the material and administrative support for the activities of the chairman of the GMBS Board of Directors, the GMBS Board of Directors, the Rector and other GMBS representatives and academic self-government bodies. The Rectorate prepares and processes the documents and materials necessary for the performance of GMBS duties, especially in the areas of management, accounting, statistics, prescribed records, and for the preparation of summary reports and reports. The Rectorate mainly performs the following activities:
 1. Personnel agenda, labour economics and payroll;
 2. Financial accounting and treasury services;
 3. Management and registration of property and buildings;
 4. Business and technical-investment activity;
 5. Auditing and revision activities;
 6. Management and operation of the integrated information and communication system;
 7. Archive and registry activities;
 8. Legal agenda;

9. Study agenda;
10. Marketing, editorial and publishing activities;
11. Agenda of the scientific and research and other creative activities;
12. Project management;
13. Internal evaluation and quality assessment agenda;
14. International cooperation agenda.

- The activities referred to in above Paragraph (1) to (10) shall be managed by the chairman of the GMBS Board of Directors or persons delegated by him/her. The activities referred to in above Paragraph (6) to (7) shall be managed by the Rector or the Vice-Rectors authorised by him/her.
- The Rectorate may provide the above-mentioned activities through GMBS staff or other legal and natural persons.
- Departments are the scientific-pedagogical units of the GMBS that participate in the performance of the main tasks of the GMBS in a defined field of knowledge or field of study. Departments mainly carry out educational, scientific research, expert, and other creative activities. The Head of the Department, who is appointed and dismissed by the Rector, is responsible for the activities of the Department.
- The GMBS may set up remote offices, regional consultation centres along with facilities of science, research, government and public organizations and other related higher education institutions, both at home and abroad, if it fulfils all the conditions laid down by the MFHEA and the country concerned.
- The GMBS may establish GMBS special-purpose facilities to carry out specific activities. The head of a special-purpose facility, who is appointed and dismissed by the Rector, is responsible for the activities of that special-purpose facility.
- The GMBS may, with the approval of the GMBS Board of Directors, establish teaching workplaces outside its headquarters, if necessary. These teaching workplaces are referred to as "GMBS Training and Information and Consultation Centres" (hereinafter referred to as "GMBS TICC").
- The Head of a workplace who is appointed and dismissed by the Rector is responsible for the activities of that workplace.
- GMBS TICC provides the information and counselling services for students.

Article 13

Internal Quality Assurance System

- The internal quality assurance system for education, creative activities and related activities and evaluation of the internal quality assurance system of GMBS is defined by a separate internal regulation "GMBS Internal Quality Assurance System for Education".
- By decision of the Board of Directors and approval of the Scientific Council, the GMBS establishes the following within the framework of the Internal Quality Assurance System for Higher Education at the GMBS:

1. Accreditation Council;
 2. Curriculum Councils.
- The activities of these bodies are governed by their Statutes and the Internal Quality Assurance System for Higher Education at the GMBS internal regulation.

Part Three Higher Education and Further Education

Article 14

Study Programmes

- The GMBS provides higher education within its accredited degree programmes. A Study Programme is a set of educational activities (lectures, seminars, exercises, internship, excursion, practice, final thesis, etc.) and a set of rules designed in such a way that the successful completion of these educational activities and examinations results in the award of a higher education degree, after abiding by all applicable rules.
- Where it has been granted appropriate rights, the GMBS provide education in the study programmes at the EQF/MQF levels 5-8.
- The Study Programme is specified through its Study Plans. Academic advisors are appointed from among the university lecturers to provide an advisory service in the preparation of Study Plans. They are appointed by the Rector on the proposal of the heads of institutes or departments.
- Details of the study programmes are regulated in the Study Regulations.

Article 15

Conditions for Admission to Study

- Maltese citizens and foreign nationals are eligible to study at the GMBS if they meet the admission requirements and demonstrate the highest level of aptitude for study.
- The basic conditions for admission are set out in the [Qualifications Framework](#).
- Other conditions of admission to the individual study programmes are approved by the Rector after their prior discussion in the Academic Senate of GMBS.
- The conditions for admission, the date and method of verification of their fulfilment and the method of evaluation of their results must be published.
- The numbers of students admitted to individual study programmes is approved by the chairman of the Board of Directors on the basis of the Rector's proposal.
- The Rector decides on admission to studies.
- Further details of the admission procedure, the decision on admission to study and the procedure for reviewing a decision are regulated by the Study Regulations.

Article 16

Forms and Methods of Study

- The Study Programme is conducted online.

