



**BY LAWS OF THE BOARD OF TRUSTEES
OF
THE AMERICAN UNIVERSITY OF MALTA**

(AUM Board of Trustees' Policy and Procedural Manual)

AUM Board of Trustees and Sadeen Education Investment Limited

Legal status

The Sadeen Education Investment Limited or SEIL, registration number C-65576, was established in 2014, and is owned by its parent company Sadeen Malta Holding Limited, registration number C-71313. SEIL was established to build and develop the American University of Malta, which is based in Cospicua, the largest of the three cities making up the Cottonera region in the Grand Harbor of Malta.

Engineer Hani Salah began to implement this long-standing vision to build a university of higher learning in 2015. Several potential sites in several countries were considered but the focus fell on Malta as the ideal place. Once the plan to create the university was established the complex process to obtain a license and accreditation began in 2015. In September 2016, the license to operate AUM and accreditation of its degree programs were granted by the National Commission for Further and Higher Education. AUM welcomed its first cohort of students and began operations in the fall of 2017.

American University of Malta is an integral part of the *Sadeen Education Investment Limited* organized to provide education and training to the citizens of Malta and representatives of other countries regionally and internationally, and to participate as a partner in the state-wide system of higher education.

Introduction

All references to the “Board” shall mean the Board of Trustees of the American University of Malta

All references to the “University” shall mean the American University of Malta.

DIFERENTIATION OF THE ROLES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES AND THE ADMINISTRATION OF THE UNIVERSITY

- a. The Board of Trustees serves as the governing body of the American University of Malta and shall be its policy making body.
- b. The President, the administration, and the faculty shall administer and implement the policies of the Board of Trustees.

APPOINTMENT AND TERMS OF OFFICE

- a. There shall be a minimum of five (5) and a maximum of nine (9) Trustees of the Board.
- b. Appointments of the members of the Board of Trustees shall be for three years.
- c. A new member of the Board of Trustees is to be appointed by the affirmative vote of three-fourths of the existing Board.
- d. Board of Trustees may be re-appointed indefinitely.

RESIGNATION AND REMOVAL

- a. Any Trustee may resign his or her office at any time by submitting a written resignation to the Chair or the Vice Chair of the Board.
- b. A Trustee may be removed, for cause deemed sufficient, by the affirmative vote of three-fourths of the members of the full Board

OFFICERS OF THE BOARD

Chair and the Vice Chair

- a. The Chair shall call meetings of the Board of Trustees and work with the President to set the agenda of each meeting.
- b. The chair shall meet with the President at least monthly for an overview of the status and progress of the University.
- c. The Vice Chair shall act on behalf of the Chair when the Chair is not available or when requested to do so by the Chair.
- d. The Chair and the President will review the draft minutes before they are distributed to the Board of Trustees.

Secretary

- a. In consultation with the members of the Board of Trustees, the Chair appoints the Secretary of the Board.
- b. The Secretary shall notify members of the Board of trustees at least (4) weeks in advance of scheduled meetings.
- c. The Secretary shall provide the Agenda and working documents electronically, to all Board of Trustees Members at least a week before each meeting.
- d. The Secretary shall take minutes at the Board of Trustees meetings and distribute them within two weeks of the meetings.

President of the University

- a. The President will serve as an ex-officio member with a seat and voice, but without voting rights.
- b. The President is responsible for leading the University, implementing all Board-authorized and other formal policies of the University, keeping the Board informed on appropriate matters, consulting with the Board in a timely manner on all matters appropriate to its policy-making and fiduciary functions, and serving as the University's key spokesperson.

c. The President appoints a liaison to the Board of Trustees from among the full-time employees of the University. The role of the liaison is to coordinate Board issues with the secretary; respond to Board requests; and organize with the Secretary Board meetings in Malta.

CONFLICT OF INTEREST

a. A member of the Board of Trustees is to declare any conflict or potential conflict of interest with a matter that comes before the Board of Trustees, and remove himself/herself from the deliberations and decision of said item.

COMMITTEES AND SUBCOMMITTEES

a. The Board of Trustees will normally act as a committee of the whole, on a consensus basis.

b. Should there be reason to vote, votes will be recorded. If there is a tie, the Chair will cast the deciding vote.

c. Sub-committees shall be established as needed.

d. Sub-committees shall perform duties as directed by the Chair of the Board of Trustees.

e. A member of The Board may not be a Chair or more than one Committee simultaneously.

MEETINGS

a. There shall be at least four (4) scheduled meetings of the Board of Trustees per year. These are to be scheduled in the final meeting of each year for the following year.

b. By making a request to the Chair, any member of the Board can request a meeting of the Board of Trustees beyond those stipulated.

c. One or more Trustees may participate in a meeting by means of a conference telephone or similar communications equipment through which all persons participating in the meeting can communicate.

d. Any action by the Board may be taken without a meeting if unanimous written consent or emailed consent is obtained from the Trustees then in office is filed with records of the meetings of the Board, at or before the next meeting of the Board. Such consent shall be treated as a vote of the Board for all purposes.

e. At least 50% of the Board of Trustees' voting members constitutes a quorum.

COSTS OF MEETINGS AND COMPENSATION

a. A member of the Board of Trustees shall receive no compensation.

b. The cost of Board of Trustees members to attend a Board of Trustees meeting shall be covered by the University.

REVIEW AND CONFIRMATION OF THE ROLE AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

- a. The Bylaws of the Board of Trustees shall be approved by the Board of Trustees.
- b. The Bylaws shall be in effect from the end of the first meeting of the Board of Trustees.
- c. The Bylaws shall undergo review by the Board of Trustees annually.

EVALUATION OF THE EFFECTIVENESS OF THE BOARD

- a. All members of Board of Trustees shall carry out an annual self-assessment of the collective performance of the Board in June of each year. The individual annual self-assessments are to be submitted to the Quality Assurance Officer (QAO).
- b. The individual assessments shall be compiled and presented to the Chair and Vice Chair of the Board by the Quality Assurance Office (QAO) with recommendations for improving the Board effectiveness.
- c. The results of the self-assessment of the Board shall be discussed during one of its annual meetings.
- d. The Chair and Vice Chair of the Board of Trustees are responsible to ensure that members of the Board of Trustees are individually and collectively fulfilling their responsibilities and assist them as necessary.

Rules and Regulations

The Board of Trustees shall, from time to time, establish rules and regulations which constitute guidelines for governing the affairs of the University, as deemed necessary by the Board.

When establishing rules and regulations, the Board shall adhere to the guidelines set forth in the collective agreements for those employees covered by such agreements.

Board Objectives

The following statements pertain to the main objectives that guide the deliberations and decisions of the Board.

Whereas American University of Malta is an integral part of the *Sadeen Education Investment Limited* organized to provide education and training to the citizens of Malta and representatives of other countries regionally and internationally, and to participate as a partner in the state-wide system of higher education.

