



**Alfred Nobel Business College**

**ORGANIZATIONAL AND OPERATIONAL RULES**

Alfred Nobel  
Business College

Alfred Nobel Business College (hereinafter: College) establishes the Organizational and Operating Regulations (hereinafter: Regulations) below.

## CHAPTER I BASIC PROVISIONS

### Legal status of the College

1. The College is a higher education institution, a professionally independent legal entity, which forms its own organization and operation in such a way that it is suitable for the performance of its educational, scientific research and other tasks, and for its economic operation.
2. The seat of the College: SUITE 8 TA' MALLIA BUILDINGS, Triq in- Negozju, Mriehel Industrial Zone, BKR 3000, Malta
3. The maintainer of the College (hereinafter: Maintainer): Alfred Nobel Business College Ltd.
4. The Maintainer exercises its rights based on the provisions of other applicable laws, these regulations and other regulations, as well as its internal instructions. In exercising its rights and obligations, the Maintainer may also use the help of consultants and experts with special expertise.
5. For College courses activities covered by these Regulations, for all organizational units participating in the training, for all teaching, research and non-teaching or research employees, as well as for persons with student status (hereinafter: students).

### Duties of the College

- 1) (1) The basic activity of the institution:
  - The institution conducts MSc IT course in an online training format and issues diploma certifying the professional qualification, and ensures the issuance of the diploma.
  - Performs scientific research and development, as well as scientific organization activities in the scientific fields belonging to the course.
  - Publishing textbooks and notes, developing teaching aids.
  - Provides online library and scientific information services in the field of taught and researched sciences.
  - In its own organization, it provides textbooks and notes, an online library service, and other services that help the students integrate and lead a healthy life for students belonging to the core activities.
  - In order to fulfill its duties, it operates a functional organizational unit performing economic and internal control tasks, as well as administrative, organizational, technical service and other functional organizational units that ensure operation.

(2) The listed tasks are performed by the institution as a core activity, the basic financial conditions are provided by the Maintainer. The institution has all the resources to carry out its activities in the long term and for students to complete their studies.

(3) Within the core activity, the institution is entitled to carry out additional activities that are available under the conditions of the core activity, and for this purpose it can only be carried out with the increased use of partially committed personnel and material capacities. The revenue from the sale of services and product production carried out within the scope of this activity must cover all expenses burdening the activity - including the proportional share of operating and maintenance expenses per activity - while taking into account the unusable part of the income.

2. The aim of the College is to ensure the quality and effectiveness of education and its continuous development; facilitating the placement of students in the labor market; ensuring the quality and continuous development of the educational service, related services, and supporting operating processes; strengthening and improving the competitive position; the best use of internal resources; maintaining and improving its operational financial effectiveness.
3. In addition to those listed above, the College carries out scientific research work, as well as conferences, exchanges of experience, etc. organizes and participates in consulting activities appropriate to its areas of expertise.
4. In the course of its activities, the College cooperates with foreign higher education institutions, scientific institutes, foundation organizations and businesses, as well as with other entrepreneurs, in the field.
5. The rules of cooperation are contained in the separate contracts concluded with the respective institutions.

## **CHAPTER II ORGANIZATION of the College**

### **Organizational structure of the College**

6. The College is a professionally independent legal entity.
7. Within the Alfred Nobel Business College:
  - a) central control and management task
  - b) management consulting, decision preparation
  - c) educational, scientific and research tasks

- d) service provider task and
- e) functional task

service personnel and organizational units operate.

Alfred Nobel Business College's central management and management tasks are performed by the following bodies and persons:

#### 8. Head of institution

The employer of the Head of Institution is the Maintainer.

You can apply for the position of Head of Institution through an open or closed invitational application.

The appointment of the Head of Institution is made by the university teacher; is initiated by the Sustainer from among the Institutional Heads who hold the degrees of college professor, academic advisor, research professor, or senior scientific associate.

In agreement with the Maintainer, the Head of Institution assignment is signed by the competent person in accordance with the applicable legislation, if the conditions of legality are met.

As the representative of the College, the Head of Institution acts in all matters that are not referred to the competence of another person or body by law, as well as by these Regulations.

The Head of Institution is responsible for:

- for the professional and legal operation of the College,
- for creating healthy and safe working conditions,
- for creating educational and research conditions,
- for the appropriate use of assets owned or assigned to the College's asset management and use,
- for the performance of the activities stipulated in the founding document in accordance with the requirements set out in the law,
- for the harmony of management opportunities and obligations,
- for the institutional accounting system.

The duties and responsibilities of the Head of Institution include:

- managing the scientific research activity at the College;
- provision of ownership rights related to the business organization founded by the College or operating with its participation;

- decision related to the operation of the College in all matters that are not referred to the competence of another person or body by law or the organizational and operating regulations.

In the performance of his duties and the exercise of his powers, the Head of the Institution has the right to give general instructions and measures.

The Head of the Institution may annul any decision, resolution, or measure that violates legislation or other regulations.

#### 9. Head of department (dean)

The training activities of the College are supported by heads of departments in the care of individual subjects, in order to ensure the education, management and professional supervision of the majors included in the College's courses.

The head of the department is responsible for ensuring that the training in the given major is carried out in accordance with the training and output requirements and the applicable legislation. Heads of departments are appointed by the Head of the Institution. The order is valid until cancelled.

