



GMBS STAFF MANUAL

1. Purpose and Scope of the Manual

This Staff Manual sets out the basic rules, expectations, rights and responsibilities of GMBS staff, in accordance with the internal quality assurance system, Maltese employment regulations and the principles of academic integrity.

The Manual is intended for:

- academic staff,
- administrative and support staff,
- external collaborators, where applicable based on their contractual relationship and internal GMBS regulations.

This Manual is concise and practical – for detailed rules, staff shall follow the relevant GMBS internal regulations referenced below.

2. Core Principles and Values of GMBS

GMBS operates as a higher education institution based on the principles of:

- academic integrity,
- quality education and a student-centred approach,
- professional conduct,
- respect, equality and non-discrimination,
- transparency and accountability.

All GMBS staff are required to act in accordance with these principles and to protect the good name and reputation of the School.

Related GMBS Internal Documents:

- Code of Ethics
- Statutes of the Ethics Committee of the GMBS
- GMBS Quality Policy



3. Organisational Structure and Governance

GMBS has a defined organisational structure, including the competencies and responsibilities of its governance and academic bodies. Staff are required to respect and comply with decisions issued by GMBS bodies within their legal and internal competencies.

Related GMBS Internal Documents:

- Organisational Structure
- Organisational Regulations
- The GMBS Statutes
- Rules of Procedure of the GMBS Academic Senate
- Rules of Procedure of the GMBS Scientific Council
- Statutes of the GMBS Quality Board

4. Employment Relationship and Basic Conditions of Work

4.1 Employment Contract and Job Position

Each staff member has an employment contract or a cooperation agreement. The job position and scope of duties are defined contractually and complemented by internal regulations.

4.2 Working Hours, Attendance and Flexibility

Staff are required to comply with working hours and duties arising from their contract and internal regulations. Within the online teaching model, a combination of synchronous and asynchronous activities is applied according to programme scheduling.

4.3 Leave, Absences and Substitution

Leave arrangements and the reporting of absences are governed by internal regulations and the employment contract. Absences must be reported to the line manager in a timely manner and documented where required.

Related GMBS Internal Documents:

- Working Regulations
- Organisational Regulations

5. Ethics, Conflict of Interest and Professional Conduct



GMBS staff are expected to:

- act honestly and transparently,
- avoid conflicts of interest,
- not accept benefits or gifts that could compromise their impartiality,
- respect students, colleagues and partners,
- maintain a professional communication style and an academic culture.

Breaches of ethical principles may be addressed at the level of the Ethics Committee and/or the disciplinary bodies of the School.

Related GMBS Internal Documents:

- Code of Ethics
- Statutes of the Ethics Committee of the GMBS
- Rules of Procedure of the Disciplinary Board

6. Equality, Non-Discrimination and a Safe Working Environment

GMBS applies the principles of equal opportunities and a zero-tolerance approach to discrimination, harassment and bullying. Each staff member has the right to a safe working environment and the responsibility to contribute to a respectful organisational culture.

Related GMBS Internal Documents:

- Code of Ethics
- Complaint Handling Policy in GMBS Conditions

7. Data Protection, Confidentiality and Records Management

Staff process personal data of students and staff only to the extent necessary for the performance of their work and in full compliance with GDPR. Confidential information (study results, internal documents, decisions of GMBS bodies) shall not be disclosed without authorisation.

All documentation and records (including teaching recordings, evaluations, and decisions) are managed in accordance with GMBS records management rules.

Related GMBS Internal Documents:

- PC 14 Documentation and Records Management



- Internal Regulation on the Use of the System for the Management of the Registry
- The Internal Quality Assurance System for Higher Education at the GMBS

8. Online Teaching and Use of the LMS

GMBS delivers its study programmes online. Staff are required to use the Learning Management System (LMS) as the main tool:

- for publishing learning materials,
- for communication with students,
- for assessment and feedback,
- for recording student activity,
- for scheduling synchronous consultations.

8.1 Recording of Teaching and Accessibility of Materials

Where lectures are recorded, this must comply with internal data protection and academic integrity rules. Access to recordings is controlled and limited to study-related purposes.

8.2 Student Support in the Online Environment

Staff are required to respond to students within reasonable timeframes, provide consultations and ongoing feedback in accordance with the rules of the study programmes.

Related GMBS Internal Documents:

- SAR – Integrity, Accountability and Information Management
- Quality Manual

9. Recruitment, Selection and Staff Onboarding

GMBS applies transparent and quality-oriented procedures for selecting both academic and administrative staff. For academic posts, the School evaluates professional qualifications, pedagogical competence, experience and compliance with MFHEA standards.

Following appointment, GMBS ensures onboarding, including:

- familiarisation with internal regulations,
- training in the LMS and online pedagogy,



- training on ethics and data protection.

Related GMBS Internal Documents:

- Principles of the Selection Procedure to Fill Teaching Posts
- The Internal Quality Assurance System for Higher Education at the GMBS – Selection of Lecturers / Lecturer Selection Procedure

10. Workload Management and Teaching Planning

GMBS plans lecturer workload to ensure it is sustainable, transparent and compatible with teaching quality and staff availability for students.

Related GMBS Internal Documents:

- Scheduling of the Workload of Lecturers in the Study Programmes at GMBS

11. Continuing Professional Development (CPD) and Performance Appraisal

GMBS supports continuing professional development (CPD), including:

- training (online pedagogy, AI tools, data protection, quality and academic integrity),
- participation in workshops and professional events,
- internal sharing of good practice.

Staff performance appraisal is part of the internal quality system and is implemented transparently (e.g., through periodic meetings, feedback, and quality-related outputs).

Related GMBS Internal Documents:

- The Internal Quality Assurance System for Higher Education at the GMBS – Ensuring Professional Development of Lecturers
- PC 13 Staff Quality
- PC 15 Improvement of IQMS

12. Academic Processes – Final Theses (Relevant for Supervisors)

Academic staff involved in supervising or assessing final theses must follow GMBS internal regulations and ensure consistent assessment, originality and academic integrity.



Related GMBS Internal Documents:

- Final Thesis Supervisor Approval Rules
- Final Thesis Processing Rules
- Opinion of the Final Thesis Supervisor
- Opinion of the Final Thesis Opponent

13. Complaints

Staff have the right to submit a complaint or report a concern in a secure and confidential manner. GMBS guarantees:

- investigation of the complaint/report,
- protection against retaliation when submitted in good faith,
- a transparent decision-making process.

Related GMBS Internal Documents:

- Complaint Handling Policy in GMBS Conditions
- Statutes of the Ethics Committee of the GMBS

14. Disciplinary Rules and Disciplinary Bodies

Breaches of work duties, ethics, integrity or internal regulations may result in disciplinary measures. Disciplinary proceedings are conducted in accordance with internal rules and procedural regulations.

Related GMBS Internal Documents:

- Rules of Procedure of the Disciplinary Board
- Code of Ethics
- Statutes of the Ethics Committee of the GMBS

15. Business Continuity, Risk Management and Crisis Situations

GMBS maintains a Business Continuity Plan and risk management framework, including measures for online operation and maintaining teaching quality in crisis situations.

Related GMBS Internal Documents:

- Business Continuity Plan (BCP)



- Risk Analysis

16. Final Provisions

This Manual is binding on all GMBS staff. It is reviewed within the quality assurance system whenever there is a significant change in internal regulations or legislation.

The Manual is available within GMBS internal systems and refers staff to detailed internal regulations.



GMBS

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