And the Board assumes a full commitment to the objectives and philosophy of the American University of Malta Board to observe the standards and criteria as may, from time to time, be set forth by said Board, and to assist in meeting the needs for undergraduate and graduate level of education as well as, Business, Engineering and Computer Science education leading to employment, and to develop with programs to aid the applicants through:

(1) Bachelor programme curricula

(2) Master programme curricula

(3) Post-graduate education

(4) The English Language studies designed as preparatory or developmental to help prepare individuals for admission to academic award curricula, or for their intrinsic value which may lead to a diploma or certificate in one of the above areas.

And the Board considers its primary responsibility to be the citizens of Malta that it serves and international representatives of other countries worldwide.

Therefore, the Board commits itself to a comprehensive program, offering a variety of educational opportunities designed to meet a diversity of interests and abilities of its student body.

Central to all these programs, and vital to the realization of individual educational goals, is a strong educational service to lead students into programs in which they are most qualified and show the greatest potential for achievement.

Further, the Board is committed to the concept that the quality of the faculty and staff is central to the quality of the educational experience of the students. Therefore, it seeks to employ and retain persons with the highest professional qualifications and demonstrated ability.

The Board recognizes its responsibility to establish and maintain an atmosphere conducive to the effective general and special education of all students enrolled in the University, and guarantees that no person, based on sex, colour, race, national origin, disability, age, religion or other categories protected by law shall be excluded from participation in or be denied the benefits of any program or activity which it sponsors or supports.

Finally, the Board recognizes that there are numerous national and regional laws, local ordinances and rules and regulations governing the activities of the University. To the extent that a law, rule, or regulation is applicable to the University but is not specifically referenced or set forth in the Board's policies, the Board hereby recognizes and affirms its obligation to adhere to all such applicable laws, rules and regulations.

The Board responsibilities

AUM Board of Trustees is the highest governing body of the University, which presents the organization's best interests through decisions made on its behalf. Its primary responsibility is to protect the University's assets and funds in trust, to protect the stakeholders' best interests, endorses University Vision, Mission and Values, provide strategic oversight and direction. The Board oversees the operations of the University, ensure public trust is upheld, the mission addresses a community need, legal and ethical requirements are met. The Board is responsible for assuring the financial integrity and sustainability of the University and establishes procedures to safeguard the University from fraud and risk.

The Board holds the responsibility for integrity of finance, approving budget, and funding and development decisions. Oversees hiring and evaluation of top management.

Responsibilities

- The Board of Trustees shall have overall fiduciary responsibility over AUM.
- The Board of Trustees shall approve the vision, mission, and strategic goals of AUM, and shall review these statements, in a devoted session, at least every five (5) years for reaffirmation or change.
- The Board of Trustees shall be responsible for securing financial resources to support the operation of the University so it can achieve the goals and objectives agreed upon.
- The Board of Trustees shall review and recommend approval of the annual budget and receive quarterly Financial Statements.
- The Board of Trustees shall select the annual auditor, receive the annual audit and management report, along with the University's response, and act on the audit and response as required.
- The Board of Trustees shall review and approve the Strategic Plan of AUM.
- The Board of Trustees shall review the University Master Plan and any campus development projects.
- The Board of Trustees shall receive and act on the Annual Report of AUM and the Annual report of the Quality Assurance Advisory Partner.
- The Board of Trustees shall receive and act on the Management Report of the University at each of its meetings. k. The Board of Trustees shall provide input to the Chair regarding the appointment of the President and regarding the annual performance evaluation of the President.
- The Board of Trustees shall continue within the membership of the Board standing or adhoc committees as set forth in these Bylaws and/or as the Board may deem necessary.
- The Board of Trustees shall ratify the minutes of each previous Board of Trustees meeting; such ratification shall constitute the official record of the Board of Trustees.

Affirmation of Votes Taken by Telephone or Videocall

All votes of an emergency nature taken by telephone, videocall or any means other than at a regular, scheduled Board meeting shall be affirmed at the next official Board meeting. The actual date of the vote and record of votes shall be included.

Citizen Participation at Open Board Meetings

Any person who requests to address the Board on an agenda item for that Board meeting shall register on the Public Participation Request Form that is provided two days before the commencement of the Board meeting and specify the agenda item they wish to address. The form must be submitted prior to the commencement of the meeting.

Persons who request to address the Board on issues not on the agenda of that particular Board meeting must submit a written request at least 72 hours in advance of the commencement of that Board meeting. The request must be submitted to the Board Secretary. The request must contain the issue to be addressed and the name and telephone number of the person wishing to address the Board.

Each person will be allotted five (5) minutes to address the Board. The Chairman/Vice Chairman of the Board reserves the right to limit the amount of time for public participation.

The Chairman/Vice Chairman of the Board reserves the right to refuse or terminate recognition to persons who attempt to discuss issues which are beyond the Board's authority, issues that are repetitive, issues pertaining to ongoing litigation and personnel matters, issues containing allegations of a personal nature directed towards Board members or University employees, and issues which will disrupt the conduct of the Board meeting. Limits on public participation will not be imposed in a discriminatory manner.

Responsibilities of the members of the Board of Trustees

Chair and the Vice Chair

- provides leadership and direction to the Board of Trustees to enable the Board of Trustees to fulfil its responsibilities for the overall governance and strategic direction
- oversights of the university's management and operations
- takes responsibility for the board's composition and development.
- plans and conducts board meetings effectively.
- ensures the Board focuses on its key tasks.

The Chair or Vice Chair shall call meetings of the Board of Trustees and work with the President to set the agenda for each meeting.

The Chair or Vice Chair shall meet with the President at least monthly for an overview of the status and progress of the University.

The Vice Chair shall act on behalf of the Chair when the Chair is not available or when requested to do so by the Chair.

The Chair and the President will review the draft minutes before they are distributed to the Board of Trustees

Secretary

The Secretary of the Board will:

1. Notify or cause proper notification to be given to all members of the Board of all Board meetings.
2. Attend all Board meetings.
3. Record or cause the recording of accurate minutes of all meetings of the Board and cause a copy of all minutes to be transmitted to each Board member before each ensuing meeting.
4. Properly maintain and store all records, proceedings and documents of the Board.
5. Process all financial reports and statements as required by law.
6. Serve as local election official and designate such individuals as are necessary in order to fulfill all election-related duties imposed by law or policy.

Committees

Committees of the Board may be created by the Chair or the Vice Chair of the Board or by Board action to serve on an ad hoc or permanent basis.

A standing committee may be established only upon prior approval of a written description of the scope and responsibilities of the committee prepared by the trustee initiating the request.

Additionally, task forces may be established as deemed necessary by the Board Chair or Vice Chair. The task force shall function until a final report is submitted to the Board, or at such earlier time as may be approved by the Board.

Committees and task forces shall make recommendations to the Board and shall not have the authority to take any action that will, in any manner, bind the Board.

The members of all committees and task forces shall be appointed by the Chair or the Vice Chair, subject to any restrictions that may be set forth in applicable collective agreements.

AUM University Management

Administrative Rules and Regulations

The Board Trustees of the University recognizes the responsibility of the administrative staff to establish rules and regulations governing the administration of the University. The Board directs that the administration will maintain and publish a set of administrative rules and regulations affecting the general administration of the institution.

