



MINISTRY FOR JUSTICE, CULTURE AND LOCAL GOVERNMENT
30 Old Treasury Street, Valletta, Malta

Scholarship for a Master's Degree in Middle Ages and the Early Modern Period (Palaeography)

Duration: One Year, Full-Time

No. of students: 2

Office of the Notary to Government
MINISTRY FOR JUSTICE, CULTURE AND LOCAL GOVERNMENT
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INTRODUCTION

- I. The Notarial Archives, within the Office of the Notary to Government, is in the process of enhancing its human resources capacity with regards to palaeographers. Hence, the Office of the Notary to Government is offering two (2) funded scholarships for a Master's Degree on a full-time basis in Middle Ages and the Early Modern Period (Palaeography), for the duration of one (1) year.
- II. The Master's Degree seeks to place emphasis on language training and manuscript studies, as well as on the development of skills in Latin, palaeography and codicology, while drawing on a variety of disciplinary approaches to the study of the Middle Ages and the Early Modern Period.

REQUIREMENTS

- III. Applicants should:
 - a. be in possession of an undergraduate degree with honours, as a minimum, in a relevant discipline in the humanities;
 - b. present a copy of their application with an accredited university indicating their intention to commence the course in September 2019. Even if selected by the university of their choice, candidates will only be considered successful for this scholarship once they present receipt of their letter of acceptance from their university;
 - c. possess 'O' Level standard in Latin or better. Applicants who are sitting for their 'O' Level examination in Latin in the coming sessions need to present a copy of their application. If selected, candidates will need to present a copy of the final result indicating a PASS or better in the subject;
 - d. provide proof of a good working knowledge with Latin manuscripts; and
 - e. bind themselves to write their dissertation on a topic which is related to the Notarial Archives and its collection.
- 1.1 This Scholarship is being financed by local funds by the Ministry for Justice, Culture and Local Government through the Office of the Notary to Government.
- 1.2 Awardee shall be required to hypothecate his/her property in surety for the sponsorship costs and will be required to enter into a formal act of hypothecation with Government in guarantee of fulfilment of the undertaking.
- 1.3 The Awardee shall bind himself/herself to undergo the course under the condition that he/she shall return to Malta on successful completion thereof and be available thereafter to serve the Government of Malta. The Government will have the first option to employ him/her on different assignments related to the obtained qualifications in the level of not lower than Scale 11 in the Public Service, for a period of five (5) years (definite contract) from his/her return to Malta upon completion of the said course. If no offer of employment from the Government of Malta is received

by the awardee within six (6) months from his/her return, all the conditions of the undertaking will no longer be binding and awardee may opt to work with the private sector.

- 1.4 In case of default of his/her obligations arising from the abovementioned undertaking, the Awardee shall refund Government full or *pro rata* expenses incurred for the relative course.

GENERAL REGULATIONS

2 Aims and Objectives

2.1 The key objectives of this Scholarship are to:

- Address the current shortage in qualified Latin palaeographers so as to ensure that more people are able to perform duties in this specialised area;
- improve the quality of research materials at the Notarial Archives; and
- increase the capacity and level of research and development activity in Malta.

3 Explanatory Notes

3.1 **Academic Record** shall mean an official document showing the marks/grades obtained by the applicant and where it is the norm, the final grade/classification.

3.2 **Agreement** shall mean a legally binding document to be signed by the Scholarship Awardee as beneficiary of the Scholarship and the Office of the Notary to Government on behalf the Government of Malta. These Regulations shall be construed as forming part of the Agreement. The Agreement has to be signed by not later than one (1) month from the publication of rankings. The monetary amounts shown in the Agreement shall be disbursed only if the proper documentation (invoices, receipts and any other relevant documents) is submitted and verified for eligibility and correctness. In the event of any inconsistency or discrepancy between the Agreement and these Regulations, these Regulations shall prevail in all cases and the Agreement shall be amended to the extent of the discrepancy or inconsistency with these Regulations is to be rectified so that the discrepancy is rectified.

