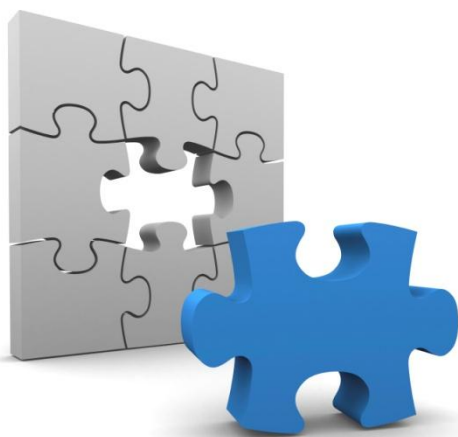



Incentive Guidelines

Get Qualified 2014 – 2020



MALTAENTERPRISE



Get Qualified 2014 - 2020

Issue Date: 1st January 2014

Version: 7

Update: 1st August 2016

<http://support.maltaenterprise.com>

Malta Enterprise provides support to interested applicants to understand the objectives of the incentive, explain details relevant to the scheme and address any problems they might encounter when completing their application. Applicants may contact Business First by calling 144 or by email on info@businessfirst.com.mt

Contents

1.	Introduction	4
1.1	Scope	4
1.2	Duration of the incentive	4
1.3	Legal Basis	4
1.4	Designated Authority	4
2.	Definitions	5
3.	Eligibility	6
3.1	Eligible Qualifications	6
3.2	Eligible Applicants	7
3.3	Exclusions	7
4.	Incentive Description	8
4.1	Details of Incentive	8
4.2	Eligible costs	8
5.	Tax Credits Application	9
6.	Claiming the tax credit	9
7.	Monitoring and control	10
8.	Contact Details	11

Get Qualified 2014 - 2020

1. Introduction

1.1 Scope

The scope of this incentive is to support the personal development of individuals who aim to achieve qualifications and certifications required by industry. The incentive is applicable to students following a course of studies leading to a certification, diploma, degree or post-graduate degree courses. On successful completion, the student will benefit from a tax credit, hence recovering part of the costs incurred.

This incentive is mainly intended to support persons who have completed formal education and who are seeking to further their education in areas that are relevant to Maltese Industries.

1.2 Duration of the incentive

These Incentive Guidelines will remain effective until 31st December 2020 or until updated or amended by Malta Enterprise.

1.3 Legal Basis

Subsidiary Legislation 123.107 enables Malta Enterprise to approve Tax Credits for students aiming to attain qualifications required by the industry.

1.4 Designated Authority

This incentive is administered by Malta Enterprise.

2. Definitions

2.1 Awarding Body

For the purpose of these incentive guidelines, an awarding body is a body issuing qualifications (certificates, diplomas or titles) and that formally recognises the learning outcome (knowledge, skills and/or competences) of an individual, following an assessment and validation procedure.

2.2 Termination/Awarding Date

For the purpose of these Incentive Guidelines, the termination date shall be the date listed down on the certificate or equivalent document issued by the Awarding Body.

3. Eligibility

3.1 Eligible Qualifications

- a. A qualification shall be considered eligible if approved as Level 5 or higher by the Malta Qualification Framework (MQF) grading structure¹ and directly relevant to careers in one of the following areas:

The qualification or certification is to be granted on merit that is verified through a form of assessment which is specific to that qualification or certification.

1. **Arts:** Performing arts; Graphic and audio-visual arts.
2. **Graphic Design**
3. **Economics**
4. **Life Sciences**
5. **Physical:** Physics and other allied subjects; chemistry and other allied subjects, marine science.
6. **Mathematics and statistics:** Mathematics, operations research, numerical analysis, actuarial science, statistics and other allied fields.
7. **Computing:** Information and Communication Technologies; digital media; and game development.
8. **Engineering and engineering trades:** Engineering drawing, mechanics, metal work, electricity, electronics, telecommunications, energy and chemical engineering, vehicle maintenance.
9. **Manufacturing and processing:** Food and drink processing, textiles, clothes, footwear, leather, materials (wood, paper, plastic, glass, etc.)
10. **Veterinary:** Veterinary Medicine; Veterinary Assistant
11. **Law:** Legal studies with specialisation in one of the following areas: business, life sciences, finance and financial services; banking; intellectual property; insurance; information and communication technology; maritime; medicine; aviation or economic regulation.
12. **Finance, banking, insurance, investment analysis**
13. **Accounting, auditing, book keeping**
14. **Management:** Including Project Management, Logistics Management, Business Management, Environmental Management, Human Resource Management and Cultural Management.
15. **Marketing, International Business** (including international development and trade)
16. **Entrepreneurship, Creativity and/or Innovation**
17. **Health**

Medicine: anatomy, epidemiology, cytology, physiology, immunology and immunohaematology, pathology, anaesthesiology, paediatrics, obstetrics and gynaecology, internal medicine, surgery, neurology, psychiatry, radiology, ophthalmology;

¹ The grading structure could be obtained from the NCFHE website - www.ncfhe.org.mt

Get Qualified 2014 - 2020

Medical services: podiatry, public health services, hygiene, pharmacy, pharmacology, therapeutics, rehabilitation, prosthetics, optometry, nutrition, services to persons with special needs;

Dental Services: dental assisting; dental hygienist; dental laboratory technician, odontology;