These rules and regulations may be in addition to and must be consistent with Board policies, rules and regulations, but shall not be in conflict with them.

Responsibilities of the President of the University

The President of the University is directly responsible and accountable to the Board. He shall be supported in his role of institutional leader by delegated authority from the Board.

The President shall have the following responsibilities:

- To administer and direct the affairs of the University in accordance with the provisions of the laws of Malta, the standards of the AUM Board of Trustees, and the policies and regulations of the Board.
- To define and interpret the purposes and goals of the comprehensive University in Malta to the Board, public, and university staff.

- To represent the institution to its many publics, and as chief spokesman for the University, be responsible for public understanding of the institution and its programs.
- To serve as the chief executive officer of the institution with the responsibility for providing leadership in setting directions for curricular and organizational change designed for the betterment and improvement of the total educational program of the University.
- To foster a climate that encourages the development and implementation of progressive institutional initiatives.
- To ensure that staff views, including dissenting views, are presented to the Board in areas and on issues of mutual concern.
- To inform the staff of the views of the Board and the administration on the various issues which, from time to time, confront the University.
- To be responsible for the maintenance of existing institutional resources and the creation of new resources.
- To mediate between the University Board of Trustees and employees of the University.
- To assume such other responsibilities as may be designated by the Board.
- To keep the Board fully informed on all matters regarding the University.

Responsibilities of the Provost

- Serves as the Chief Academic Officer with oversight of all aspects of the academic programs and provides leadership for all areas of academic affairs consistent with the approved Academic and Strategic Plans
- Ensures the standard and quality of academic awards
- Promotes academic and research excellence throughout the university
- Provides dynamic, visionary leadership that builds upon academic and research strengths, while exploring and developing new opportunities
- Works directly with faculty members and academic support staff at all levels as they seek to develop and strengthen their units
- Administers the development of academic policies and oversees all academic regulations
- Chairs the Academic Council and manages resource allocation in consultation with the President.
- Plans for, oversees, and supports faculty professional development in teaching and learning.
- Oversees and supports robust research, scholarship, and creative work among all faculty.

Responsibilities of Administrators

All administrators of the University are expected to responsibly direct areas under their management and/or supervision in accordance with the policies and regulations set forth by the Board, and direction provided by the Board and President. Their authority shall be defined by the President of the University; and within these limits, they shall demonstrate

initiative, sound judgment, and in full cooperation with other members of the University, assume leadership in the creation and maintenance of an effective learning environment.

Institutional Probity and Publicity

Academic Integrity

Student members, staff of the American University of Malta community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

Students are responsible for understanding the Code's provisions. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of AUM community and with the desire for greater academic and personal achievement, academic integrity policy was created and put forward.

Publication and Publicity

The preparation of all official publications of the University intended for distribution to the general public will be supervised and released under the direction of the President of the University, or designee.

Social Media Policy

Purpose

Today's emerging communications technologies provide unprecedented opportunities for communication and conversation. Such opportunities must be handled responsibly and in support of American University of Malta institutional values.

This Policy applies to all members of the University community who participate in social media on behalf of American University of Malta on social media sites. Social media sites must, in all cases, maintain the integrity of the institution.

Policies for social media

Creating a Social Media Account

All American University of Malta social media accounts must be created and approved by the University Council. Official University social media pages shall remain the property of the American University of Malta and may not be deleted or altered without approval of the Board. An account not created by the University may not be utilized for official University activity.

Social Media Platforms

This Policy applies to social media platforms including, but are not limited to, Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, Tumblr, Pinterest, blogs, and chat rooms.

Social Media Branding

All social media pages shall appropriately reflect the University.

Social Media Activity

All American University of Malta applicable laws, regulations and policies shall govern activity on American University of Malta social media platforms. These regulations and policies include, but are not limited to, copyright, confidential and proprietary information, acceptable use of electronic resources, and anti-harassment and anti-discrimination policies. All members of the American University of Malta community are responsible for knowing these regulations and policies prior to participating on the University social media platform.

Content shared on a American University of Malta social media platform, including both language and graphics, shall be appropriate and relevant to its educational goals of the University. Posts shall not include any confidential, personal, or proprietary information. American University of Malta news and announcements relevant to the particular social media site may be posted.

Violation of the social media Policy

American University of Malta's existing disciplinary processes will apply in the event of a violation of this Policy.

Misuse of social media accounts or sites that are not university-affiliated shall be governed by other University policies and/or professional responsibilities under existing contractual agreements.

Use of University Facilities

The Board shall designate one or more administrators of the University who may grant permission for use of university premises to recognized public and/or private citizens' organizations and the community at large, under the following conditions:

- the use does not interfere with or conflict with the normal operation or educational programs of the University.
- the use is consistent with university policies and national, state and local laws and ordinances.
- the use conforms to the general procedures and conditions governing the use of facilities of the University as provided to the requesting organization or individual.
- a request is submitted in writing to the President or the Administrator of the University no later than fifteen (15) days prior to the date of the event for which the facility has been requested.

- a fee, established by the University, is paid, unless waived by the Administrator. The request for a waiver of fees shall be made by the individual or organization at the time the request for use is submitted. The request for a fee waiver shall be reviewed by the appropriate area the President who will either grant the request in whole, grant the request in part, or deny the request. The President shall consider the costs and benefits to the University and the greater community in determining whether to grant or deny the fee waiver request.
- a certificate of insurance in a form and in amounts specified by the President or the representative of the Administration is supplied, unless waived by the Administrator.

Public Audit of Records

Public records of the University shall be made available for inspection and copying. Other records will be available for inspection as required by law. The President is authorized to provide those records.

Public records shall be exempt from inspection and copying as specified by law. The inspection and copying of other records may be denied consistent with the law.

Procedures: Requests and other procedures applicable to the inspection and copying of public records shall be provided by law. Additionally, the President is authorized to promulgate additional rules and regulations pertaining to the availability, inspection, and copying of records and the procedures to be followed.

Other records: Any records that are not required by law to be made available for public inspection or which are not, in fact, public records need not be made available for public inspection or copying, unless approved by a vote of the Board, the President of the University or a designee of either.

Naming of Physical properties of the University

The following criteria will be applied when naming any area of the physical properties of the University.

The person or entity for whom an area is named shall have received recognition for contributions to the University and in the field of endeavour.

There will be a minimum of sixty (60) days between the date of the request for naming an area and the date of Board action.

A minimum of six (6) members of the Board must approve the proposition.

The Board reserves the right to change the name of physical properties of the University as deemed appropriate.

University Community

The university community of American University of Malta consists of all full and part-time employees, students.

Equal Educational and Employment Opportunity

American University of Malta embraces the concept of non-discrimination in all areas of employment and educational relations. Equal opportunity in recruitment, employment, and advancement is guaranteed to students, potential students, applicants for employment, and all University personnel regardless of race, religion, national origin, age, sex, disability, marital status or any other classification prohibited under local law, rule or regulation.

American University of Malta will protect all individuals from retaliation arising from discrimination investigations, complaints or findings associated with a discrimination investigation or lawsuit.

PRIVACY POLICY

Information Technology Access, Use, and Security

The University is subject to the General Data Protection Regulation (GDPR) and associated data protection legislation.

