

IPS Circular No 05/2021

Office of the Prime Minister
Auberge de Castille
VALLETTA VLT 2000

4th June 2021

To: Permanent Secretaries
Directors General
Directors

SPONSORSHIP FOR A BA (HONS) PUBLIC PROJECTS

1. The Government of Malta, through the Institute for the Public Services (IPS), will be offering a limited number of sponsorships to public officers who wish to read for the degree of a BA (Hons) Public Projects at the Malta College for Arts, Science and Technology (MCAST). The course will commence in **October 2021** and will be offered as a part-time evening course with lectures held on **Wednesdays and Fridays from 14:00 to 20:00**. Sponsored officers will be granted part-time afternoon release in order to attend lectures and tutorials and to use other MCAST facilities.
2. The BA (Hons) Public Projects will focus on the development, implementation and monitoring of complex projects, critical analysis of project management and problem solving scenarios, synthesise data and information to manage projects efficiently, adequately manage physical, human and financial resources for successful project implementation and identify and control risks associated to real-life project scenarios.

3. **Registration with the Institute for the Public Services and MCAST**

Interested applicants should first apply with IPS for sponsorship following which they would need to register for the course with the MCAST. It is the **responsibility** of candidates to register for the BA (Hons) Public Projects course at the MCAST when registration opens. Acceptance is subject to MCAST entry requirements regulations.

4. **Part-time Release of Officers**

Lectures will be held on Wednesdays and Fridays between 14:00 to 20:00. In order to enable officers with the requisite qualifications and ability to follow the course, Government will grant candidates who are eventually admitted to the programme by IPS, part-time afternoon release from work during those times.

5. **Conditions of Release**

Officers will be released during lecture hours as stipulated in point 4 above during the period of the course, in accordance with the timetable of lectures and tutorials for the programme. No additional time-off (other than ordinary vacation leave) will be permitted prior to the examinations or for the purpose of preparing dissertations.

Eligibility

6. Public officers who are interested in reading for the BA (Hons) Public Projects must:
 - a) hold an appointment within the Public Service that is no longer subject to probation.
 - b) satisfy the MCAST entry requirements:
 - a. to be in possession of 2 Advanced Levels and 2 Intermediates Levels: or
 - b. to be in line with MCAST's Maturity Clause;
 - c) not currently hold a position at Director level or above;
 - d) be in a position to complete the obligatory period of service as required in paragraph 13 of this circular following completion of the BA (Hons) Public Projects programme.
7. On successful completion of their studies, applicants may be required to carry out duties and training in accordance with the exigencies of the Public Service in line with their new qualification.
8. Preference will be given to applicants; whose studies will result in an immediate and high return on investment for their organisation; who can apply the knowledge and new skills acquired directly to their job; and who already have a number of years of experience.

Selection Process Criteria

9. Eligible applicants will undergo a selection process in which the following will be taken into consideration:
 - a) applicants' years of experience in the Public Service;
 - b) the salary scale of applicants' current appointment in the Public Service to indicate the greater possibility for career progression;
 - c) disposition towards flexibility and change;
 - d) the relevance of the BA (Hons) Public Projects to applicants' work in the Public Service, now and in the future; and
 - e) their confirmed willingness to be deployed as required by the exigencies of the Administration.
10. This sponsorship scheme targets the Public Service, therefore employees falling within the wider Public Administration cannot participate in this sponsorship scheme. In that

case, it is up to the management of the respective public entity to consider whether to offer a sponsorship to their employees.

Terms of the Sponsorship

11. Officers who are granted a sponsorship under this circular will be part-time released for 2 days per week as indicated in Point 4 to attend lectures and tutorials and to use other MCAST facilities. This release arrangement will continue to apply during the Christmas and Easter recesses, unless precluded by pressing operational needs within officers' ministries or departments.
12. IPS reserves the right to close the scheme should funds be exhausted. This means that even though applicants are successful in the selection process and accepted by MCAST, sponsorship depends on the scheme take-up.
13. Prior to the commencement of their studies, selected officers will be required to sign an undertaking and/or a notarial deed binding them to serve the Government for a specific period as defined by the Study Leave and Sponsorship Manual (Appendix III) after completion of their studies. The Manual is available at <https://publicservice.gov.mt/en/institute/Documents/SponsorshipsandStudyLeaveManual.pdf>. Officers will be required to serve the Government for a period of three years if they obtain the higher diploma or five years if they obtain the degree.
14. On successful completion of their studies, applicants will be required to carry out duties where the Public Administration feels there is a need for officers with this qualification.
15. This sponsorship may be funded in part through EU funds. The rules governing EU funds do not permit beneficiaries to obtain assistance for the same course from any other EU or national sponsorship scheme, including the Malta Enterprise tax rebate scheme. Successful applicants will be required to sign a declaration to the effect that they are not benefiting from and will not seek any such assistance.
16. If EU funds are used to fund this sponsorship, the terms and conditions of the sponsorship, including the proportion of course costs to be funded by it, will be subject to the rules governing EU funds.
17. Applicants will be requested to conduct their dissertation based on the Malta Public Service research requirements. The IPS will assist the candidates in their research.
18. Applicants who successfully complete the course may be called on by IPS to deliver training in their respective fields of study as occasional trainers.
19. As per the Manual of Allowances within the Public Service Management Code, qualification allowance, where applicable, in relation to the sponsored course will only be benefitted from once the lapse of the service obligation as outlined in the respective undertaking signed by the employee is completed.

How to apply

20. Officers who satisfy the criteria set out in this circular are invited to submit a **letter of application, together with a detailed and comprehensive European Curriculum Vitae as well as the GP-47, through their respective head of department**, to:

Institute for the Public Services
San Salvatore Bastion,
Sa Maison Road,
Floriana FRN 1610

21. Applications may also be sent by email, with the necessary supporting documentation taking the form of scanned attachments. In this case, applications should be sent directly to sponsorshipsips@gov.mt and copied to the respective head of department.
22. Applications should reach IPS by not later than the **18th of June 2021**. Applications will be acknowledged by means of an e-mail.
23. In rare cases where an officer cannot be released due to operational requirements the head should write separately to IPS stating why he or she believes it would not be possible for the officer to be released. Operational requirements may be taken into account in the award of sponsorships.
24. The application to IPS under this circular will serve for the combined purposes of admission to the degree course and the grant of a sponsorship.
25. Any inquiries may be addressed to IPS by phone on 2200 1270 or by email on sponsorshipsips@gov.mt.
26. It is important that this circular is brought to the attention of all eligible officers in your organisation.
27. Sponsorships under this circular may be considered as part of the project ESF.PA4.0085 "Towards a More Professional Workforce in the Public Administration", which was submitted under Call 3 for project applications under Priority Axis 4 (Building the Institutional Administrative Capacity) of Operational Programme II (Investing in Human Capital to Create More Opportunities and Promote the Wellbeing of Society), co-financed through the European Social Fund (ESF). The financing rate is 80% European Union funds and 20% national funds. The main objective of this project is to strengthen the capacity of public administration.

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