Nursing: basic nursing, midwifery

18. **Personal Services:** Travel and tourism, sports and leisure; cosmetic services related to a specialisation in cosmetic procedures provided to patients.
 19. **Restoration**
 20. **Language Studies** in the following languages: Mandarin, Spanish, Hindi, Arabic, Portuguese, Russian, German, French or Italian
- b. In case of specialised training which is specific to a technology or industry, a qualification may also be considered eligible for assistance. This shall be limited to:
- a. Courses providing participants with technical skills in specific Information and Communication Technologies
 - b. Courses providing participants technical skills in using specific Digital Media tools.
 - c. Courses in Aviation and Maritime technologies and related services
 - d. Courses in Finance
 - e. Studies in the following languages: Mandarin, Spanish, Hindi, Arabic, Portuguese, Russian, German, French, or Italian.
 - f. Courses providing participants with specific hands on skills required for manufacturing industries, crafts and industrial services.
- c. Exceptionally, students may be granted assistance for successfully completing courses classified as level 5 or higher under the MQF grading structure which are not directly relevant to any of the subject areas outlined in section 3.1 (a) if as part of the studies the student submits a dissertation or thesis addressing one of the areas outlined in section 3.1 (a).

3.2 Eligible Applicants

This fiscal benefit is available to individuals who finance their own studies.

3.3 Exclusions

Qualifications issued by national and international bodies, that are required by individuals to achieve certification of compliance to national and international standards are not considered eligible.

4. Incentive Description

4.1 Details of Incentive

The tax credit granted to successful students will be of 70% of the eligible costs yet the maximum value of tax credits will be capped in relation to the MQF level of the qualification as specified below:

MQF Level	Tax Credit Capping
5 (Undergraduate Diploma)	€3,500
6 (Bachelor Degree)	€12,500
7 (Post-graduate Degree, Diploma or Certificate)	€15,000
8 (Doctorate)	€25,000
Other Courses	€2,000

4.2 Eligible costs

The following costs are eligible for tax credits:

- Registration fees paid to the awarding body awarding the qualification.
- Fees paid to the university, institution or other entity recognised by Malta Enterprise for the training and educational services leading to the approved qualification²
- Fees payable in connection with examinations, including the cost of one (1) resit per examination/assignment required to achieve the approved qualification.
- Bench fees paid to the University awarding the qualification.

The maximum value of tax credits will be of 70% of the eligible costs and capped as per Section 4.1. Moreover, the eligible costs will be calculated as follows:

- Eligible costs incurred directly from the **Awarding Body** awarding the qualification as indicated in the official documentation published by the Awarding Body.
- Eligible costs paid to a **third party organisations** recognised by the Awarding Body, the eligible value shall be the actual costs paid by the student.

² At the discretion of Malta Enterprise, bench fees could also be considered as an eligible cost.

5. Tax Credits Application

- a. **Submission Deadlines:** Students are required to apply for the tax credit within one (1) year of commencement of their course or by the last day of the calendar year in which the student was awarded the certification
- b. **Claim Form:** The claim form must be submitted within three (3) months from the submission deadline.
- c. On applying the student will also be required to submit a declaration stating that the beneficiaries' studies have not and shall not be reimbursed nor compensated for the whole or any part of the costs on which the tax credit is being claimed from any source whatsoever.
- d. Malta Enterprise shall not consider applications in respect of a course of qualifications that commenced after 31st December 2020.

Once an application is determined eligible, Malta Enterprise may still request any documentation which is deemed necessary to establish the actual eligible cost.

Malta Enterprise will issue an Incentive Entitlement Certificate stipulating the value tax credit applicable. The applicant will be able to utilise the tax credit after being awarded the named certification.

6. Claiming the tax credit

The holder of the Incentive Entitlement Certificate may start claiming the tax credit as a deduction from the tax payable for the year of assessment commencing on the 1st January of the year immediately following that in which the relevant qualification is obtained. Any amount of tax credit not utilized by the beneficiary in that year of assessment may be carried forward and be set against his/her respective tax liability within the subsequent ten (10) years of assessment.

On presenting the first claim for the tax credit, the beneficiary must submit to the Commissioner of Inland Revenue the following documentation:

- a) the Incentive Entitlement Certificate issued by Malta Enterprise;
 - b) a copy of a certificate or an equivalent document issued by the Awarding Body (university or institution) confirming the beneficiary has successfully attained the qualification or certification approved in the Incentive Entitlement Certificate issued by Malta Enterprise;
- and
- c) a declaration that the beneficiary is not and has not been entitled from any source whatsoever to any reimbursement of or compensation for the costs claimed as a tax credit or any part of those costs.

7. Monitoring and control

Malta Enterprise and the Commissioner of Inland Revenue:

- i. may require evidence confirming that costs claimed have been incurred and the authenticity of the documentation substantiating the claim for the tax credit.
- ii. will revoke any approved and/or granted aid if any evidence is found showing that the beneficiary has abused of the right to this incentive.
- iii. may request the original certificates.

8. Contact Details

Further information on the scheme, as well as information and guidance on the filling in of the application form may be obtained by contacting Business First during office hours.

Postal Address: Business First
Gwardamangia Hill,
Pieta`, MEC 0001
Malta.

Tel: 144

Websites: <http://www.maltaenterprise.com>

www.businessfirst.com.mt

Email: info.businessfirst@maltaenterprise.com