PURPOSE

This policy serves as a governing philosophy for regulating all applicable activities by students, employees, and other authorized users of university facilities and information technology resources. It establishes general principles regarding appropriate use of equipment, software, networks, and facilities.

By adopting this policy, the Board of Trustees recognizes that all members of the University community are bound by local, state, and national laws relating to copyrights, security and other statutes regarding media. The Board also recognizes the responsibility of faculty, administration, and staff to take leadership roles in carrying out the policy and assuring that the University community honours the policy.

The University is ultimately responsible for the data and maintenance of information disseminated through University approved world-wide web home pages. In order to protect the institution, its departments, employees, and students, the University reserves the right to inspect and remove any web pages or files from the network.

Departments and university offices interested in having a link to their home page from the University's web site will contact the appropriate office for approval of linkage and content.

POLICY

In support of its mission to offer quality in education and excellence in service, the University provides access to its facilities and information technology resources for

students, employees, and other authorized users within institutional priorities and financial capabilities.

Access to University facilities and information technology resources is a privilege granted to students, employees, and other authorized users. Access to University facilities and informational technology resources may be granted by the University based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, the risk of damage or loss on the part of the University and derived educational benefit. The University reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources. Data custodians – whether departments, divisions, students, or employees – reserve the right to grant access to information only for responsible uses that are consistent with the mission and purpose of the University and as long as such access does not violate any license or contractual agreement, University policy, or any local national law or ordinance.

Use of University facilities and information technology resources

University facilities and information technology resources are to be used for the University-related activities for which they are intended or authorized and are not to be used for commercial purposes.

All members of the University community who use University facilities and information technology system must act responsibly in their use of the resources. Every user is responsible for the integrity of the resources. All users of university-owned or University-leased facilities and information technology resources must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. The University's policy requires that all members of its community act in accordance with these responsibilities, relevant laws, and contractual obligations, and the highest standards of ethics.

Security

Authorized users and system administrators must guard all abuses that disrupt or threaten the viability of any systems, including those at the University and those on networks to which the University systems are connected. Access to the University facilities and information technology resources without proper authorization from the data custodian(s), unauthorized use of university computing facilities, and intentional or negligent corruption or misuse of university facilities and information technology resources are direct violations of the University's standards for conduct. These standards are outlined in the Board of Trustees Policy and Procedure Manual, Employees' contracts, and the Student Code of Conduct. Such activities may also constitute civil and/or criminal offenses. Alleged violations of this policy will be processed according to the administrative processes outlined in one or more of the following: Board of Trustees Policy and Procedure Manual, Employees' contracts, Student Code of Conduct, and the Academic Code of Conduct. The University treats access and use violations of university facilities and information technology resources seriously. The University will pursue criminal and/or civil prosecution of violations as it deems necessary.

Privacy Policy

American University of Malta recognizes and supports the need for reasonable protections regarding the privacy of personal information collected and maintained by American University of Malta about its employees and students. For this reason, American University of Malta adopts this Privacy Policy regarding the protection of personal information. This Policy is in addition to all applicable laws and regulations protecting the privacy of personal information or data. This Privacy Policy in no way alters or impacts education records as defined and protected by the Rights and Privacy Act (“GDPR”).

Faculty and administrators must work together to ensure that this Policy is followed for student information not subject to GDPR. All individuals must help to achieve these goals in two ways. First, all individuals should protect the privacy of all personal data, both their own, and that of other employees and/or students. Second, individuals must take the responsibility to ensure that all personal data is accurate and up to date.

This Policy applies to personal information about individuals employed by *American University of Malta* and information other than education records for those individuals enrolled at American University of Malta. Such information may include information received or processed by *American University of Malta* during normal business, as part of an academic program, or as part of an extracurricular or support program. Personal information is any information relating to the data of an identified or identifiable person recorded in any form, including student records and reports.

American University of Malta maintains personal information in a reasonable manner for relevant and appropriate purposes related to the University’s activities as an institution of education. *American University of Malta* takes reasonable precautions to protect personal information from loss, misuse and unauthorized access, disclosure, alteration or destruction, including, but not limited to, the enforcement of this Policy and restricted access to personal information. Information relating to an individual’s records maintained for other than employment purposes will be accessible only to the individual who is the subject of the information; information is not available to others within the University community without express written consent, except where required or permitted by law or contract. *American University of Malta* will not disclose any personal information to any organization outside the University without express written consent, except where required or permitted by law or to fulfill a contractual obligation.

Personal information will be maintained by *American University of Malta* only as long as is needed to satisfy the reasons it was collected or as is required by law. Individuals will be provided with access and opportunity to examine their own personal information, and as is permitted by law, may add to or request correction of their personal information.

All members of the *American University of Malta* community must adhere to this Policy. Any concerns about the gathering, processing, and maintaining of personal information should be forwarded to the administrative unit of the University.

Confidentiality of Student Records

American University of Malta adheres to the provisions under the GDPR Act, granting each student in the University certain rights with regard to the records of such students maintained by the University.

Provisions under the act pertain to the following:

1. directory of student information.
2. content and maintenance of student records.
3. access to student records.

The Board directs that every effort be made to keep student records confidential and out of the hands of those who would use them for other than legitimate purposes. At the same time, flexibility shall be allowed so that the student, the University, and or the community will not be hindered in their legitimate pursuits.

System administrators may adopt additional guidelines and procedures for use of their own systems. Any additional guidelines and procedures adopted by system administrators must be consistent with this policy and must be approved by the President or his designee before adoption.

FINANCIAL AFFAIRS

The Annual Budget

The Office of the President shall prepare or cause to be prepared the annual budget in accordance with goals and instructions of the Board. The President shall submit a tentative budget to the Board for review, evaluation, and recommendations annually prior to the first day of June. The document will include current year revenues and expenses, if available, and projected revenues and expenses for the budgeted year.

Annual Financial Statement

The President will cause the staff of the Financial Office to prepare the annual financial statement. It will be presented to the Board of Trustees at a regular or special Board meeting.

The annual financial statement will be published in the University website

Contracts and Agreements

The President and the Administrator are authorized by the Board to sign contracts subject to prior approval of the Board. All contracts should be initialled by the President before being forwarded for signature. This policy shall apply, except in cases specified by national law which require the signature of the Chair or Secretary of the Board, or designee, or the President of the University.

Contracts for performances require the submission of an approved contract and completed purchase order prior to the date of the performance.

The Board will assume no obligation for payment for goods or services except upon duly authorized purchase orders.

Purchasing

The President and the Administrator, or their designee, are the agents of the University authorized to order supplies, materials, and/or equipment and to obligate the University for all auxiliary services.

Paying for Goods and Services

The Board will authorize payment of all goods and services when:

1. contracted for or ordered within budgetary limits
2. purchased according to relevant purchasing policies and regulations of the University
3. certified as having been received in acceptable condition

Record Keeping and Business Records

4. All business records will be kept secure by the administration.
5. The records storage areas and all files containing business records will be locked at all times when not in use.
6. Records will be kept according to state law. Additionally, the President will receive and maintain a copy of all contracts entered by any department within the University.