3.3 **Appeals Board** shall mean a Board appointed by the Minister for Justice, Culture and Local Government, entrusted with assessing and delivering final decisions in respect of petitions submitted by Applicants contesting decisions taken by the Office of Notary to Government as administrator of this Scholarship. Any decision taken by the Appeals Board shall be regarded as final and irrevocable for all intents and purposes of the Scholarship.

3.4 **Applicant** shall mean a person that submits a scholarship application.

3.5 **Awardee** shall mean a person who is awarded the scholarship.

- 3.6 **Awarding Body** refers to an organisation recognised by the National Regulatory Authorities whose purpose is awarding accredited qualifications.
- 3.7 **Bench Fees** shall mean fees being educational costs related to the execution of studies or research activity, but which are not covered by the tuition fees, and not related to *inter alia* general maintenance, travel, conference attendance (including registration fees), buying of books, registration to access libraries, use/purchasing of computer, energy charges, health insurance, sports' membership or living costs/personal salaries of the Awardee. For bench fees above five hundred Euros (€500) a breakdown of the costs needs to be provided by the Recognised Institution before the signing of the Scholarship Agreement (as per clause 3.2). **ONLY technical expenses directly related with the programme/course from the Recognised Institution are eligible.** Failure by the Recognised Institution and/or the Awardee to provide such a breakdown, the Board shall not be obliged to honour any claims for Bench Fees. All Bench Fees need to be declared in writing in the Unconditional Letter of Acceptance (ULA). Any increase in, or any additional Bench Fees cannot be claimed by the Awardee or the Recognised Institution if not included in the ULA submitted by the closing date.
- 3.8 **Commencement Date** of scholarship shall mean the date as specified on the ULA being the start date of the programme/course on which payment to Awardee commences.
- 3.9 **Completion Date** shall mean the date when the programme/course is completed and the final result is published.
- 3.10 **Course Duration** is one (1) academic year commencing September 2019.
- 3.11 **ECTS** shall mean European Credit Transfer System.
- 3.12 **End Date** shall mean the date as specified on the ULA or the date specified on the Transcript as issued by the Recognised Institution whichever date is the earliest. Payments are calculated to cover the period from the **Commencement Date** to the **End Date**.
- 3.13 **Scholarship** shall mean, the purposes of these Regulations and the Agreement.
- 3.14 **Scholarship Board** shall mean a Board appointed by the Minister responsible for Justice, Culture and Local Government. This Board shall be entrusted with the evaluation and ranking of Applicants for the awarding of Scholarships and overseeing the scheme.
- 3.15 **Full-time studies** shall mean studying **physically** full-time on-campus at a Recognised Institution. This excludes learning or studying from any other place that is not designated as being part of the campus of that Educational Institution. The Board may ask the Institution to confirm the physical presence and the duration on campus of the Awardee.
- 3.16 **ISCED** shall mean International Standard Classification of Education.
- 3.17 **Joint Degree** shall mean a single degree issued by at least two Educational Institutions offering an integrated programme and recognized officially in the countries where the degree-awarding institutions are located. For the purpose of these Regulations, when an Applicant applies for a Joint Degree, a leading Institution has to be identified. The Scholarship Board shall only recognise one Recognised Institution.

