Boards and Committees

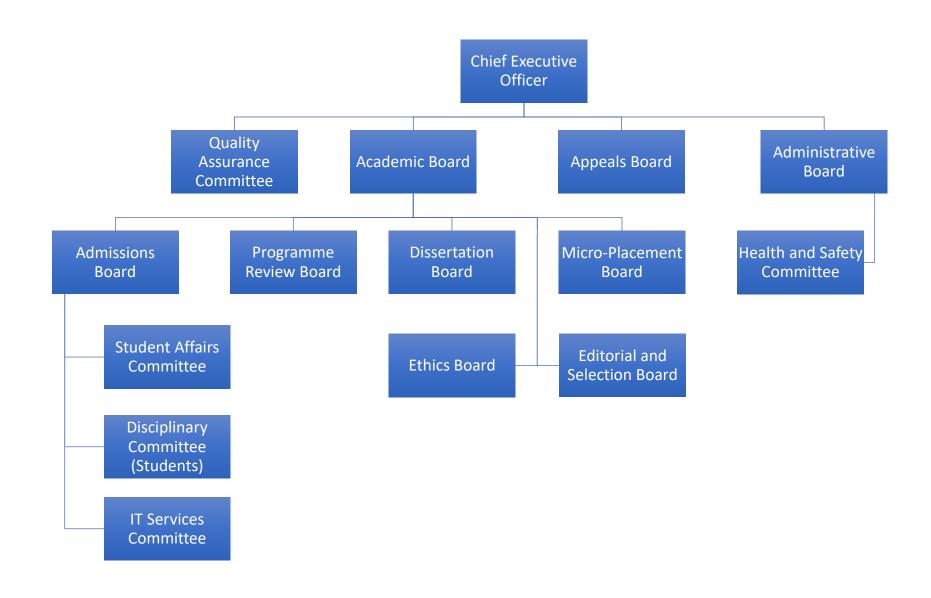**Version 2.1**

Compiled by:

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Institute for Education
members of **ATEE**

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                          Chief Executive
                             Officer
   ┌──────────────┬──────────────┴──────────────┬──────────────────┐
 Quality        Academic            Appeals              Administrative
 Assurance       Board               Board                  Board
 Committee
   ┌──────────┬──────────┬──────────┬──────────┐             │
Admissions  Programme  Dissertation  Micro-Placement   Health and Safety
  Board    Review Board    Board         Board            Committee
   │
   ├── Student Affairs
   │     Committee                Ethics Board    Editorial and
   │                                              Selection Board
   ├── Disciplinary
   │    Committee
   │    (Students)
   │
   └── IT Services
        Committee
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1. The Academic Board

The Academic Board constitutes the Institute's highest academic governing board and is the primary forum for discussing and resolving all matters relating to and affecting the Institute's education, training and research activities. The Academic Board decides on academic matters, including academic priorities and policies, academic aspects of the Institute's strategic plan, the maintenance of academic standards, and any academic matters it considers to be of strategic importance.

2. The Quality Assurance Committee

The Quality Assurance Committee is responsible for the provision of advice and recommendations on the Quality Assurance and Enhancement Policy of the Institute which is the Institute's commitment to the National Quality Assurance Framework for Further and Higher Education (2015). It oversees the development of quality assurance policies, procedures and processes to ensure quality provision, and the development of a quality culture within the Institute.

3. The Administrative Board

The Administrative Board is responsible for the provision of advice and recommendations on the Policies pertaining to Administration of the Institute and the processes and procedures adopted. It oversees the actions taken by the Health and Safety Committee.

4. The Appeals Board

The Appeals Committee is an Independent Committee accountable to the CEO. The purpose of the Appeals Committee is to review all appeals in line with the Appeals Policy and Procedures.

