



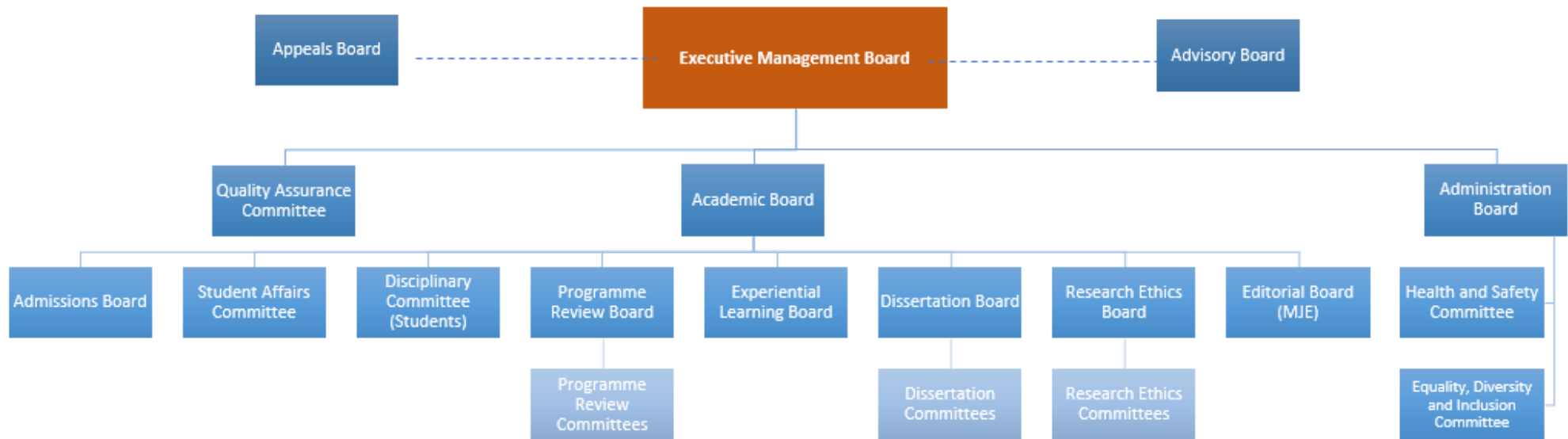
# Governance Structure

Version 3.0

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<b>Reviewers</b>	All Boards & Committees	<b>Designation</b>	N/A	<b>Dept.</b>	N/A
<b>Policy Approver</b>	EMB	<b>Effective Date</b>	10/07/2019		

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## **1. The Executive Management Board**

The Executive Management Board oversees the management and administration of the IfE and the conduct of its affairs. The Executive Management Board approves and steers the IfE's mission and strategic vision and its long-term academic and business plans.

## **2. The Advisory Board**

The Advisory Board's role is to assist the Chief Executive Officer in the discharge of their duties. The Advisory board consist of four members appointed by the Minister responsible for the Agency.

## **3. The Appeals Board**

The Appeals Board is an Independent Board accountable to the Executive Management Board. The purpose of the Appeals Board is to review all appeals in line with the [Appeals Policy and Procedures](#).

## **4. The Quality Assurance Committee**

The Quality Assurance Committee is responsible for the provision of advice and recommendations on the Policy for Quality Assurance and Enhancement of the IfE which is the IfE's commitment to the National Quality Assurance Framework for Further and Higher Education (NQAF, 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 IfE.

## **5. The Academic Board**

The Academic Board constitutes the IfE's highest academic governing board and is the primary forum for discussing and resolving all matters relating to and affecting the IfE's educational activities. The Academic Board decides on academic matters, including academic

priorities and policies, academic aspects of the IfE's strategic plan, the maintenance of academic standards, and any academic matters it considers to be of strategic importance.

### **5.1 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 IfE. 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.

### **5.2 The Student Affairs Committee**

The Student Affairs Committee's remit is such that it 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 ensures that it publishes information on matters related to Student Affairs and liaises with departments and / or stakeholders within and outside the IfE as appropriate.

### **5.3 The Disciplinary Committee**

The purpose of the Disciplinary Committee is to evaluate and take action on course participants' breach of rules and regulations of the IfE.

### **5.4 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 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.

### **5.5 The Experiential Learning Board**

The Experiential Learning Board oversees Work Integrated Learning (WIL) processes, procedures and activities promoted by the Institute for Education. The Board shall primarily review processes and procedures regarding practicum placements of the IfE; this includes Teaching Practices within degree programmes, in-Class Co-Teaching tutoring and Practicum Placements for educators in different Awards. The Board shall also oversee the smooth running of Micro-Placement. It shall actively seek and approve contributors; such as employers, NGOs, and entities from both the public and private sectors; as partners within the *Experiential Learning Agreement*. Through this approval process, the Board shall be giving consent to contributors to host IfE's course participants within the workplace. In taking this decision, the Board shall be guided by the *Evaluation sheet for the Selection of Contributors*.

### **5.6 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.

### **5.7 The Research Ethics Board**

The Research Ethics Board (REB) of the IfE shall be the board responsible to oversee that the Research Ethics Policy and Procedures (REP&P) and any other pertinent policies and procedures that may be related to research are adhered to. This includes considerations of ethics, health and safety and data protection of all research carried out by the IfE's staff and course participants.

### **5.8 The Editorial and Selection Board (MJE)**

The Editorial Board for the Malta Journal of Education at the IfE 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.

## 6 The Administration Board

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

### 6.1 The Equality, Diversity and Inclusion Committee

The Equality, Diversity and Inclusion Committee is responsible for providing strategic oversight of the IfE's progress and performance on promoting Equality, Diversity and Inclusion for staff and course participants.

### 6.2 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 includes addressing hazards at the IfE, 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.

## 7 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	8/08/2017	Initial Release
QA Dept.	1.1	5/3/2018	Updated section 2
QA Dept.	1.2	13/6/2018	Updated section 8
QA Dept.	1.3	22/9/2018	Updated front page
QA Dept.	2.0	1/12/2020	Included governance structure Updated purpose of all boards and committees Included new Boards and Committees
QA Dept.	2.1	19/01/2021	Updated Governance Structure Updated section 10 and 11.
QA Dept.	3.0	18/09/2023	Changed document name to Governance Structure Updated Governance Structure Updated purpose of all boards and committees