- 3.18 **Maintenance Grant** shall mean a grant which is awarded as part of the Scholarship and in accordance with all conditions laid in these Regulations and in the Agreement.
- 3.19 **Masters Programme** shall mean MQF level 7;
- 3.20 **MQF - Malta Qualifications Framework** shall act as a translation device to make national qualifications more readable across Europe, promoting workers' and learners' mobility between countries and facilitating their lifelong learning.
- 3.21 **MQF Level Qualification** shall mean any qualification referenced in the Malta Qualifications Framework.
- 3.22 **MQRIC** shall mean Malta Qualifications Recognition Information Centre within the National Commission for Further and Higher Education.
- 3.23 **NCFHE** shall mean National Commission for Further and Higher Education.
- 3.24 **Per Annum** shall mean twelve (12) calendar months. This means that when a course is of duration of for example nine (9) calendar months, the grant shall be awarded pro rata over that number of months. For avoidance of doubt in calculating the meaning of a month the Awardee must spend more than fifteen (15) consecutive days in order to be eligible for funds covering a month.
- 3.25 **Office of Notary to Government (NTG)** shall mean the Department which is entrusted with the overall financial and legal responsibility for the implementation of the project.
- 3.26 **The Recognised Institution** shall specifically mean an MQRIC recognised international academic institution.
- 3.27 **Transcript** shall mean the same as **Academic Record**.
- 3.28 **Tuition Fees** shall mean enrolment, administration, registration and/or examination fees charged by a Recognised Institution;
- 3.29 **Unconditional Letter of Acceptance (ULA)** shall mean a letter issued to the Applicant by the Registrar (or a delegated high authority) of the Recognised Institution which shall have the following details:
- A clear statement by the Recognised Institution that it is **unconditionally** accepting the Applicant to follow a programme of study;
 - The **Commencement Date** of studies. Where the exact date is not specified, this is taken as the last day of the month mentioned on the ULA;
 - The **End Date** of studies. Where the exact date is not specified, this is taken as the first day of the month mentioned in the ULA;
 - **Modality of study** means full time study;
 - The **Number of Credits** / Number of ECTSs pertaining to the programme of study; and
 - The **Tuition Fee** (if applicable) shall be indicated on the ULA **and not** through an electronic link.

Applicant shall note that the Agreement to be signed at a later stage (should he/she be awarded a Scholarship) shall include only the information printed on the ULA provided by the deadline of **Friday 28th June 2019 Noon (local time)**. The Scholarship Board shall not accept any revisions in Tuition Fees other than those which reflect the information and/or data provided by the ULA submitted by the deadline. The fees paid as Tuition Fees is the amount shown and specified as such on the ULA submitted;

- The **Bench Fees** (if applicable); and
- Any other information required by the Scholarship Board.

ALL APPLICANTS shall be obliged to submit the Unconditional Letter of Acceptance by, **Friday 28th June 2019 Noon (local time)**.

It is the duty of the Applicant to ensure that when he/she chooses The Recognised Institution, this institution is in a position to issue such a ULA with all the above details. This has to be in the form of an original letter, signed by the Registrar of the University (or delegated high authority). Scanned, PDF copies or other electronically transmitted formats shall be accepted PROVISIONALLY unless the Scholarship Board receives them directly from the Recognised Institution. If not, the original copy of the ULA must be produced before the signing of the Scholarship Agreement.

In the event where the Recognised Institution issues solely electronic copies of the ULA, the ULA shall be emailed directly by the Institution to the Office of the Scholarship Board. Scanned or emailed copies of the ULA forwarded to the Applicant shall not be accepted. No additional costs shall be entered in the Agreement other than those stated in the ULA submitted by Friday 28th June 2019, Noon (local time).

4 Eligibility

4.1 By closing date of application, the applicant shall:

- (a) Be a Maltese citizen who has been residing in Malta for the past five (5) years; **or**
- (b) Be a national of an EU/EEA state or a family member of such EU/EEA national (as defined in LN 191 of 2007 and in LN 205 of 2004 respectively for EU and EEA nationals), provided that such person has obtained permanent residence in Malta in accordance with LN 191 of 2007 and in LN 205 of 2004 respectively for EU and EEA nationals, **or**
- (c) Be a national of an EU/EEA state who is in Malta exercising his/her Treaty rights as a worker, self-employed person or person retaining such status in accordance with LN 191 of 2007; **or**
- (d) Be a third country national who has been granted long-term residence status under LN 278 of 2006.

4.2 The complete Application Form, Transcript, Unconditional Letter of Acceptance and MQRIC report (where applicable) shall be submitted by **Friday 28th June 2019 Noon (local time)**.

4.3 It is the responsibility of Applicants, in possession of qualifications awarded by a foreign Recognised Institutions, to produce an evaluation report on equivalence and comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the National Commission for Further & Higher Education (NCFHE) (as per Education Act – Act XXIV of 1988 in accordance with the Mutual Recognition of Qualifications Act – Act XVIII of 2002). A copy of the said report issued by the MQRIC, or the designated authority in case of warrants, shall be attached to the application, with the original presented at the interview.

