GENERAL INFORMATION				
1	Document category		Policy Guidelines and Standards	
2	Document approver		COI	
3	Minimum list of document users to be notified upon release of document update		Deputy Principals, Institute Directors, Director R&I, Deputy Director CPD, Institute Deputy Directors, Institute Senior Administrative Officers	
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		11/2023	13.02.2023	Ramon Mangion
	Change history (Section/change details)			
	- Updated 2.1 with the removal of the following text: *implemented as from academic year 2021* (text no longer needed since inter/intra unit phased out) - Updated table in section 2.2.2 (table of assessment scenarios) with the simplification of scenarios (removed all references to actions related to Classter) - Updated the Useful links section with the addition of new links and a description of what each link entails. - General review and polishing of the document text			
Document change history				
	D	Document Change Tracking Number	Date released	Change originator
		42/2023	25.07.2023	Ramon Mangion
	Change history (Section/change details)			
	Removal of Table 2.1.1 - Since the policy has been in place for 2 academic years and we are also now changing unit codes for these units it does not make sense to have to change the policy everytime we do a unit change Updating of 2.1b and adding new section 2.2.4 to propose/cater for 10 hours instead of 20 hours of community work for Award Programme Students at CLE due to their needs.			

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Contents

1. Policy Brief & Purpose

1.1. Purpose of the Document

1.1.1. The purpose of this document is to explain the Community Social Responsibility community work component at the Malta College of Arts, Science and Technology (MCAST) in terms of its operational and curricular aspects

1.2. Introduction and Scope of CSR

1.2.1. In February 2019, MCAST launched its Corporate Social Responsibility (CSR) programme with the aim of providing MCAST learners the opportunity to enhance their studies with life-enriching experiences that add value to their holistic knowledge base. As from academic year 2021/2022, the word corporate in CSR has been changed to community. Thus, CSR stands for Community Social Responsibility.

1.3. Strategic Objectives of MCAST CSR

1.3.1. One of MCAST's strategic goals is to evaluate, review, as necessary, and broaden the College's Community Social Responsibility (CSR) programme with the aim of providing learners with more opportunities for life-enriching experiences that add value to their holistic knowledge base.

1.3.2. The MCAST CSR & Events department aspires to become a Centre of Excellence through a series of collaborations with NGOs, local councils and other associations on CSR projects in thematic areas such as health, education, sport, culture, environment and community development. The CSR & Events department empowers students by providing opportunities to participate in social outreach programmes both external and internal to MCAST.

1.3.3. The main objectives of MCAST CSR & Events Department are to:
- engage and encourage students to carry out community work;
- cultivate student engagement and motivation;
- promote high aspirations in learning;
- accredit and certify experiential and community-based learning;
- strengthen the links between education, work and active citizenship;
- develop and initiate collaborations with stakeholders for strategic innovations in the community in the areas of health, education, community development, and environment; and,
- empower students to share knowledge and skills to improve systems of management for the benefit of partner organisations.

2. Curriculum and Assessment

2.1. Overview

2.1.1. Community Social Responsibility (CSR) is a unit made up of two parts.

   a) **Guided Sessions (Contact Hours):** During these sessions, students are guided by CSR lecturers to focus on the individual, the 'self': relationship with others; working with others and for others through active citizenship and advocacy; and, the development of transversal skills, as per the unit learning outcomes and assessment criteria.

   b) **Community Work:** This part consists of 20 hours of community work (10 hours in the case of CLE Level 1 Award Programmes) to be carried out following approval by the CSR & Events department.

2.2. Assessment Methodology

2.2.1. In order to complete and close the unit

- Students need a pass mark in the assessments set by lecturers of the unit 'Community Social Responsibility' as per MCAST procedures.
- Students must also complete a minimum of 20 hours of Community Work

2.2.2. The different scenarios for assessment are as follows:

Taught Component (Community Social Responsibility Unit)	20 hours Community Work	Final Result	Remedial Action
Pass (50 marks or more)	Completed	Overall Pass and unit can be closed	No further action required
Pass (50 marks or more)	Not completed (no extenuating circumstances)	Unit cannot be closed since community work was not completed.	To complete Community Work during the synoptic period with a capping of 59 as per MCAST programme regulations
Did not pass	Not Completed (no extenuating circumstances)	Unit cannot be closed since community work was not completed, and pass mark within the taught component was also not acquired.	Full synoptic together with community work with a capping of 59 as per MCAST programme regulations
Did not pass	Completed	Overall fail as the student did not pass from the taught unit. Unit cannot be closed.	Regular synoptic without Community Work with a capping of 59 as per MCAST programme regulations

2.2.3 Students may request an extension to their 20 hours Community Work in advance of the established completion date. Such an extension shall only be granted if a Student can provide credible evidence of an extenuating circumstance considered valid by the Institute Director (who will consult with the Education & Training Programmes and Learning Support and CSR & Events departments). In cases where extenuating circumstances are considered valid but an extension cannot be provided, students will be allowed to repeat their community work during the synoptic period without any capping of grades. Requests for extension are to be submitted via the following document.

