

# VOLUNTARY WORK INITIATIVE

Code: P074

Policy owner: Curriculum and Accreditation Department

## Voluntary Work Initiative

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 carried out in the past three years up to a maximum of 5 ECTS per academic year.

## Procedure

1. 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.
2. If a student carries out voluntary work in different entities, different forms must be used for each entity.
3. Voluntary Work Form A is to be filled in by the student.
4. Voluntary Work Form B is to be filled in by the organisation where the work was carried out.
5. When the student believes that they have accumulated enough hours, the forms need to be presented to the Curriculum and Accreditation Department who, in turn, will decide, based on the evidence presented, whether the student qualifies for ECTS.
6. The award rate is 25 hours per 1 ECTS at any MQF level.
7. The student may accumulate a number of experiences, documented separately, and get them awarded in ECTS.
8. The student may decide to register this voluntary work, vetted by the Curriculum and Accreditation Department, with the Registrar's Office for transcript purposes. The obtained ECTS may replace failed modules which are **not** KEY modules. This may be done in either the current or the following academic year. The ECTS will be assigned an MQF value based on the course with which these are registered by the student.
9. All voluntary work needs to be carried out at registered voluntary organisations with a valid VO number (e.g., VO/0000). Voluntary work in unregistered organisations or with organisations that are registered as businesses will not be considered unless otherwise pre-approved by ITS's COO – Academia.