5. The Admissions Board

The Admissions Board is the primary forum for discussing and resolving all matters relating to the admission of course participants within the Institute for Education. The Admissions Board is the body responsible for ensuring the proper implementation of Admissions related policies and procedures, decides on matters such as the Recognition of Prior Learning and is also the Board responsible for the resolution of Admissions related issues that may arise from time-to-time.

6. The Dissertation Board

The Dissertation Board is responsible for the Dissertation module as part of the Bachelor and Master of Education Degrees. It oversees the process from its inception to its completion ensuring quality research.

7. The Research Ethics Board

The Research Ethics Board of the Institute for Education shall be the board responsible to oversee that the Institute's Research Ethics Policy and Procedures are adhered to. This includes considerations of ethics and data protection of all research carried out by the Institute's staff and students.

8. The Editorial and Selection Board

The Editorial Board for the Malta Journal of Education at the Institute for Education shall be the board responsible to give direction to the journal by deciding the articles finally to be accepted for publication. Moreover, Editorial Board members shall contribute to promoting the journal among their peers.

9. The Micro-Placement Board

The aim of the Micro-Placement Board is to actively seek and approve contributors; such as employers, NGOs, entities from both the public and private sector; as partners within the *Micro-Placement Agreement*. Through this approval process, the Board shall be giving consent to contributors to host IfE's course participants within the work place. In taking this decision the Board shall be guided by the *Evaluation sheet for the Selection of Contributors*.

10. The Student Affairs Committee

The Student Affairs Committee's main remit is to approve or otherwise, requests put forward by course participants in relation to their studies and ensure that any request is duly addressed. The Committee also reviews policies and procedures related to course participants to ensure fairness and consistency throughout their implementation. It ensures that course participants are supported during their studies. The Committee finally ensures that it publishes information on matters related to Student Affairs and liaises with departments and / or stakeholders within and outside the Institute for Education as appropriate.

11. The Disciplinary Committee

The Disciplinary Committee is set up by the Admissions Board. The purpose of the Disciplinary Committee is to evaluate and take action on course participants' breach of rules and regulations of the Institute for Education.

12. The IT Services Committee

The IT Services Committee shall be responsible for promoting and supporting the effective use of technology and information. The main aim of this committee is to improve alignment between IT, business strategy and accountability for IT decisions in five critical areas: investments, projects, risk, services, and data.

Ongoing evaluation of IT value and performance of IT services ensure that the institute's technology and information initiatives and proposed projects help the organisation achieve its strategic goals and objectives through identifying, prioritising and proposing tactical and strategic technology and information initiatives leading to faster decision-making time, and better-quality decisions and outcomes.

13. The Programme Review Board

The Programme Review Board (PRB) is the primary forum for periodic internal review and monitoring of programmes delivered by the Institute for Education. The purpose of the PRB is to preserve the validity of programmes to its course participants and society, and to ensure that learning objectives set out are being met through the programme's teaching, learning and assessment methods. The responsibilities of the PRB include providing guidance in relation to a programme's accreditation, delivery, resourcing in accordance with stakeholder feedback and the objectives of the education sector.

14. The Health and Safety Committee

The Health and Safety Committee is responsible to address health, safety and well-being issues that affect employees, course participants and visitors. This may include addressing hazards at the Institute, implementing new procedures, or reviewing staff training requirements. The goal is to create a joint committee with workers and management personnel to initiate, promote, maintain and review measures of ensuring the health and safety of all.

15. Version history

Originator	Version	Date	Changes Done
Quality Assurance Department	1.0	8/08/2017	Initial Release
Quality Assurance Department	1.1	5/3/2018	Updated section 2
Quality Assurance Department	1.2	13/6/2018	Updated section 8
Quality Assurance Department	1.3	22/9/2018	Updated front page
Quality Assurance Department	2.0	1/12/2020	Included governance structure Updated purpose of all boards and committees Included new Boards and Committees
Quality Assurance Department	2.1	19/01/2021	Updated Governance Structure Updated section 10 and 11.