2.2.4 Due to their particular needs, students within the Level 1 Award programmes at CLE will need to conduct 10 hours of Community Work instead of 20 hours. All the other criteria for assessment will remain as per the procedure above.

Reference Document
DOC_106_Request for Consideration of Extenuating Circumstance Leading To Absence From Assessments Form

2.3. The Role of the CSR & Events Department

2.3.1.   The role of the CSR & Events department is to disseminate, oversee and facilitate the successful process of the community work requirement throughout the academic year. This involves a number of actions and milestones, which need to be kept and maintained throughout the academic year. Hence, the CSR & Events department is to:

- Provide and increase community work opportunities for students.
- Provide information to students about the community work initiative and the respective opportunities through various informative talks with students (both virtually and in person) especially at the beginning of the academic year and as required. The department is also responsible in ensuring that all students are aware that the community work is a compulsory requirement and that they are responsible of engaging within the minimum of 20 hours of community work during the duration of the academic year.
- Maintain and update the Community Work Initiative webpage to ensure that all relevant information is uploaded, easily comprehensible and of real-time applicability.
- Give the go ahead to students or suggest alternative options for students to carry out community work hours.
- Keep a record of the number of students who need to complete the community work component throughout the academic year and monitor their progress.
- Monitor the students' progress during their community work phase complementing any monitoring carried out by the organisation to which the student is assigned and ascertaining the completion of the community work hours after receiving the students' completed and signed attendance sheet.

*Most of the actions mentioned above are further explained in the table named: **CSR Action Plan***

2.4. The Role of the Lecturer

2.4.1.   The role of the Lecturer is as follows:

- The standard lecturer's duties role including teaching, learning and assessment;

- Support the students throughout the whole community work experience and reinforce this aspect of the unit through dedicated lectures/tutorials
- Refer students to the CSR office in order for them to resolve any practical placements issues.

2.5. The Role of the Student

2.5.1. The duties listed below do not affect the standard duties of a student as per programme regulations but are milestones that the student needs to surpass in order to satisfy the requirements to successfully complete this unit

- *Induction* – During the Induction and Fresher's week the student will be informed about the importance of carrying out the community work hours
- *Finding an NGO* – The student with the help of the CSR & Events department and lecturers accordingly will need to search for an opportunity to carry out the community work hours
- *Other Initiatives* - Students can come up with other initiatives (not necessarily NGOs) in which they can carry out community work
- *Apply and carry out community work:* Students need to apply for community work through the CSR webpage and carry it out as listed below
- *Documentation:* Students need to ensure that they submit the necessary documentation to the CSR & Events department, including the Attendance Sheet signed by the respective NGOs or otherwise in timely manner and as per stipulated deadlines

N.B. – For any Community Work Initiative (whether through an NGO or otherwise), students need to have a contact person who will sign for the community work hours carried out.

N.B. – Lecturers and students are to be supported by other stakeholders including Student Support Services Coordinators, Student Mentors and Institute staff and management to facilitate the successful completion of community work hours.