Applicants whose qualifications are obtained from foreign recognised institutions listed on the website of MQRIC as Approved Institutions (<http://www.ncfhe.org.mt>), are not required to produce the evaluation report on comparability of qualifications.

4.4 Public Service/Public Sector employees submitting applications for full-time studies are required to make a formal written request to the Permanent Secretary of their respective Ministry through the Head of the relative Department/Directorate to confirm whether paid or unpaid leave of absence for the duration of the course has already been granted under those terms and conditions as established by the Ministry concerned. Approval or disapproval of such request has to be endorsed by the Permanent Secretary.

4.5 Applicants in possession of other national public grants or national/ESF/Commonwealth (or a combination) scholarships for the same course or programme shall be deemed ineligible under the Scholarship if not notified and approved by the Board. Any scholarships or other supplementary grants awarded to the Scholarship Awardee shall be notified to and approved by the Scholarship Board, whether such are awarded to the Applicant prior to the Scholarship or throughout the duration of the Scholarship. In the event that an Applicant is granted the Scholarship and the Scholarship Board discovers, after the grant of such Scholarship, that the Scholarship Awardee has, at any point in time, whether prior to the award of the Scholarship, or after such award, been in receipt of any national public grant or national scholarship, the Scholarship Awardee shall be liable to refund all the amount/s up to then paid to him/her or on his/her behalf in full, and this without prejudice to any other legal action which may be taken in his/her regard.

4.6 Applicants in possession of other national public grants or national/ESF/Commonwealth (or a combination) scholarships for a different course or programme, have to complete the first course and fulfil all the contractual obligations before the grant of a second scholarship (at a higher level) is awarded.

4.7 An applicant shall become ineligible for a Scholarship if s/he is in breach of any part of the Regulations.

5 Tenure and Placement

- 5.1 Awards are tenable at any local or international recognised educational body for a specific programme of study or research. Only those institutions recognised by the NCFHE shall be taken into consideration by the Scholarships Board.
- 5.2 It is the responsibility of Applicants, applying for qualifications awarded by foreign Recognised Institutions to produce an evaluation report on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the National Commission for Further & Higher Education (NCFHE). A copy of the said report issued by the MQRIC, shall be attached to the application, with the original presented at the interview. Applicants not in possession of this report may still apply, provided that they submit a copy of the report to the Scholarship Board by not later than **Friday 28th June 2019 (local time)**. The provisions contained in Clause 4.1.7. of these Regulations shall apply *mutatis mutandis*.
- 5.3 The MQRIC may be contacted as follows:
- Malta Qualifications Recognition Information Centre (MQRIC) /
National Commission for Further and Higher Education (NCFHE)
Malta Life Sciences Park, San Gwann SGN 3000
Tel. No.: 2381 0000

6 Institution

- 6.1 Applicants shall attend as full-time students in The Recognised Institution.
- 6.2 The Unconditional Letter of Acceptance must be accompanied by a statement from the Applicant that s/he intends to complete the programme of studies in that Recognised Institution.

7 Administration

- 7.1 All correspondence is to be addressed to:
- Scholarship Board
Office of the Notary to Government
2/3 Mikiel Anton Vassalli Street
Valletta VLT 1310
Malta
Tel. No.:22479820
E-mail: keith.f.german@gov.mt
Website: www.ntg.gov.mt

8 Application Forms

- 8.1 It is the responsibility of the Applicants to ensure that their Application is successfully submitted.
- 8.2 Supporting documents not submitted with the original application must reach the Scholarships Unit at the address below:

Scholarship Board
Office of the Notary to Government
2/3 Mikiel Anton Vassalli Street
Valletta VLT 1310
Malta
Tel. No.:22479820
E-mail: keith.f.german@gov.mt
Website: www.ntg.gov.mt

- 8.3 The Applications' deadline is **Friday 28th June 2019 Noon (local time) as shown on the Malta Information Technology Agency (MITA) system.**
- 8.4 Late and incomplete applications shall not be considered by the Scholarships Board.
- 8.5 Applicants are to ensure that they apply by the stipulated deadline. The Scholarships Board and the Appeals Board shall not consider any petitions stating that the Application Form was submitted without tangible proof as evidence.

