

LETTER CIRCULAR - Institute for Education

Date: 9th April 2019

Ref: IfE 37/2019

From: Joanne Grima – CEO

To the attention of: DGs, Directors, Assistant Directors, Service Managers, Education Officers, Heads (College Network), Heads of Schools (State and Non-State) and Sections and Outstations.

Subject: Expression of Interest for Dissertation Supervisors and Co-Supervisors

Application Link: <https://bit.ly/2UnY4qi>

Deadline: 22nd May 2019

Further Info / Requirements: Covering letter; Europass *Curriculum Vitae*; scanned certificates and/or testimonials to be sent by email to ife.recruitment@ilearn.edu.mt.

The Institute for Education is developing courses which require Dissertation Supervisors and Co-Supervisors and is inviting applications from those interested to offer this service to the Institute for Education.

The Dissertation Supervisors and Co-Supervisors shall assist and support the course participant throughout his/her journey of developing the research study. The Dissertation Supervisor shall schedule and perform a minimum of six (6) meetings and give feedback on the various chapters of the dissertation. The Dissertation Co-Supervisor shall schedule a minimum of three (3) meetings to give feedback on content related to the specific area. The Dissertation Supervisor will form part of dissertation boards, assess dissertations and perform vivas when required. Dissertation supervisors may also be required to form part of the proposal evaluation committee to review dissertation proposals.

Eligibility Criteria

1. Dissertation Supervisors (Master Degrees)

The eligibility criteria for the selection of the **Dissertation Supervisors within the Master Degrees** (MQF 7) shall be an MQF Level 8 qualification or a recognised, appropriate, comparable qualification with a minimum of (3) three years teaching experience and/or experience in the industry.

2. Dissertation Supervisors (Bachelor Degrees)

The eligibility criteria for the selection of the **Dissertation Supervisors within the Bachelor Degrees (MQF 6)** shall be a Master degree or a recognised, appropriate, comparable qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) with a minimum of (3) three years teaching experience and/or experience in the industry.

3. Dissertation Co-Supervisors

The eligibility criteria for the **Dissertation Co-Supervisors** will be a Master degree or a recognised, appropriate, comparable qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) with a minimum of (3) three years teaching experience and/or experience in the industry.

In the case of VET subjects where no higher qualification is available, co-supervision will be adopted including a tutor with an MQF Level 7 in Education alongside a tutor with specialisation in the subject area.

In the case of VET subjects where no higher qualification is available, co-supervision will be adopted including a tutor with an MQF Level 8 in Education alongside a tutor with specialisation in the subject area.

Selection Procedure

Eligible applicants will be assessed by a Selection Board through an interview to determine their suitability for the post.

Remuneration

The selected applicant will enter into a contract for service, for three years starting on the day of signing. The contract for service could be renewed for another one year after expiration. The Institute for Education will assign a number of participants to each Supervisor. The number of

participants can vary between one (1) and a maximum of six (6) participants according to the number of participants in the courses and the Supervisor's availability.

Remuneration for the **Dissertation Supervisors** will be at **€200** per assigned student for the Bachelor Degrees and **€250** per assigned student for the Master Degrees.

Remuneration for the **Dissertation Co-Supervisors** will be at **€85** per assigned student for the Bachelor Degrees and **€100** per assigned student for the Master Degrees.

Remuneration for the **Dissertation Proposal Committee Member** will be at **€35** per committee meeting.

In the event where the performance of the Dissertation Supervisor or Dissertation Co-Supervisor is deemed to be unsatisfactory or not up to the required standards, the Contract shall be immediately terminated and the Supervisor/Co-Supervisor shall forfeit all remuneration due.

Submission of applications

The persons interested to offer their services to the Institute for Education as Dissertation Supervisors or Dissertation Co-Supervisors are kindly asked to submit their application through the following link: <https://bit.ly/2UnY4qi>.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be sent to ife.recruitment@ilearn.edu.mt together with a covering letter and Curriculum Vitae. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials are to be produced for verification at the interview. Applications will be received by not later than **noon (Central European Time) of Wednesday 22nd May 2019**. Only applications submitted online will be considered.

Thank you.

Joanne Grima
CEO Institute for Education