The duties and responsibilities of the head of department include in particular:

- ensuring, managing and professional supervision of the education of the major - in accordance with the training and exit requirements for the specific major, the license to start the major, and other legal regulations,
- the development and continuous maintenance of the sample curriculum of the major, taking into account the sample curriculum of higher vocational education,
- following the changes in the model curriculum of the major, with particular regard to the introduction in the new training structure and in the ascending system,
- participation in the development of the quality assurance of the major,
- cooperation with the heads of institutes in the summarization of student and lecturer evaluations,
- periodic inspection of the work of the faculty of the major, preparation of periodic written reports on the work of the students and instructors of the major,
- contribution to the qualification of teachers, researchers and non-teaching-researchers,
- professional planning related to the operation of the major and the coordination of the professional work of the institute that takes care of the major's subjects in relation to the major's subjects.

#### 10. The Economic Directorate

The Economic Directorate is an organizational unit that coordinates, directs, organizes, executes and controls the economic activities of the College, which operates under the direction of the economic director.

Duties of the Economic Directorate:

- the development and practical implementation of the financing and management strategy,
- performing economic and related controlling tasks necessary for the performance of the College's tasks, supporting teaching and research work,
- the creation and operation of an economic information system for continuous information of the College's organizational units,
- creating, operating and documenting the necessary bookkeeping, financial, payroll and labor processes.

The professional head of the Economic Directorate is the economic director. The economic director is entrusted by the representative of the Maintainer.

#### 11. The Study Department (SD)

The organizational unit responsible for the implementation of the educational organization tasks of the College and the coordination of the educational organization tasks at the institute level, which is managed by the head of the academic department.

The SD provides in particular:

- with the academic affairs of the students admitted to the launched courses,
- with the operation of systems for the electronic support of the study record,
- with the supervision and maintenance of the unified admission and study registration system,
- with the information given to the students,
- with the reimbursement and benefit matters of the students,
- as well as tasks related to the establishment and operation of the quality assurance system of educational and educational organization activities.

The SD also contributes to:

- the training offer,
- the unified information system,
- coordinated and transparent study administration, student services,
- the quality policy,
- and communication activity
- in developing its concept.

#### 12. Marketing manager

#### 13. System administrator

14. Vocational teachers

15. The management of the College is committed to the realization of the set quality goals, therefore:

- encourages initiatives aimed at the methodological development of education, whether the source is the improving or innovative intention of our colleagues, instructors, teachers or students;
- builds and consciously develops our relationships with our partners, customers, trainers present on the market, supervisory bodies and professional gatherings,
- measures, analyzes and uses at the level of experience the satisfaction level of our customers and students in relation to our services, educational and professional standards,
- motivates and further trains its employees and teachers so that their skills and knowledge make them suitable for effective work in the quality management system, for the realization of the listed goals,

The management and staff of the College are committed to the operation and continuous development of the quality management system.

Our management considers it crucial to understand customer needs, be they of the jurisdiction, a partner company or an individual student, and turn them into requirements. In this process, we always take into account the relevant legal and regulatory requirements.

### CHAPTER III

#### **The order of research activities at the College**

16. Basic principles of research activity:

- the College implements the conditions of scientific research for the lecturers, researchers and students.
- within the framework of these Regulations, the College's lecturers and researchers are obliged to carry out scientific work, and lecturers and researchers are entitled to submit applications for scientific purposes and to research a scientific topic of their choice in addition to the tasks arising from their job duties.

17. Depending on the call for tenders, organizational units and persons covered by these regulations are entitled to submit tenders, or the association created by their cooperation.

18. The tasks related to the management of the tenders must be carried out in accordance with the relevant legislation, the call for tenders, the contracts related to the tenders and the tender procedure established by the rector in the instructions.

### **The College's cooperation with other organizations**

19. The performance of specified tasks by the College based on an agreement with an organization or natural person interested in the performance of its tasks.
20. The cooperation agreement must be in writing. The cooperation may be aimed in particular at: developing training programs or other programs, curricula, organizing training and practical training, crediting studies, developing and conducting tenders, solving research and development tasks.
21. The College may agree in particular:
  - organization with a business, foundation, chamber for educational and scientific research organizational unit, support, establishment of scholarship.

### **The College's quality assurance system**

22. Description of the College's quality assurance system, including the quality policy, definition of quality goals, recording of the action center for the establishment of partnerships, with the indication of the Quality Management Regulations given to improve the quality of the services provided to the education partners.

### **Management and financing of the College's operation**

23. The operation of the College is financed from the following financial sources:
  - the assets and interests made available by the Maintainer,
  - cost reimbursement, training fees,
  - fees for services used by students and customers participating in training courses,
  - other own income,
  - revenues from foundation and business activities
24. The College plans and implements its budget in accordance with the applicable legislation and the special provisions of this section.

### **Transitional and final provisions**

In matters not regulated in this document, the legislation on higher education and the provisions contained in other regulations of the College are applicable accordingly.

Fields of study, majors and specializations taught by the College



Courses currently offered:

- MSc IT

Specializations:

- Business Data Analytics
- Advanced AI
- Advanced Cybersecurity

The College plans to further expand its course offer, also in the fields of management and financial in different levels. The introduction of hybrid education is also planned.



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