

VOLUNTARY WORK INITIATIVE

Code: P074

Policy owner: ARPB/REC

INSTITUTE OF TOURISM STUDIES

The Institute of Tourism Studies gives importance and value to voluntary work carried by its students. Voluntary work is an extremely important pillar of modern society and it should be encouraged and promoted.

In this light the Institute of Tourism studies gives its students the opportunity to evaluate voluntary work in credits (ECTS) in order to incentivise voluntary work within society at large. Each student may ask the Curriculum and Accreditation Department to vet the voluntary work carried out which needs to be recorded on apposite forms.

The Curriculum and Accreditation Department is empowered to award 1 ECTS per 25 hours of confirmed voluntary work up to a maximum of 5 ECTS per academic year.

Procedure

1. Every academic year, the Chief Operating Officer (COO) – Academia will identify a person from his staff to oversee the procedure. This may be an academic or non-academic personnel. This person will hereinafter be referred to as the Voluntary Work Scheme Coordinator (VWSC).
2. Students who carry out voluntary work need to use the Voluntary Work Form A and the Voluntary Work Form B in order to be able to be awarded ECTS.
3. If a student carries out voluntary work in different entities, different forms must be used for each entity
4. Voluntary Work Form A is to be filled in by the student.
5. Voluntary Work Form B is to be filled in by the organisation where the work was carried out.
6. When the student believes that they have accumulated enough hours, the forms need to be presented to the VWSC who, in turn, will decide, based on the evidence presented, whether the student qualifies for ECTS and then inform the COO – Academia and the Registrar's Office accordingly.
7. The award rate is 25 hours per 1 ECTS at any MQF level.
8. The student may accumulate a number of experiences, documented separately, and get them awarded in ECTS.
9. The student may decide to register this voluntary work, vetted by the VWSC, with the Scheduling Office for purposes of transcript and may replace the obtained ECTS with failed modules which are not KEY modules. This may be done in either the current or the following academic year. The ECTS will be given the MQF value according to with which course these are registered by the student registers.
10. All voluntary work needs to be carried out at registered Voluntary Organisations with a valid VO number (e.g., VO/9876). Voluntary work in unregistered organisations or with organisations that are registered as businesses will not be considered unless otherwise pre-approved by the ITS's COO – Academia.

Voluntary Work Form A

TO BE FILLED IN BY THE STUDENT:

Name and Surname: _____

ID No.: _____

I have carried out my hours of voluntary work at _____
under the supervision of _____.

During this experience I have carried out the following work:
(Write a short description of what you did during this voluntary work in the form
of a paragraph or a list).

SIGNATURE OF STUDENT

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Voluntary Work Form B

TO BE FILLED IN BY THE ORGANISATION SECRETARY and/or RESPONSIBLE OFFICIAL:

Name of Organisation: _____

VO no.: _____

(If the organisation does not have a VO No. you need to seek the approval of the Curriculum and Accreditation Department)

I, the undersigned, hereby confirm that (name of student) that _____, has carried out _____ (total) hours of voluntary work with our organisation on the dates indicated in the next page:

DATE	NO. OF HOURS

Name and Surname of Official

Signature and Stamp of Organisation

For Office Use Only:

Approved on _____

ECTS Awarded: _____