Financial Obligations to the University

The Office of Finance is charged with the responsibility of collecting all financial obligations owed to the University. A student who has an outstanding bill cannot register, be considered for graduation, or receive requested transcripts or grades until the past due obligation(s) are paid in full.

Definition of the Term

All students and full or part-time employees of the University are included in the provisions of this section. Members of advisory committees, consultants and others rendering occasional services to the University are not included.

UNIVERSITY STUDENTS

Any person enrolled in any course offered and taught by a member of the University staff is a student of the University.

There are three types of students by mode of attendance:

1. **Full-time students:** anyone enrolled in 12 or more credit hours or its equivalent and at least 17 years of age.
2. **Part-time students:** anyone enrolled in less than 12 credit hours or its equivalent and at least 17 years of age.
3. **Continuing or Community Education/or Professional Development students:** anyone who is taking one or more classes, none of which are offered for programme credit.

Students listed above shall be classified as day or evening students. Day students include all persons who are enrolled in one or more courses or activities that are scheduled to begin between the hours of 8:00 a.m. and 4:00 p.m. Evening students are those who are enrolled in courses or activities that are scheduled to begin at 5:00 p.m. or later. Only those individuals who meet the above set forth definition of "student" may avail themselves of the benefits and opportunities offered to University students. In order to be present and attend any classes at the University, an individual must be properly registered through the University system for the course(s) the individual wishes to attend.

Establishment of Residency

Residency classification is established based on the student's actual physical habitation at the time of registration associated with an intent to remain at that location. The classification of residency established at the time of payment remains in effect for the entire term. The residency of any student under 18 years of age is that of his parents or legal guardian, or as otherwise established by law.

A student's residency classification is determined each term by the Office of Admissions and Registrar based on information supplied by the student in such a manner as may be required by the University. If a student disagrees with his residency classification, an appeal may be made to the Admissions, Registrarr of the University.

Student Reservists Called for Military Duty

American University of Malta will allow students who are called for active military duty to drop courses without penalty. This shall include a 100% refund of tuition and fees upon evidence and notification to the University within the semester of the drop. In addition, the University supports faculty in enabling students who are called for active duty and who have substantially completed a course to complete said course without losing the time and effort they have already invested. No refund will be given if a credit for a course is awarded or if the course was paid for by a state agency.

The University is committed to assisting students as they transition back into the University community after they have fulfilled their military obligations.

UNIVERSITY STAFF

University Staff Personnel

Staff of the University is composed of three groups:

1. **The administrative staff:** Appointments on an annual basis recommended by the President and approved by the Board to the positions of the Provost, Dean, and Director. These positions are expected to work a minimum of 40 hours per week.
2. **Technical, support staff:** Employees engaged in service, clerical or technical positions as defined in the current university contract, and professional staff: Managers, supervisors, professional and selected technical positions appointed for an academic year with vested interests in all fringe benefits. The personnel are expected to work a minimum of 40 hours per week and are exempt from overtime.
3. **The instructional staff:**
 - A. **Full-time faculty** – instructors, counsellors and librarians appointed for an academic year and eligible tenure status with vested interests in all fringe benefits, as specified in the current full time university contract.
 - B. **Part time (Adjunct) faculty** – instructors employed for one or more courses for a semester, or eight-week period as specified in the current adjunct faculty contract with no vested interest in fringe benefits.

Workshops, Seminars and Lectures

The Board encourages all of its employees to grow in understanding and improve their skills in their various positions, and directs the administration to provide for such opportunities including, but not limited to:

attendance at appropriate conferences, seminars, special lectures, etc., the improvement of instruction and learning, and continuation of their own formal education, as is practical.

Travel of Employees

Travel of University employees on university business must have prior approval of the University President or his designee.

Travel of employees of the University for which University funds are expended or for which release from regular duties is required must be approved by the appropriate administrator.

Travel of University Students

Subject to the approval of the President or his designee, the Board authorizes student travel to any workshop, conference, sport event competition, field trip and other similar events which constitute a salutary, social and/or learning experience.

All students traveling off campus for either a University-funded or student activity shall be required to sign a release form prior to traveling and said release shall be submitted at the time the request is made.

Travel of students within EU must be approved by the appropriate administrator. Out-of-Malta travel of students supported by university funds must be approved by the appropriate Administrator.

Students who participate in organized sports must adhere to the guidelines of the Student Affairs.

Student travel supported by university funds must be under the supervision of a professional or Faculty staff member.

Reimbursement of Travel, Meal and Lodging Expenses for AUM Employees

It is the policy of American University of Malta to regulate the reimbursement of all American University of Malta administrator and employee travel expenses as set forth below:

Definitions

1. "Travel" means any expenditure directly incident to official American University of Malta business travel by administrators, officers or employees of American University of Malta involving reimbursement to travellers or direct payment to private agencies providing transportation or related services.
2. **Reimbursable Rates.** American University of Malta shall reimburse permitted travel expenses as set forth in this Policy.
3. **Reimbursement Request Form.** American University of Malta shall only approve reimbursement of expenses if the administrator, officer or employee submits said expenses on the University's *Reimbursement Request Form*, which is included in the American University of Malta "Travel Policies and Procedures." All documents submitted to American University of Malta for reimbursement are public records subject to disclosure.

4. **Entertainment Expenses.** American University of Malta shall not reimburse any administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event and consistent with the “Travel Policies and Procedures.”

5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the University:

a. Any reimbursable expenses of a university administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under this Policy.

Any other reimbursable expenses because of emergency or other extraordinary circumstances.

Permissible Travel Expenses

The maximum reimbursable rates for travel are set forth as follows:

Air Travel- Lowest reasonable rate (coach)

Rental Car - Lowest reasonable rate (midsize)

Taxi, Shuttle, or Public Transportation -Actual reasonable rate

Rail or Bus- Lowest reasonable rate and cost shall not exceed Air Travel

Most current per diem reimbursement rates

Most current nightly reimbursement rates

All travel must also follow the American University of Malta “Travel Policies and Procedures” Policy, except to the extent that any Travel Expense Reimbursement Procedure that is contrary to any provision of the University’s Board Policy for Reimbursement of Travel, Meal, and Lodging Expenses.

Expenses that shall not be considered for reimbursement are set forth in the “*Travel Policies and Procedures.*”

Termination of Employment -Administrative Staff and Faculty

A member of the administrative staff or faculty may be removed if the Board, after a hearing (if one is requested by the staff member), finds one or more of the following causes: moral turpitude, gross insubordination, neglect of professional duties, physical or mental condition which incapacitates him from instructing or associating with students.

The Board shall have the authority not to renew for the ensuing term, the contract of a member of the administrative staff or the faculty staff in service, and no reason for non-renewal need to be given, and no hearing is required.

Reimbursement for Individual Memberships in Professional, Fraternal and Social Organisations

American University of Malta supports the concept that its staff should be active in professional organizations as far as it is practical and appropriate to their respective responsibilities and is in furtherance of a university-related purpose.

