

IPS Circular No 3/2026

Office of the Prime Minister

Auberge de Castille

VALLETTA VLT 2000

14th July 2026

To: Permanent Secretaries
Directors General
Directors

SPONSORSHIP FOR A HIGHER DIPLOMA IN ORGANISATION AND BUSINESS LEADERSHIP

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 a **Higher Diploma in Organisation and Business Leadership** (full qualification at MQF level 5) at the University of Malta. The course will commence in October 2026 and will be offered as a part-time afternoon course with lectures held on **Tuesdays & Thursdays from 16:30 and 20:30**. Sponsored officers will be granted part-time afternoon release to attend lectures and tutorials and to use other UoM facilities.
2. The course aims to familiarise the individual with a range of theories and proven practices that are appropriate to contemporary organisations including the Public Administration. Throughout the two-year programme, the individual will acquire knowledge about several topics which cover important facets in organisation and business leadership. Some of the subjects range from Fundamentals of Management, Consumer Behaviour and Financial Intelligence to Negotiation Skills and Geopolitical and economic contexts of contemporary organisations.

3. Part-time Release of Officers

Lectures will be held on Tuesdays and Thursdays between 16:30 and 20:30. The Government will grant candidates who are eventually admitted to the programme by IPS, part-time release from 13:00 onwards.

4. 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

5. Public officers who are interested in reading for the Higher Diploma in Organisation and Business Leadership must:

- a) hold an appointment within the Public Service that is no longer subject to probation.
- b) satisfy the University of Malta entry requirements, i.e.:
 - General Entry Requirements for admission, namely, the Matriculation Certificate and Secondary Education Certificate passes at Grade 5 or better in Maltese, English Language and Mathematics.
 - Applicants considered as “Adult Learners” (mature applicants “be at least 23 years of age by 1st October 2023) in terms of paragraph (c) of regulation 6 of the Admissions Regulations must be in possession of those qualifications and/or experience that would satisfy the Faculty Admissions Committee that they have reached the academic standard required to follow the Course with profit. The eligibility of such applicants shall be decided by the University Admissions Board, on the recommendation of the Faculty Admissions Committee, following an interview conducted by an interviewing board appointed for the purpose.
- c) be in a position to complete the obligatory period of service as required by paragraph 10 of this circular following completion of the Higher Diploma in Organisation and Business Leadership programme.

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

6. 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 Higher Diploma in Organisation and Business Leadership to applicants' work in the Public Service, now and in the future.

Sponsorships will be awarded, based on the order of merit, as determined by the selection process, provided that applicants have obtained at least a pass mark. If the number of eligible applicants exceeds the number of sponsorships available, preference will be given to applicants who perform managerial and administrative duties, and who already have a number of years of experience in the Public Service.

The selection process will be undertaken by a board established for this purpose.

- 7. This sponsorship scheme targets the Public Service. Employees falling within the wider Public Administration cannot participate in this sponsorship scheme. 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

- 8. Officers who are granted a sponsorship under this circular will have an afternoon release for two days per week as indicated in Point 4 to attend lectures and tutorials and to use other University 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.
- 9. IPS reserves the right to close the scheme should funds be exhausted.
- 10. 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://instituteforthepublicservices.gov.mt/media/IPS%20PDFs/SponsorshipsandStudyLeaveManual.pdf>.
- 11. 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.
- 12. Applicants who successfully complete the course may be called on by IPS to deliver training in their respective fields of study as occasional trainers.
- 13. As per the Manual of Allowances within the Public Service Management Code, employees who will be granted a full or partial funded course of study through a

sponsorship by the Government of Malta, may apply for a qualification allowance after the successful completion of the said course of study.

How to apply

14. Officers who satisfy the criteria set out in this circular are invited to submit a **letter of application, duly signed by the Head of Department & approved by the respective Permanent Secretary, together with a detailed and comprehensive European Curriculum Vitae**, to:

Institute for the Public Services
San Salvatore Bastion, Sa Maison Road, Floriana FRN 1610.
15. 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.
16. Applications should reach IPS by not later than **31st July 2026**. Applications will be acknowledged by means of an e-mail.
17. 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.
18. 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.
19. Any inquiries may be addressed to the Projects & Initiatives section at IPS by phone on 2200 1884 or by email on sponsorshipsips@gov.mt.
20. It is important that this circular be brought to the attention of all eligible officers in your organisation.

Dr Joyce Cassar

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People and Standards Division
Office of the Prime Minister