Voluntary Work Scheme

CODE:	P074
OPERATIONAL OWNER:	Curriculum and Accreditation Department Registrar's Office
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Version History

VERSION	DESCRIPTION	AUTHORS	APPROVAL	EFFECTIVE DATE
2	Updated version aligned with the introduction of the Extracurricular Activities Scheme	James Mula / Kevin Bonello	February 2025	February 2025

Related Policies

P078 – Extracurricular Activities Scheme

External Refences

https://mfhea.mt/referencing-report/
https://maltacvs.org/vo-directory/

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Definitions

Voluntary Work	Activities undertaken by students without monetary compensation, aimed at contributing to society through registered voluntary organisations.
ECTS Credits	European Credit Transfer and Accumulation System credits awarded to students for completing voluntary work, at a rate of 1 ECTS per 25 hours of verified voluntary work.
MQF Level	The Malta Qualifications Framework level, used to align ECTS credits with the student's registered academic programme.
Voluntary Work Form A	A form completed by the student detailing the voluntary work performed.
Voluntary Work Form B	A form completed and verified (signed and stamped) by the organisation where the voluntary work was conducted.
Registered Voluntary Organisation (VO)	An organisation that holds a valid VO number (e.g., VO/0000) and is eligible to offer voluntary work that qualifies for ECTS credits.
Extracurricular Activities	Activities beyond the standard curriculum, which along with voluntary work, can contribute to a combined maximum of 5 ECTS credits per academic year.
ECTS Award Cap	A limitation ensuring that the combined total of ECTS credits from voluntary work and extracurricular activities does not exceed 5 ECTS credits per academic year.

Abbreviations

ITS	Institute of Tourism Studies
ECTS	European Credit Transfer and Accumulation System
MQF	Malta Qualifications Framework
VO	Voluntary Organisation
COO	Chief Operating Officer

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A. Policy and Procedure

POLICY

ITS recognises the importance and value of voluntary work undertaken by its students. Voluntary work is a cornerstone of modern society and should be actively encouraged and promoted.

To support this initiative, ITS provides students with the opportunity to have their voluntary work recognised through the award of ECTS credits. Students may submit requests to the Curriculum and Accreditation Department to evaluate their voluntary work, using the designated forms for documentation.

The Curriculum and Accreditation Department is authorised to award **1 ECTS credit for every 25 hours** of confirmed voluntary work completed within the preceding three years. Students may earn a maximum of **5 ECTS credits per academic year**, combining **both voluntary work and extracurricular activities**. This ensures that the total ECTS credits from these categories do not exceed 5 ECTS in a single academic year.

PROCEDURE

1. Required Documentation

Students engaging in voluntary work must complete the following forms to qualify for ECTS recognition:

a. **Voluntary Work Form A**: To be completed by the student.

b. **Voluntary Work Form B**: To be signed and stamped by the organisation where the voluntary work was conducted.

If a student conducts voluntary work with multiple organisations, separate forms must be completed for each organisation.

2. Submission Process

After accumulating the required hours, students must submit the completed forms to the Curriculum and Accreditation Department for evaluation. The department will assess the evidence presented to determine whether the student qualifies for ECTS recognition.

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3. ECTS Award Criteria

ECTS credits are awarded at a rate of **1 ECTS credit per 25 hours** of verified voluntary work, regardless of the MQF level.

Multiple voluntary work experiences can be combined to accumulate ECTS credits.

The combined total of ECTS credits for voluntary work and extracurricular activities cannot exceed 5 ECTS per academic year.

4. Registration and Transcript

Students may opt to register their vetted voluntary work with the Registrar's Office for inclusion on their transcript.

The ECTS credits will be assigned an MQF value corresponding to the student's registered programme.

ECTS obtained through voluntary work will be recorded in students' results and transcripts/diploma supplements during the academic year in which they choose to apply them, as per policy and procedure.

Upon completion of the study programme, these ECTS may contribute to the final ECTS credit count and will hold the same value as ECTS credits attained through non-KEY modules.

5. Eligibility and Restrictions

- Voluntary work must be carried out with **registered Voluntary Organisations** holding a valid VO number (e.g., VO/0000).

- Voluntary work with unregistered organisations or entities registered as businesses will not be considered, unless pre-approved by the ITS COO – Academia.

- **Paid work does NOT qualify for ECTS recognition.**

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6. Combined Voluntary Work and Extracurricular Activities Limit

The total number of ECTS credits awarded for both voluntary work and extracurricular activities is capped at **5 ECTS credits per academic year**. For example, a student earning 3 ECTS credits for voluntary work can only be awarded up to 2 ECTS credits for extracurricular activities in the same academic year. This cap ensures fairness and compliance with ITS's academic regulations.

B. Document Retention

Category	Retention Period
Extra ECTS credits	5 years

C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
2	Updated version aligned with the introduction of the Extracurricular Activities Scheme	February 2025	February 2027