9 Eligibility, Selection Process and Procedure

- 9.1 The Ministry for Justice, Culture and Local Government has set up the Scholarships Board to operate the process of selection. This Board shall be responsible for all matters concerning selection according to pre-established criteria and determination of appropriate awards according to the Regulations.
- 9.2 Eligible Applicants shall be called for an interview. It is the responsibility of the Applicant to make sure to be available on the date and time communicated to him/her for the interview. No alternative arrangements shall be made to change the date and time of the interview unless there are exceptional circumstances (supported by written proof) that warrant the change of such date and time. The aforementioned exceptional circumstances shall be examined and such alternative date and time may be agreed to by the Board at its discretion. Interviews are expected to be scheduled during week days from Monday to Friday from 8.30a.m. to 6.30 p.m.

Applicants who do not turn up for their interview will be considered no longer interested and thus they will be considered ineligible by the board, unless the applicant informs the Board that he / she cannot make it due to exceptional circumstances.

- 9.3 In the case of applicants who are unable to attend the given date and time for the interview due to being abroad, such interviews shall take place via **SKYPE only** at the given date and time. The

Scholarships Board does not assume any responsibility if the interview fails to materialise properly due to any technical reason. In exceptional cases, an alternative date for interview may be given by the Scholarships Board depending on the circumstances which led to the failure of such an interview.

- 9.4 The Ministry for Justice, Culture and Local Government has also set up the Appeals Board to deal with objections raised by Applicants after they are informed in writing of the decisions of the Scholarships Board.
- 9.5 If an Applicant disagrees with the Scholarships Scheme Board, **only** the Applicant may present a petition by registered mail to the Appeals Board within six (6) working days from the date when the Scholarships Board communicates its decision to the Applicant in writing through registered mail. In the petition, the Applicant has to state clearly the reasons why he / she is contesting the decision taken by the Scholarships Board.
- 9.6 The Appeals Board shall only address appeals from decisions of the Scholarships Board on matters related to procedure or interpretation of the Regulations in terms of eligibility, awards, and other decisions related to the granting of a Scholarship. Under no circumstance shall the Appeals Board alter the Regulations, the score of the Applicants derived from interviews by the Scholarships Board, or change the ranking of an Applicant as a result of such score.
- 9.7 The decision of the Appeals Board is final and conclusive.

10 Selection Criteria

- 10.1 Applications are considered on the basis of the following selection criteria:
 - a. Personal, Behavioural and Standard-job related attributes (10%)
 - b. Academic merit of the Applicant (20%);
 - c. How studies are related to the Scholarship (20%);
 - d. The relevance of the research to the Notarial Archives (25%);
 - e. Previous work experience in the area of specialisation applying for and/or work with voluntary organisations (25%);

10.2 An Applicant is considered to have passed the interview if the Applicant obtains a pass mark (that is 50% of the total allotted marks) in the criteria (a), (b), (c) and (d) above. Obtaining a pass mark does not automatically mean that a scholarship is being awarded. For avoidance of doubt, the scholarships will be awarded to those two applicants who score the highest marks and therefore ranked in the first two places.

11 Types of Scholarships

11.1. Applicants shall read for a programme of study leading to a qualification at MQF Level 7.

12 Value of Awards and Payments

12.1 Full-time Programmes / Courses:

For programmes/courses provided by a Recognised Institution on a full-time basis, the Scholarship grant shall cover tuition fees, bench fees and maintenance costs (if applicable) up to thirty three thousand Euro (€33,000), which **includes** up to five hundred Euro (€500) travel expenses.

Tuition fees and/or bench fees are to be paid by the Scholarships Awardees directly to the Recognised Institution by the Office of the Notary to Government.

13. General Conditions of Award

13.1 The general conditions in this section apply to all Applicants under the scheme and to all Scholarship Awardees.

14. Application stage

14.1 Applicants shall be expected to seek prior visa approval (where applicable) for any proposed studies abroad.

14.2 Full time Awardees shall need to seek approval beforehand from the Scholarships Board of **any** commitment of employment during the duration of their studies. Unapproved employment shall be deemed to be a breach of these Regulations and the Agreement signed between the Scholarship Awardee and the Scholarship Board shall lead *ipso facto* to the termination of the Scholarship and the obligation on part of the Awardee to reimburse all the Amounts awarded until such time.