- The organisation of all levels of study is based on the credit system. Credits are numerical values assigned to units of a Study Programme, reflecting the amount of work required to complete them. The conditions for the introduction and application of the credit system of study are set out in the Study Regulations.

Article 17

Course and Completion of Study

- Study for one academic year is divided into two semesters.
- The specific dates relating to studies are determined by the academic year timetable, which is approved by the Rector.
- Study is properly completed by graduation according to the relevant Study Programme. The date of completion of studies shall be the date on which the last of the conditions prescribed for the proper completion of studies of a given Study Programme has been fulfilled.
- The diploma and the supplement to the diploma are proof of the proper completion of studies of the accredited Study Programme and of the acquisition of the relevant academic degree.
- In addition to the regular termination of studies, studies shall be terminated by
 1. Dropping out of studies;
 2. Failure to complete the studies by the specified deadline;
 3. Expulsion from studies for failure to meet the requirements of the Study Programme and the GMBS Study Regulations;
 4. Expulsion from studies;
 5. Cancellation of the Study Programme if the student does not accept the offer of the GMBS to continue in studying another Study Programme;
 6. Death of a student.
- The studies of a Study Programme may be interrupted at the request of the student under the conditions specified in the Study Regulations. The Study Regulations shall determine the maximum total length of the interruption of studies. The Rector decides on the authorisation for any interruption in studies.
- The Rector approves the transfer of a student from another higher education institution. The Rector may determine for the transfer student to complete the units of a Study Programme successfully by a specified deadline. The chairman of the Board of Directors shall determine the amount of tuition and fees associated with the transfer student's studies.

Article 19

Study-Related Tuition Fees and Fees

- The tuition fee is a financial contribution paid by students studying the relevant Study Programme.

- Tuition fees and fees associated with higher education studies shall be approved by the GMBS Board of Directors upon the proposal of the chairman of the GMBS Board of Directors.
- The GMBS publishes the amount of tuition fees and fees associated with higher education study.
- Tuition fees shall be paid in one lump sum for the entire academic year, separately for each semester, or monthly, unless otherwise determined by the Board of Directors. Payment of the tuition fee is a prerequisite for enrolment in the next year. Another condition for admission to the GMBS is the student's agreement to the tuition fee.
- The method of payment of tuition fees shall be determined by the chairman of the Board of Directors.
- Tuition fees are non-refundable if a student is expelled or fails to complete a subject. Tuition fees are not refundable in the event of an interruption to studies for reasons other than health. Tuition fees are not refundable if the student transfers to another higher education institution.
- In the case of a student transferring from another higher education institution, the amount of tuition fees for the transferring student shall be determined by the chairman of the Board of Directors.
- The GMBS may charge fees for material support for the admissions process, fees for the issue of documents of studies and copies thereof, fees for the issue of documents of graduation and for the issue of copies of documents of graduation, fees for the organization of academic ceremonies, and fees for other services and administrative tasks.
- The GMBS Board of Directors sets the amount of the fees. The fees are payable prior to the performance of acts and services.
- The chairman of the Board of Directors may, taking into account particular circumstances, postpone the due dates for tuition and study-related fees.

Article 20

Social Support for Students

- Depending on its financial capacity, the GMBS will create funds to provide social support to students.
- Social support is provided to students:
 1. Directly – by providing scholarships;
 2. Indirectly – by providing services, offering employment opportunities and supporting sporting, artistic and other creative activities.
- The GMBS may provide scholarships to students from its own resources through a scholarship fund.
- From its own resources, the GMBS may, within the limits of its financial possibilities, award a scholarship in particular for outstanding performance of study duties, achievement of an outstanding result in the field of study, research, development, artistic or sporting activities.

Article 21

Students

- An applicant admitted to study becomes a GMBS student from the date of enrolment. Any student, whose studies have been interrupted, becomes a student from the date of re-enrolment.
- A student ceases to be a student from the date of regular completion of studies, dropping out of studies, failure to complete studies, expulsion from studies, and cancellation of a Study Programme if the student does not accept an offer to continue to study in another Study Programme, the death of the student, or from the date of interruption of studies.