Staff members shall not be reimbursed for individual memberships in any fraternal or social organizations, or associations not connected with a University-related purpose.

Leaves and Absences of Administrative Staff and University Faculty

It is the policy of the Board, upon recommendation of the President, to grant sabbatical leaves to all administrators and University faculty who have been employed by the University district for specified periods of time as mutually agreed by the Board and staff covered by this section. Remuneration shall be set by the Board according to established regulations. Sabbatical leaves will be granted for appropriate purposes, generally considered to be study and/or travel designed to lead to the professional improvement of the employees covered by this policy.

From time to time, it may be appropriate to grant a leave of absence for a specified duration with or without pay to members of the administrative staff and University faculty for personal or professional reasons. These may be granted by the Board upon the recommendation of the President.

Requests for and approval of leaves shall be in accordance with the procedures set forth in employment contracts.

Hiring of Personnel

All employees will be hired by the Board upon recommendations from the President at a regular or special meeting of the Board. However, the President may authorize the hiring of an individual temporarily until the next regular or special meetings of the Board, should he determine that delaying the hiring is not in the best interest of the University.

The President may hire temporary employees when it is determined such persons are required to carry out functions of the University, and when such positions have been funded in the official budget adopted by the Board. All such hires shall be in accordance with the employment contract.

No discrimination due to race, sex, color, creed, national origin, age, marital status, or disability or any other basis prohibited by law, assignment, or transfer of employees.

Personnel Records

The Human Resources Office of the University shall maintain a file on all current employees of the University. All materials relating to the hiring and the continued employment of the employee will be included in the file, consistent with applicable employment contract.

Employees may request to examine their file by submitting a written request to the Office of Human Resources. Employees are permitted to review the contents of their personnel file in the Human Resources department. Employees may not mark, destroy, or remove any of the files' content.

Employees' personnel files will be considered confidential information and will not be released to others without the employee's consent, unless by court order.

Personnel files of terminated employees shall be maintained for a period as required by law.

Employee Obligations Upon Cessation of Employment

All employees whose employment with the University is discontinuing for any reason, including resignation or termination, shall complete the necessary paperwork in the Office of Human Resources. The Human Resources Office shall also advise departing employees of their rights and offer the opportunity for an exit interview.

All University equipment and supplies, including, but not limited to, keys, cards, cellular telephones, laptop computers, printers, and University records in the employee's possession must be returned to his/her immediate supervisor.

Employees shall receive their final paycheck which shall include payment for services to date and for unused earned accumulated vacation time in accordance with the payroll schedule.

Payments of all financial liabilities owed to the University must be paid upon termination.

Positions and Job descriptions

All positions at the University are created only upon the approval of the Board. It is the Board's intent to provide a sufficient number of positions to fulfil the goals and objectives of the University.

Before any new position is established, the President will present, for the Board's approval, a job description for the position which specifies the required qualifications, the job responsibilities, and the rate of compensation.

The Board shall adhere to the guidelines set forth in the employment contract for those positions covered by such agreements.

The Office of Human Resources shall maintain a comprehensive and current job description for all positions in the University

Employee Cell Phone Reimbursements

Eligible American University of Malta employees may receive a cell phone reimbursement, maximum \$25/month, from the University for pre-approved business-related costs incurred when using their personal cell phones. Employee reimbursements will be administered by the Finance Office and must comply with all terms and conditions contained herein.

An employee may be eligible for reimbursement only if there is a functional business necessity.

The following criteria must be followed to qualify:

- Reimbursement eligibility must be approved in advance of usage by the Supervisor's area VP and the VP of Administration.
- There must be a business purpose that cannot be accomplished by use of an assigned University extension or other land-based communication method.
- Expense reimbursement will not exceed \$25/month as a total reimbursement.
- Calculation for "unlimited plans" will only be a percentage pertaining to the portion of calls made or received for business purposes, not to exceed \$25/month, which must be documented through submission of the detailed monthly bill.
- There will be no reimbursement made for any equipment charges/depreciation, including, but not limited to, instalment payments or damage, theft, and loss insurance charged for such device.

To be reimbursed, the employee's administrative supervisor and the Provost of the area must specifically request that the employee use their personal cell phone for university business purposes on the applicable form, and that usage must be pre-approved by the Provost and the Head of Administration.

Reimbursement will be monthly, if submitted, following established University procedures and must be based on actual expense, excluding the cost for equipment, insurance and taxes, and must be requested each month via the Claim for Reimbursement

Expense procedure

This will include copies of the employee's cell phone bill, and the applicable charges highlighted, and written explanation provided. Requests for reimbursement must be submitted within 30 days of the date stated on the employee's cell phone bill. Any requests for reimbursement made more than 30 days after the bill date shall be rejected as untimely.

Employee Responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions and all insurance and taxation related to such equipment. The employee is responsible for plan choices, service features, and calling areas, independent of the University. This includes responsibility for all termination clauses and paying all charges associated with the cellular service and device
- Provide detailed monthly invoices for the period and amounts claimed.
- Never use the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations. You must also follow all local, state and federal laws concerning cell phone operation.
- Comply with all national data maintenance and protection laws (e.g., Privacy, record retention requirements, etc.), as well as all University policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all University data from the cell phone when employment with the University is severed, except when required to maintain the data in compliance with a court order or University administrative directive.

- Report any job function change that eliminates or significantly reduces the business need for a cell phone to your supervisor within five (5) business days of this change.

Employee Reservists Called for Military Duty

In accordance with the provisions of Malta and other countries, and as a result of an order by Heads of countries, American University of Malta will allow Board-approved employees who are called for military duty:

Employees who are called up for active military service must notify their immediate supervisor or the Office of Human Resources in writing and include a copy of their orders of the call to active duty.

The University is committed to transitioning employees back into the university community after they have fulfilled their military obligations.

University Management officials

Officials of the University include members of the Board, President of the University, the Provost, and such other persons as may be named from time to time by the Board.

CODE OF CONDUCT

Rights of Employees and Students

The Board shall adhere to the guidelines set forth in the contracts for those employees covered by such agreements.

In the academic community of AUM, each member has the right and respects the right of other members to be free from coercion and harassment. It is the intent of the Board to maintain conditions for optimum educational experiences for all members of the academic community. Therefore, codes that affect the conduct of students and staff of American University of Malta shall be established cooperatively by the administration for all members of the academic community. All codes must be approved by the President and must not violate Board policies.

The Board shall adhere to the guidelines set forth in the contracts for those employees covered by such agreements.

Smoking/Non-Smoking Regulations

American University of Malta is a smoke-free campus. All American University of Malta property is smoke-free. The law prohibits every individual from smoking on the University property.

“University property” means any property owned, leased, occupied, operated or otherwise controlled by American University of Malta, including but not limited to academic and auxiliary buildings, classrooms, laboratories, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, and facilities, exterior open spaces, shuttle buses, shuttle bus stops, parking lots, driveways, loading docks, University-owned sidewalks and walkways.

“Smoke” or “smoking” means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, e-cigarette, hookah, weed, herbs, or other lighted smoking equipment. “Smoke” or “smoking” also includes products containing or delivering nicotine intended or expected for human consumption.

