

GENERAL GUIDELINES FOR GLOBAL UNIVERSITY'S

NATIONAL DIRECTOR IN MALTA

(Global Institute of Theology)

By

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## General Guidelines for GIT Director

### Introduction

National Directors for Global University (GU) come from various sources; however, GU participates in the nominating process. The GU Board of Administration makes the official appointment and is subject to approval by the Board of Directors. In November 8, 2008, Joseph Agius was nominated by the then Southern Europe Area Director, Paul Trementozzi and approved by the normal procedures by the GU Board of Administration. Presently, Joseph Agius is the person who legally represents GIT with the government and with the National Commission for Further and Higher Education (NCFHE).

The National Director qualifications should have at least a BA degree if his or her office handles college enrollments. At least an MA degree is required for a Graduate Studies Group Director. Joseph Agius fulfils this criteria because he has a B.A. in Bible and Theology; 2 B.A. in Christian Education; a Masters of Arts in Biblical Studies, and a graduate certificate in Studies in Education. However, to the time of writing, GU office in Malta only services college enrollments.

### National Director's Responsibilities

The following guidelines are designed to guide the responsibilities of the director (and/or an Assistant Director is appointed for a stipulated time) in his/her every day running of GIT. These guidelines are adopted from GU's Global Operations Manuel (2013-2014) (GOM), and adapted to Maltese needs to fulfill the NCFHE obligations concerning Internal Quality Assurance (IQA). Therefore, these guidelines also fall in the framework of both the GOM and the NCFHE.

### General Responsibilities

1. The National Director is responsible for the GU program in the Maltese Islands. He is also responsible to any study groups using GU resources for their training.
2. In the case of particular needs, such as traveling abroad, and work load, the National Director can appoint an Assistant Director. In such a case, GU only requirement is a letter from the National Director to the International Office and the Regional Director and a completed Assistant National Director form to authorize required the appointment. The National Director, even when absent, will retain the privileges and responsibilities of his or her office.
3. The National Director has the responsibility to promote study centers to operate from the various Evangelical and Pentecostal Churches.
  - a. Facilitators to guide and teach in study groups will be appointed by the National Director, only if the study group is directly a GIT extension.
  - b. This is because the church facilitating the study group must abide with the NCFHE license and obligations.
  - c. Such facilitators must obtain the qualifications required by the NCFHE.
  - d. In cases where recognized qualifications are not sought, the local church will decide who facilitates the study group.
4. The director will follow GU policies in carrying out the university's programs and ensure that all GU and NCFHE standards (quality assurance) are being met. Whenever possible, IQA must constantly be improved.
  - a. Academic records must be kept up-to-date. (See Goals for Record Keeping in "Specific Responsibilities" section below).

- b. Advertising and promotional materials should be developed and used and must be accurate and clear. NCFHE guidelines (such as the use of logos, license number and program levels) must be adhered to fulfill licensing requirements.
  - c. Business procedures and refund policies must be in harmony with Maltese laws and GU's accreditation policies.
  - d. Selection, training, and supervising of qualified personnel must be provided (GU and NCFHE requirements).
  - e. Efficient office performance must be developed. Student services, including grading and responses to students, must be fast and personal.
  - f. Quarterly Reports must be submitted promptly to
    - i. the Regional Director and the International Office
    - ii. National Statistics Office (NSO) as required
    - iii. NCFHE as required
  - g. An inventory sufficient to meet normal demands must be maintained.
5. GIT students are only those students enrolled in a Global University course through a GU National or Regional Office. Homegrown programs recognized by the NCFHE will be enrolled by GIT using the same GU system of enrollment.
6. The National Director is responsible but can delegate some of the National Office functions to provide educational services for enrolled students including the following:
- a. Implement evangelism and educational enrollment procedures.
  - b. Send and receive materials from students.

- c. Respond to student inquiries.
  - d. Grade undergraduate student projects and collateral reading assignments  
(requires adjunct faculty status).
  - e. Record student progress.
  - f. Keep academic records.
  - g. Counsel with students.
  - h. Facilitate final examinations.
  - i. Maintain a file on student inquiries and responses that can help in  
answering future inquiries
  - j. Participate in the presentation of certificates to those who graduate in  
awards or qualifications.
7. Encourage students by periodically sending personal letters or notes for good  
work; inquiring about difficulties with materials; sending a simple newsletter  
about GU students, events, and items of interest; and arranging to meet with  
groups of students.
  8. Request and arrange for final examinations through the International Office.
  9. Maintain complete academic records for each student, including unofficial copies  
of the student's permanent record. GU records take preeminence where there is  
ambiguity with local records.
  10. Encourage ongoing enrollment in GU courses based on the "seamless" curriculum  
model.
  11. Select and train a staff of qualified and dedicated people to help carry out the  
work of the National Office.

## Specific Responsibilities

### Printing Records

1. Printing of courses, must be clearly and accurately kept. Printing fees are determined by GU; however, the National Director may add a minimal charge to support office expenses.
2. The Director must use an electronic system for account records for the treasurer to issue invoices concerning printing of courses, and exam and tuition fees.

### Use of Study and Evaluation Materials

1. The GIT Director must ensure the security and supervise the release of GU materials (such as exams) through his or her office. Global University retains the right to certify the adequacy of these measures.

### Prices

1. The director will sell to GIT students within his or her territory the materials needed for their study programs.
2. All students must be charged the same within the Maltese Islands.
  - a. The prices must be listed and updated on GIT's website.
  - b. The price listed on the GIT website will be the official price
  - c. Exam and tuition fees are adjusted according to how GU charges the Maltese office.
  - d. New enrollment fees must be listed on GIT's website.
  - e. Exam retake fees must be priced on GIT's website

### Goals of Record Keeping

As a student record system is developed and evaluated, directors will find it helpful to consider the goals of record keeping:

- To minister effectively and efficiently to all students
- To manage the administrative, academic, and business functions of the school effectively
- To provide the required reports for the GU International, Regional, and National Offices for management, promotional, and academic purposes
- To satisfy the requirements of the NCFHE and NSO requests and regulations



## NOTES

1. These draft guidelines are subject to regular evaluation and assessment.
2. When needs arise, these guidelines can be edited, or added to produce a higher IQA and clearer guides to the National Director.