Article 22

Rights and Obligations of Students

- In particular, the student has the right to:
 1. Study the Study Programme to which he/she has been admitted; if GMBS has made adjustments to the Study Programme, the student shall continue to study that Study Programme according to the post-adjustment subjects and rules, unless the rules of the Study Programme state otherwise;
 2. Create a Study Plan according to the rules of the Study Programme;
 3. Enrol in the next part of the study programme if he/she has fulfilled the obligations specified in the study programme or Study Regulations;
 4. While respecting the time and capacity constraints imposed by the Study Regulations and the Study Programme, choose the pace of study, the order of completion of subjects while maintaining their prescribed continuity, and choose a lecturer for a subject taught by several teachers;
 5. Apply to study at another higher education institution as part of their own studies, including abroad;
 6. Participate in the research, development or other creative activities at the GMBS;
 7. Participate in the establishment and activities of independent associations operating on campus (societies, unions, professional associations) in accordance with the law;
 8. At least once a year, have the opportunity to comment on the quality of teaching and teachers through an anonymous questionnaire;
 9. Freely express opinions and comments on higher education,
 10. information and advisory services related to studies and the possible application of graduates of the study programmes in practice;
 11. Make proposals and comments on the activities of the GMBS through representatives in the GMBS Academic Senate;
 12. Vote and be elected to the GMBS Academic Senate.

- The student is obliged to comply with the law, generally binding legal regulations and internal regulations of GMBS. The student is also obliged to:
 1. Protect and make economic use of GMBS assets, resources and services;
 2. Pay tuition fees and fees to cover the costs associated with studying within the specified deadlines;
 3. Notify GMBS of the address indicated for service of documents;
 4. At the invitation of the Rector or a GMBS member of staff authorised by him/her, attend a discussion of matters relating to the progress or termination of his/her studies or relating to his/her rights or obligations.

Article 23

Disciplinary Offence

- A disciplinary offence is a culpable violation of generally binding legislation or the internal regulations of the GMBS, or a part thereof, or of public order.
- A student may be subject to any of the following disciplinary measures for a disciplinary offence:
 1. Admonition;
 2. Conditional exclusion from studies, specifying the time limit and conditions, under which conditional exclusion from studies will be lifted;
 3. Expulsion from studies.
- Disciplinary measures shall be imposed by the Rector. The Rector may not impose a more severe disciplinary measure than any proposed by the Disciplinary Committee.
- The procedure for imposing disciplinary measures is regulated in detail in the Disciplinary Regulations.

Article 24

Register of Students

- The GMBS maintains a Register of Students. The Register of Students is a non-public information system at GMBS, which is managed and operated by the GMBS. The Register of Students is used to record students, and for statistical purposes.
- The name, surname, maiden name, titles, date of birth, place of birth, place of permanent residence, gender, picture, nationality, and e-mail address of the student shall be recorded in the student register; a telephone number shall also be recorded in the student register, if provided by the student.
- In addition to the data referred to in Paragraph 2, the Register of Students shall also record data on individual students about
 1. Enrolment
 2. Previous education

3. Study Programme
 4. Enrolment in the next part of the study according to
 5. Provision of a scholarship
 6. Completion of the thesis defence and the awarded academic degree
 7. Interruptions to studies
 8. Graduation
 9. University diploma
 10. Study at another higher education institution
 11. Study of a joint degree programme at a collaborating higher education institution
 12. The obligation to pay tuition fees, and the payment of tuition fees
 13. The number of credits the student has earned in the study programme enrolled on
 14. The supervisor, including name, surname, if it is a student of doctoral studies
 15. The language in which the student is studying the relevant study programme.
- Entries in the Register of Students are made by specially designated GMBS staff. When working with the Register, they are obliged to comply with the generally applicable legislation on the protection of personal data.
 - The GMBS shall archive data from the Register of Students in accordance with the relevant legislation governing the archival and registry activities for a maximum period of forty (40) years.

Part Four Staff

Article 25

Basic Principles of Employment and Legal Relations

- Teachers, researchers and other staff members work as employees at the GMBS.
- The employment and legal relations for the office of chairman of the Board of Directors shall be established, changed and terminated by the GMBS by a legal act, which is a decision of the General Meeting of the Company.
- The employment and legal relations of the office of Rector shall be established, changed and terminated by the GMBS by legal act, which is a decision of the GMBS Board of Directors.
- The employment and legal relations with lecturers, researchers and other GMBS employees are established, changed and terminated by GMBS in accordance with the law.
- The offices of Vice-Rectors, heads of departments, special-purpose facilities and other teaching, research, consulting and information workplaces are usually filled by appointment. Staff members are appointed to and removed from these offices by the Rector. The Rector may request the chairman of the Board of Directors to fill the above positions through a selection process.

- The structure and number of offices at the higher education institution shall be determined by the chairman of the Board of Directors upon a proposal from the Rector.
- The employment and legal relations of employees shall be governed by the law and the internal regulations of the GMBS.