The American University of Malta website shall indicate that all Campus Property is smoke free and shall include a campus map indicating the areas in which smoking is prohibited. All organizations utilizing Campus Property shall be informed of the Smoke Free Campus Policy and shall be responsible for informing attendees and enforcing the Policy.

For students, violation of the smoke-free law will result in a referral to the Student Affairs Department and discipline in accordance with the Student Code of Conduct.

For employees, violation of the smoke-free law will result in referral to the appropriate Department Head, Dean or area Administrator. Discipline for administrators and technical/professional employees shall be in accordance with the applicable University Code of Behaviour. Administrative and Technical/Professional employee appeals shall be in compliance with University Organisational Regulations.

Any non-student or non-staff individual smoking on American University of Malta property will be asked to immediately extinguish the tobacco product. Failure to comply will result in referral to the University Disciplinary Panel.

Campus Crime and Security

The Board acknowledges the enactment of the crime awareness and campus security and is committed to compliance with the local law. Accordingly, the Administration shall prepare, publish, and distribute regulations and procedures that comply with the letter and spirit of the national law and regulations. Regulations and procedures shall be issued covering the following areas:

- Procedures for students to report criminal activities
- Security at campus facilities
- Availability and authority of campus law enforcement
- Programs available to inform students about security and the prevention of crime
- Recording of crime through local police agencies
- Possession, use and sale of alcohol and drugs

➤ Sex offenses

A log of all reported crimes shall be maintained. The log shall include time, date, nature of the offense, location, and disposition. The log may be inspected upon request. However, information may be withheld if it will jeopardize an investigation or the confidentiality of a victim.

The Administration shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes. Said crimes include murder, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, manslaughter and hate crimes.

These regulations, procedures, and statistical reports shall be included in publications or mailings that are available to students and employees, as well as prospective students and the University community.

Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse

The Board recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs. The Board intends to abide by and strictly enforce all national laws governing possession, use and sale of alcoholic beverages and illegal drugs, including but not limited to the drug free community.

American University of Malta prohibits the possession or use of all cannabis, cannabis products, or any substance containing THC (tetrahydrocannabinols) in any location on university property, including parked in a personal vehicle or at any university-sponsored event or activity off campus.

Accordingly, the following shall apply:

1. Students and employees are prohibited from bringing onto the campus or using alcohol or illegal drugs on campus or during any university activity.
2. The Human Resources and Student Affairs shall develop appropriate materials to be distributed to all students and employees explaining national laws on the use, sale and possession of alcohol and illegal drugs on and at university activities off campus and prepare educational programs on alcohol or drug abuse.
3. Students who violate national law or the University alcohol and drug policy on campus or at university activities off campus are subject to prosecution by local, officials, and are subject to discipline under the Student Code of Conduct and, where appropriate, referral to counselling.
4. Employees who violate local law or the University alcohol and drug policy while on campus or at university activities off campus are subject to prosecution by local officials, and are subject to discipline under job contracts, Board policies and, where appropriate, referral to counseling.
5. The Human Resources and Student Affairs Departments shall develop a program to provide a counselling and assistance program for students and employees with alcohol and drug programs.

Drug Free Workplace

In keeping with American University of Malta's commitment to provide a safe and healthful work environment the following policy was adopted.

It is the policy of American University of Malta, to provide a "drug free workplace" as defined by the Board. The use of illegal drugs, including medical marijuana is prohibited on university property. The University will take strong disciplinary action against any employee who does not adhere to this policy. Strong disciplinary action includes, but is not limited to:

1. written reprimand
2. suspension with or without pay
3. termination of employment

Employees are required by law to report any conviction of a local criminal statutory offense occurring in the workplace within five (5) days of the date of the conviction to the President or the Provost.

From time to time, American University of Malta will sponsor seminars and will distribute informational materials dealing with the dangers of drug abuse. Employees are encouraged to attend these seminars and to read the informational materials provided.

Copies of this policy statement will be made generally available and specifically distributed to all employees.

The University will make a good faith effort to continue and maintain a drug free workplace and implement the provisions of this policy.

Violence and Threats of Violence in the Workplace

The University is committed to providing a safe working environment free from violence and free from the threat of violence. Therefore, "zero (0) tolerance" for violence shall be exercised by the University. Violence is defined as any direct physical assault upon a member of the University community or visitor at the University, and a threat of violence is defined as any verbal or non-verbal communication which is designed to create the fear that a violent act may be committed against the recipient. The University shall assist members of the University community in reporting acts of violence and threats of violence, and the following procedures shall be applicable:

1. Any employee who witnesses, hears, or is the recipient of violence or threats of violence shall report the incident to his immediate supervisor or Administrator.
2. An incident report will be completed, describing in detail the time, place and circumstances of the incident as well as the persons involved. A copy of the report shall be forwarded to the Human Resources Department and the President
3. The University shall immediately remove from the University premises and suspend with pay any employee accused of committing a violent act or accused of threatening a violent act. All cases shall be adjudicated via an administrative or collective bargaining agreement hearing in the matter.

4. The University shall fully investigate and shall discipline any employee who has committed a violent act or who has threatened violence to a member of the University community or visitor at the University. Said discipline may include termination.

Discrimination and Sexual Harassment

Discrimination, sexual harassment, and other acts of harassment are illegal under national law. In some cases, such conduct may be subject to prosecution under local criminal codes. The national and EU laws prohibit discrimination on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, and disability, prohibits sexual harassment, sexual violence, and other acts of harassment and discrimination against students, on the basis of sex.

In support of and in implementation of the law, and in an effort to provide an educational and employment environment free from prohibited discrimination, sexual harassment and harassment in any form and at any level, it is the policy of American University of Malta that no member of the University community including, but not limited to, administrators, faculty, employees or students, may discriminate against, sexually harass or otherwise harass another person at the University. Any such persons, be they administrators, faculty, employees, or students, will be subject to disciplinary action for violation of this policy, up to and including suspension or dismissal for employees, and up to suspension or dismissal for students, as may be appropriate.

Individuals who believe they have been subjected to discrimination at American University of Malta may file a complaint with the American University of Malta in the matter set forth in the "Discrimination Policy for Students and Staff." Individuals who believe they have been subjected to, or have witnessed sexual harassment at the University, may file a complaint. In all instances, the policies set forth provide for the prompt and equitable resolution of complaints and can be found in both the American University of Malta's Regulations, Handbooks and on the University website.

EDUCATIONAL PROGRAMS AND AWARDS

Degrees and Awards Requirements

Awards with Diploma and Certificates in Arts, Engineering Science, Business and in Data Science may be granted to students successfully completing the prescribed courses of study and having earned not less than sixty (30/60) semester hours of credit.

To be eligible for an academic degree, a student must obtain not less than 180/240 ECTS at Bachelor programme, 90/120 ECTS at Master programme and 3 years up at Doctorate programmes at American University of Malta after completing the requirements for the degree. All the requirements for each degree sought must be fulfilled.

Certificates in various subject-matter areas and for work placement completed in connection with the curriculum may be given to individuals upon the successful completion of the course(s) prescribed.