2.6. The Student's Journey through the Community Social Responsibility Unit
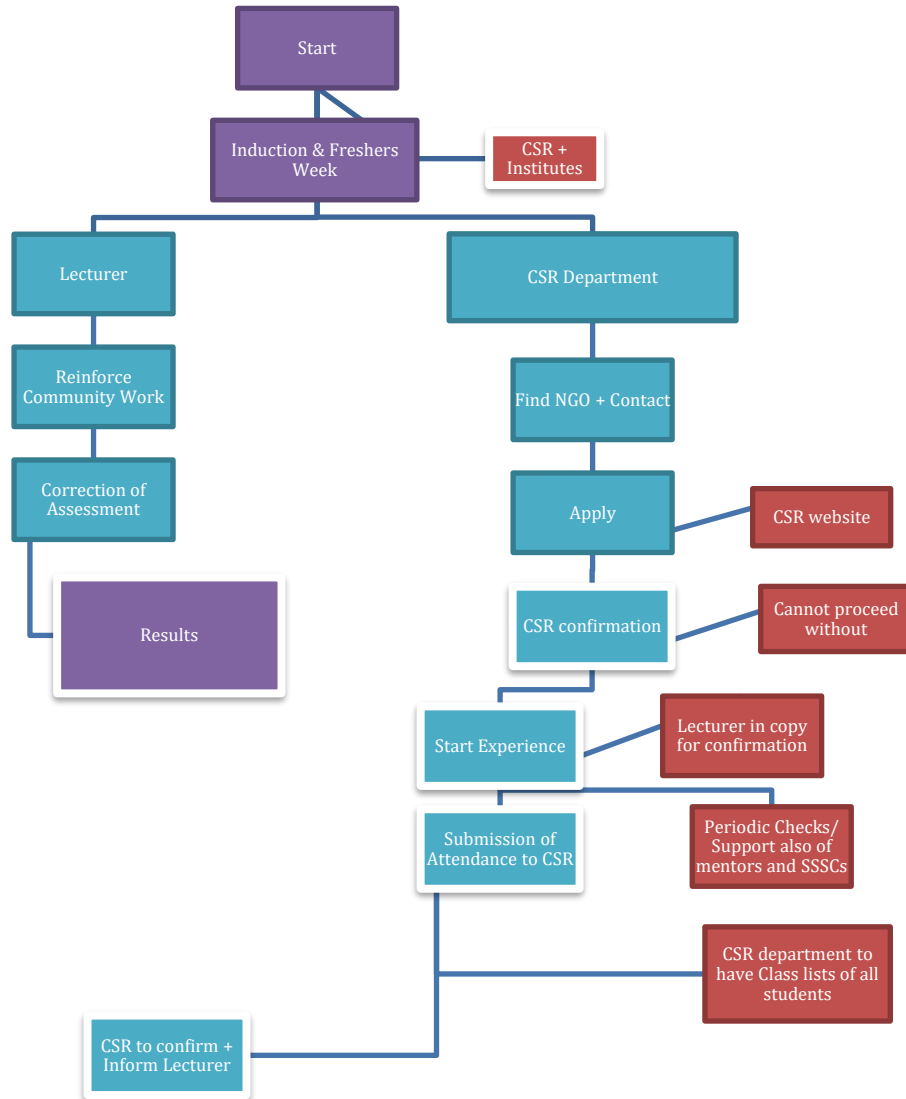
3. Action Plan

3.1 This section explains in detail the time line of a student's CSR experience at MCAST

Action	Student	CSR Department	Lecturers
Information on community work requirement	Attend Fresher's Week. Explore opportunities where to carry out their community work at an early stage.	NGOs to be present on campus during Fresher's Week. Disseminate information regarding the community work requirement.	
Information on community work requirement	Attend Induction Sessions	Pass on information to all students who will carry out the 20-hours community work. Give information regarding registration, acceptance, attendance, CSR webpage and social media, etc.	Lecturers pass on information about assignment, deadline. Reinforce the importance of the community work requirement.
Finding an NGO	Visit CSR webpage for more information about NGO. Choose NGO and look for community work opportunities within MCAST and at NGOs	Offer assistance to students in finding an NGO or community work opportunities. Offer community work opportunities within MCAST campus to Awards & Level 1 students	Support both students and CSR & Events Department.
Apply online to carry out the community work	Students apply online on the CSR webpage: https://www.mcast.edu.mt/csr-application-form/	An automated reply is sent to each student. CSR & Events Department goes through application form and confirms or otherwise within three working days, copying respective lecturers.	Support both students and CSR & Events Department
Confirmation from CSR Department	CSR department to send an email confirmation of acceptance to perform the community work hours	Student receives email from the CSR & Events department with confirmation	Lecturer will be copied in the communication
Carrying out community work.	Students would need to contact the NGO of their choice (if not already contacted and make the necessary arrangements regarding dates and time. Students carrying out the community work within campus or opportunities offered by the CSR & Events Department will be contacted by the CSR & Events Department.	The CSR & Events Department will contact those students carrying out community work offered by CSR & Events Department. CSR & Events department to provide an email template to students. This could be used when students are contacting NGOs.	Lecturers to support both students and the CSR & Events Department.
Submitting attendance following completion of community work hours	Students to download attendance sheet from the CSR webpage and ask contact person at NGO to sign attendance sheet. Students to send attendance sheet to CSR & Events Department following completion of the community work Students need to send the attendance sheet on: csr@mcast.edu.mt	CSR & Events Department to provide attendance sheet. CSR & Events Department to ensure that students have carried out community work by contacting NGOs. CSR & Events department to collect data and inform Institutes and lecturers about state of play.	Lecturers to support both students and CSR & Events Department.

N.B. Each action will be accompanied by a particular deadline that will be communicated to all stakeholders. These deadlines might differ from one academic year to another for operational purposes.

3.2 Useful Links:

- Official web portal for MCAST's Community Social Responsibility Initiatives- https://www.mcast.edu.mt/mcast-community-social-responsibility/
- Official Community Social Responsibility Social Media Page- https://www.facebook.com/CSRandEVENTS
- MCAST Policies, Procedures and Regulations - https://www.mcast.edu.mt/college-documents/
- MCAST Forms- https://www.mcast.edu.mt/college-forms/