Article 26

Appointments to the Positions of Lecturers and Researchers

- The offices and positions of university lecturers, with the exception of visiting professors, shall be filled by selection. The selection procedure for filling the office is also the selection procedure for filling the post of teacher.
- Posts of visiting professors are filled by appointment by the Rector upon a proposal approved by the GMBS Scientific Council.
- The chairman of the Board of Directors may recruit a member of staff on a part-time basis for a maximum period of one year to the post of a university lecturer or researcher without a selection procedure. He/she may do so repeatedly.
- Details of the selection procedure are set out in the Tender Guidelines.

Part Five Management and Financing

Article 27

Management

- The GMBS shall conduct its economic and business activities in accordance with the law, its internal rules and regulations and its contractual obligations.
- The chairman of the Board of Directors or his/her appointees shall be responsible for the management of the GMBS.
- The economic agenda of GMBS is handled by the Rectorate.

Article 28

Financing

- The chairman of the Board of Directors is responsible for the financial agenda of the GMBS. Accounting and other financial matters of the GMBS are handled by the Rectorate.
- The GMBS shall keep accounts in accordance with the applicable generally binding legislation.
- The GMBS revenue is mainly made up of:
 1. Tuition and study-related fees received from students and admitted students;
 2. Commercial payments from customers for the GMBS actions and services;
 3. Donations received from donors;
 4. Sponsorship contributions;
 5. Subsidies;

6. Loans from monetary institutions;
 7. Financial grants received for educational, research and other creative activities;
 8. Prizes, rewards and winnings received for its activities from other natural and legal persons;
 9. Other revenue.
- The GMBS expenditure consists mainly of:
 1. Expenditure on staffing for educational, research and other creative activities, as well as for the operation of the GMBS;
 2. Expenditure on material, technical, information and spatial support for the educational, research and other creative activities at the GMBS;
 3. Expenditure related to the participation of GMBS and its staff in cooperation projects and programmes;
 4. Marketing and advertising expenses;
 5. Other expenses.

Part Six Academic Ceremonies, Insignia and Awards

Article 29

Academic Ceremonies

- The academic ceremonies at the GMBS include:
 1. Matriculation of students – solemn taking of the academic oath;
 2. Graduation ceremony – the solemn promise and award of a university diploma;
 3. Ceremonial meeting of the Scientific Council;
 4. Ceremonial award of academic degrees and honorary degrees;
 5. Rector's inauguration – ceremonial inauguration of the Rector;
 6. Other academic festivities as decided by the Rector.
- Academic ceremonies are held in the presence of the Rector or Vice-Rector.
- The course of the academic ceremony is determined by a script or protocol.

Article 30

Academic Insignia

- The GMBS academic insignia are an expression of the GMBS tradition. The Rector shall determine the manner of use thereof.
- The academic insignia of GMBS include
 1. The coat of arms and the seal with the emblem;
 2. Medals on the chains of the Rector and Vice-Rectors;

3. Medal on a chain of the chairman of the Academic Senate of GMBS;
 4. The mace of the Rector.
- Academic insignia are used mainly during academic ceremonies, ceremonial meetings of the GMBS Academic Senate and the GMBS Academic Council, and on other occasions at the discretion of the Rector.
 - The academic insignia are the property of GMBS and must be protected in a manner appropriate to their significance.

Article 31

Awards and Commemorative Medals

- The Rector, upon the opinion of the GMBS Board of Directors, awards members of the academic community and other domestic and foreign persons, who have contributed to the development of GMBS, or have contributed to the development of science and education, with the GMBS Commemorative Medal.
- On the proposal of the Academic Senate, the Rector may award the GMBS Rector's Prize to graduates with the outstanding academic results in the relevant academic year.

Part Seven Transitional and Final Provisions

Article 32

Miscellaneous Provisions

- The GMBS logo is approved by the GMBS Board of Directors.
- The GMBS logo is protected as a trademark.
- The GMBS has an official website where GMBS-related documents are published.
- The texts of the documents published on the official notice board shall be made available via the GMBS website

Article 33

Transitional Provisions

- The GMBS Board of Directors shall give an interpretation of the GMBS Statutes and all internal regulations and other organizational acts of the GMBS if the matter is in dispute.
- The interpretation by the GMBS Board of Directors shall become binding if confirmed by the chairman of the Board of Directors. The binding interpretation shall be published together with the full text of the Statutes and all internal rules and other organisational acts of the GMBS.

Article 34

Final Provisions

- Any amendments to these Statutes may be made by means of supplements.