Candidates for graduation will receive a letter from the Office of Records concerning their eligibility. All candidates are expected to return the appropriate paperwork to the Office of Records to process said degrees and certificates prior to the published deadlines.

The administration and faculty of the University shall prescribe the terms, conditions, and standards which define successful completion.

American University of Malta will comply with the policies and guidelines of the MFHEA and the Academic Regulations of the American University of Malta University Board in allocating credit hours to courses. The AUM rules meet national compliance requirements.

Attendance and Grades

Pursuant to the AUM Board mandates, University faculty members are responsible for submission of student attendance verification and grades, when applicable, to the Office of Registrar.

The Board shall adhere to the guidelines set forth in the faculty employment contract.

Recording and Submissions of Grades

All faculty at the University are required to give final grades to all students enrolled in each class. Final grades will be recorded and submitted to the Office of Registrar by the deadline determined for each semester by the Academic Calendar.

Industry Advisory Board

Companies, institutions, or organisations and individual professionals who are especially qualified because of training, experience, or personal character may be requested to serve in the development of the University by participating in industry advisory board called to assist the professional staff in the development and improvement of the University and its programs. Members of the Industry Advisory Board will be called by the President of the University, or designee, upon the recommendations of the appropriate departments of the University and asked to serve for a designated length of time. Membership on this Board will be rotated to take advantage of the wide range of experience of many persons in the community.

Industry Advisory Board members shall serve without compensation. The Board shall act only in an advisory capacity and shall not, in any manner, bind the University.

Quality Assurance

Concept of Quality Assurance

Quality assurance for AUM is understood including all activities related to defining, assuring and enhancing the quality of the university. The university is aimed at continuing the development and enhancement of QA processes and develop quality culture, but we understand that a considerable time will be spent to the University community to understand them and their implications. Therefore, QA processes will help us to create platforms for horizontal and vertical communication at various levels, between departments, committees, and other bodies. This kind of effective dialogue will contribute to the development of quality culture.

While developing and enhancing QA the university considers disciplinary characteristics, organizational culture, historical position of the institution as well as the national context. AUM is committed to developmental approach in our quality assurance processes. The concept of building QA includes a system-based approach leading to dynamic improvement of the university processes. Strategic planning, educational development and staff development are considered as part of QA processes.

Internal, External evaluation and Quality Guidelines

Internal and External evaluation practices can encourage the university to analyse in which way the university should enhance and improve its QA systems and processes in order to achieve an effective progress in its development. Internal evaluation can define failures and define the process through which the university reacts and rectifies the situation when a failure has taken place rather than prohibit risk taking altogether. External quality assurance should aim at checking if the university can react to abnormal circumstances rather than sanctioning occasional failures.

AUM is expanding QA guidelines and reviewing procedures we should have in place to address deficiencies, developing measurements we can make to show that standards and requirements are achieved, improving setting up a coherent Internal QA system. Internal QA system will help us to integrate strategic planning with operational management, to evaluate the effectiveness of strategic planning and operational management processes, to have procedures agreed and operate successfully. It will also help to have the staff engaged in quality assurance, establish effectiveness of QA review and how the QA system be measured. Internal evaluation procedures are described in the Academic Quality Handbook. Academic Quality Handbook is a separate guidance for QA. The Academic Quality Handbook, alongside the AUM Organisational Regulations and AUM Academic Regulations, serves as a key constituent of the University's quality assurance framework, defining and providing detailed operational guidance on the academic quality assurance procedures. The three main components include: Course/Programme Validation – a process whereby all new courses/programmes are subject to formal consideration and approval prior to implementation; Annual Appraisal – a process whereby the delivery of all courses/programs and output standards achieved are monitored; Internal Review – a

process conducted on an annual and 5 yearly basis which consists of two major elements i.e., the critical review of the course and its development and the formal re-approval of the associated course portfolio. Other sections of the Academic Quality Handbook refer to: Academic Collaboration, External Examiners, Placements and Research Degrees. The Academic Quality Handbook is subject to regular review.

QA Management and engagement of all players

AUM in the process of annual review of its Policies (including principles, values and standards) sets periodic improvement of QA systems. These systems include processes, procedures, and management of quality. All institutional Policies will be divided and collected into AUM Academic Regulations and AUM Organizational Regulations. QA management will be structured on all levels of the university. This will help us to provide involvement of all players (teaching staff, administrative staff, students, social partners, professional bodies, external experts) and their commitment can be reached, and the principle of subsidiary can be implemented. It is the way where top-down meets bottom-up.

Publication of evaluation reports

The University collects, analyses and uses relevant information for the effective management of our programmes of studies and other activities. Our publications include Strategic Plan, Annual Reports, Accredited programs, Quality Reviews, etc.

Student engagement

In order to identify a clear procedure of demonstration of students' engagement, the University has developed a mechanism, which allows them to express their views. The representatives of students can be followed in the composition of all University Committees and Councils. We will also include students in accreditation process. The surveying of students at the end of a programme or module, exit student survey is also practiced. Here we need to work on introduction of such surveys with faculty.

AWARDING OF HONARARY DEGREES

- a.** The American University of Malta, through its Board of Trustees, confers honorary degrees; thus, the authority to award honorary degrees rests with the Board of Trustees.
- b.** Honorary degrees may be awarded in recognition of significant contributions and service within the scope of the arts and letters, sciences, professions, business, volunteerism and public service in the community-at-large, recognized and promoted by the University; or a person present at the commencement exercises, who may be requested to be the keynote speaker.
- c.** An honorary degree is the highest order the University can bestow. Three honorary doctorates a year should be the maximum number awarded. In any given year, number of nominations that may be submitted for consideration by the Board of Trustees is five.
- d.** Active or newly retired members of the university faculty or staff will not normally be considered for honorary degrees. Where an exception is made, it should be for contribution or service beyond the university.
- e.** Prior to public announcement by the Chair of the Board of Trustees and President of the University, all matters relating to honorary degrees shall be treated as confidential.
- f.** The Honorary Degrees Committee, shall be composed of (7) members: President/Provost (Chair), and College Dean, two faculty members appointed in the same manner as members of other standing faculty committees, two trustees appointed by the Chair of the Board, and a student appointed by the students' Union (members).
- g.** The Honorary Degrees Committee will screen nominations who are typically may be received from individuals both inside and outside the University; and recommend, with supporting rationale and documents to the Board of Trustees. Nominations should include the following information: name and address of nominee; career summary; education; awards received; reasons for recommending award.
- h.** The University reserves the right to review and revoke the awarding of an honorary degree and all the rights and privileges connected therewith, even after conferral, where an individual has engaged in behaviour that would be regarded as inconsistent with the AUM ethics and code of conduct, or undertakes activities that are, or are likely to be, in direct conflict with or significantly detrimental to the interests of the University.
- i.** Honorary degrees shall be conferred and revoked by a three-fourth vote of the Board of Trustees.
- j.** The Secretary of the Board of Trustees shall maintain a permanent record of previous honorary degree recipients and shall also maintain a current pending list of individuals who have been selected to receive an honorary degree but who have not yet been presented with the degree.