

Public Authority	University of Malta
Description of the department/directorate/entity's structure	<p>The University of Malta (UM) is currently constituted and governed in accordance with Part VII of the Education Act (Chapter 327 of the Laws of Malta).</p> <p>As the supreme governing body of the University of Malta, the Council is responsible for the general administration of the University and for appointing new staff members, both local and foreign, to the various academic and administrative posts.</p> <p>The Senate is largely responsible for the academic matters, primarily regulating studies, research, documentation and examinations at the University. Entry regulations at the University of Malta are also established by Senate.</p> <p>The Faculty Boards direct the academic tasks of each Faculty and presents plans and proposals to the Senate and the Council. Each Board determines the studies, teaching and research within the respective Faculty. Institutes, Centres and Schools are also governed by Boards that perform the same functions. Today UM is composed of fourteen faculties, a number of interdisciplinary institutes and centres, three schools and a junior college. Besides the main campus, situated at Msida, there are three other campuses: Valletta, Marsaxlokk, Gozo.</p> <p>The administrative setup of the University of Malta involves a number of academic, administrative and technical staff members who are appointed or elected to the governing bodies of the University.</p>
Description of the department/directorate/entity's functions and responsibilities	<p>The University of Malta has been, over its 400-year history, the hub for international academic exchange on the island. UM is the leading higher education institution in Malta and its structures are in line with the Bologna Process and the European Higher</p>

	<p>Education area.</p> <p>At UM academic research is carried out and a vibrant higher education setting is provided in the arts, sciences and the humanities as required for Malta's economic, social and cultural development. The courses provided are designed to produce highly-qualified professionals in multiple disciplines. The UM alumni community is growing exponentially: well over 3,500 students graduate in various disciplines annually.</p> <p>The UM is committed to high standards of research and teaching and every member of staff at UM plays an important role and contributes to an outstanding student experience.</p>
<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<ol style="list-style-type: none"> 1. Personal files of employees 2. Disciplinary files 3. Files related to procurement (Tender/Quotations/ Account) 4. Policy documents 5. Files relating to research of students and lecturers 6. Files relating to publications 7. Files relating to procedures within university 8. Files relating to students 9. Travel/Conferences 10. Examination papers & Results 11. Minutes of Meetings 12. Internal & External Memos

	<p>13. Collective Agreements 14. Documents Pertaining to Litigation 15. Agreements with third Parties 16. Documents pertaining to Data Protection</p>
<p>Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)</p>	<ul style="list-style-type: none"> • Procedures for Admissions to University • Regulations for Examinations • Procedures of the Council, Senate and Faculty Boards • Procedures relating to Foreign Students • Procedures related to Matsec
<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</p>	<p>The FOI officers of the University of Malta may be contacted by e-mail foi@um.edu.mt or by telephone 23402481 / 23403394.</p> <p>FOI Requests may be submitted by e-mail to foi@um.edu.mt, through the FOI Portal via the e-ID or through the online form.</p>
<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may submit a complaint to the Public Authority by e-mail to foi@um.edu.mt, through the FOI portal www.foi.gov.mt via the e-ID or through the online form.</p> <p>The complaint should be addressed to the FOI Officer, who shall bring the complaint to the attention of the officer responsible (i.e. the most senior official within the department). The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information</p>

	<p>Act (Cap. 496 of the Laws of Malta).</p> <p>The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Ministry, and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.</p> <p>An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications.</p>
Other Information	<p>UM Working Hours:</p> <p>October - 15 June Monday to Friday: 08:00 - 17:00</p> <p>16 June - 30 September Monday to Friday: 08:00 - 13:30</p> <p>Payments in cash can be made at the Maltapost Branch at the Msida Campus. Payments can also be made by cheque payable to University of Malta.</p> <p>The UM Maltapost Cash Office working hours:</p> <p>1 October - 15 June Monday to Friday: 08:15 - 13:30; 14:45 - 17:00</p> <p>16 June - 30 September Monday to Friday: 08:00 - 11:30</p>

Public Authority Contact Details	Contact us - L-Università ta' Malta (um.edu.mt)