

## Extracurricular Activities Scheme

|                           |                                                               |
|---------------------------|---------------------------------------------------------------|
| <b>CODE:</b>              | P078                                                          |
| <b>OPERATIONAL OWNER:</b> | Curriculum and Accreditation Department<br>Registrar's Office |
| <b>REVIEW DATE:</b>       | November 2024                                                 |
| <b>POLICY VERSION:</b>    | 1                                                             |

## Version History

| VERSION | DESCRIPTION     | AUTHORS    | APPROVAL      | EFFECTIVE DATE |
|---------|-----------------|------------|---------------|----------------|
| 1       | Initial version | James Mula | February 2025 | February 2025  |

## Related Policies

P074 – Voluntary Work Scheme

## External Refences

<https://mfhea.mt/referencing-report/>

## Definitions

|                                        |                                                                                                                                                                                 |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 Credits                           | European Credit Transfer and Accumulation System credits awarded to students for completing voluntary work, at a rate of 1 ECTS credit 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.                                                          |
| Extracurricular Activities Form A      | A form completed by the student detailing the extracurricular activity.                                                                                                         |
| Extracurricular Activities Form B:     | A form completed and signed by the Academic Manager of the student's registered programme, confirming the validity of the extracurricular activity.                             |
| 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.                                           |
| Voluntary Work                         | Activities undertaken by students without monetary compensation, aimed at contributing to society through registered voluntary organisations.                                   |
| ECTS Credit 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                   |

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## A. Policy and Procedure

### POLICY

ITS recognises the importance of extracurricular activities in the holistic development of its students. Activities, including sports, arts, cultural events, student leadership roles, and academic competitions contribute to personal growth, teamwork, and societal engagement.

To support this initiative, ITS offers students the opportunity to have their participation in extracurricular activities recognised through the award of ECTS credits. Students may submit requests to the Curriculum and Accreditation Department to evaluate their activities using the designated forms.

The Curriculum and Accreditation Department is authorised to award **1 ECTS credit for every 25 hours** of confirmed extracurricular activity 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 credits in a single academic year.

### PROCEDURE

#### 1. Required Documentation

Students must complete the following forms to qualify for ECTS credit recognition of their extracurricular activities:

- a. **Extracurricular Activities Form A:** To be completed by the student.
- b. **Extracurricular Activities Form B:** To be signed by the academic manager of the student's registered programme.

## 2. Submission Process

To have their extracurricular activities reviewed and approved, students must follow these steps:

### *2.1 Submission to Academic Managers*

Completed forms must first be submitted to the Academic Manager of the student's programme. The Academic Manager will review the documentation to ensure the activity aligns with the policy guidelines.

### *2.2. Approval by Academic Managers*

The Academic Manager must approve the activity before it is forwarded for further evaluation. Only approved, activities will proceed to the next stage.

### *2.3 Submission to the Curriculum and Accreditation Department*

Approved forms must then be submitted to the Curriculum and Accreditation Department, which will evaluate the hours and determine the ECTS credits to be awarded.

## 3. ECTS Credit Award Criteria

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

Multiple experiences can be combined to accumulate ECTS credits.

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

#### 4. Registration and Transcript

Students may opt to register their vetted extracurricular activities with the Registrar's Office for inclusion on their transcript. Submissions must be made to the Registrar's Office **strictly within the first two weeks of the subsequent academic year**. Submissions outside this period will not be accepted and must be deferred to the same two-week window in the following academic year.

The ECTS credits will be assigned an MQF value corresponding to the student's registered programme and will be recorded in students' results and transcripts/diploma supplements during the academic year in which they choose to apply them.

Upon completion of the study programme, these ECTS credits 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

- Extracurricular activities must be carried out exclusively with **ITS and its designated initiatives**.
- The Academic Manager of the student's registered programme is responsible for determining the eligibility of the activity before it is forwarded for further evaluation.
- **Paid activities do NOT qualify for ECTS credit recognition.**

#### 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 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 |
|---------|----------------------------|----------------|---------------------|
| 1       | Initial version            | February 2025  | February 2027       |