15. Provisional Award stage

15.1 Applicants will be notified of their ranking by the Scholarships Board.

15.2 The Awardee shall sign a deed of hypothecation with the Government of Malta, including the terms and conditions of such Award. The Scholarships Board reserves the right to review and cancel the provisional award if new information reveals any change in information or conditions which renders the provisional Awardee ineligible for the Scholarship Award.

15.3 The Awardee shall conclude and sign the form of undertaking and subsequently the deed of hypothecation by not later than one (1) month before the commencement of studies or the publication of rankings. Failure to present signed documentations referred to above by the prescribed date shall lead to the award being awarded to others according to their respective ranking.

16. Contracted award stage

16.1 The Scholarships Board reserves the right to publish the names of Scholarship applicants and awardees on the website of the Office of the Notary to Government.

16.2 Scholarships cannot be extended to enable the Awardee to complete an additional or higher qualification other than that for which the selection was made.

16.3 Awardees cannot engage themselves in other programmes of studies than the one being sponsored for under this scheme during the time of the scholarship.

16.4 Any intellectual property including patents directly arising from or derived from the research work funded by the Scholarship and carried out by the Awardee shall be covered by an Intellectual Property Rights (IPR) agreement that acknowledges that the research work was carried out.

16.5 The Scholarships shall not seek to obtain any rights in intellectual property owned by the Recognised Institution and/or the Awardee.

16.6 On award of a Scholarship, the Scholarships Board shall make information obtained available to public authorities for accountability purposes.

16.7 Awardees who are found to have given false information or who have in any manner withheld information that would have influenced the awarding of the Scholarship and/or any grants in accordance with these Regulations, shall be immediately disqualified and shall be asked to reimburse any expenses and money granted to them or on their behalf . The Board may proceed with a criminal liability suit, without prejudice to any civil action for damages, against such Awardees.

17. Progress and completion

- 17.1 Every six (6) months, Scholarship Awardees shall ask their faculty supervisor to submit to the Chief Notary to Government a short statement confirming progress and attendance of the Awardee. Failure to receive this information could lead to a halt in payments of further instalments related to the Scholarship.

18. Termination prior to completion of programme

- 18.1 Scholarship Awardees who for any reason discontinue their studies shall inform the Chief Notary to Government in writing immediately.

- 18.2 The Chief Notary to Government shall, within thirty (30) days from such written notice, terminate the award if:

- the Applicant's progress is deemed unsatisfactory by the Recognised Institution;
- the Applicant discontinues the Studies; and/or
- the Applicant is in breach of any provision of these regulations, and does not remedy the breach within thirty (30) days of receipt of written notice requiring him/her to do so.

- 18.3 When an Awardee has the Scholarship award terminated under conditions stipulated in Clause 18.2, the Chief Notary to Government shall determine the amount to be reimbursed. The refund has to be made within three (3) months of failing the course or failing to complete the course of studies as the case may be.

- 18.4 Awardees shall not be deemed to be in breach of these regulations **ONLY in case of serious illness** and death of the awardee. In case of serious illness, the awardee needs to provide medical certificates and testimonials to the Chief Notary to Government. Thus, awardees who cannot pursue further studies due to serious illness might be required to refund grants on a pro-rata basis as approved by and at the discretion of the Government of Malta.

In such situations, the Scholarship Awardee shall provide justifiable explanation as to why the course was not completed or why the Scholarship Awardee failed to obtain the qualification. Documented evidence, medical certificates and testimonials must accompany each claim. The Government of Malta shall in no way be bound to waive all claims put forward. The Government of Malta reserves the right to appoint its own expert, be it medical or otherwise, to advise and assess the case of the claimant.

19 Information

19.1 For further queries and information please contact:

Scholarship Board
Office of the Notary to Government
2/3 Mikiel Anton Vassalli Street
Valletta VLT 1310
Malta
Tel. No.:22479820
E-mail: keith.f.german@gov.mt
Website: www.ntg.gov.mt