

Dear Sir / Madam

Thank you very much for your interest in choosing Malta for your Students' Internships Work Experience.

Through our well established contacts with both public and private entities we provide students with interesting unpaid work placement by matching your students' expertise with that of the placement organisation.

Due to problems that have arisen in the past with students who hired their own accommodation, students are encouraged to live in our student apartments which include the following:

- Comfortable living and dining area
- Fully equipped kitchen with all appliances + utensils
- Spacious bedrooms with makeup dressers and wardrobe
- 2 Sets of bed linen and towels per person
- Balconies and terrace
- Cooling appliances
- Ventilators
- Free Internet connection [Wi-Fi]
- TV and Satellite reception
- Telephone line (to be used with pre-paid cards)
- Washing Machine
- Iron and Ironing Board
- Free maintenance service (for normal break-down - carelessness is not tolerated and if we suspect damage is caused due to negligence, they will have to pay)
- Paid Electricity and Water Bills
- Weekly maid service
- No fixed check in / checkout time
- In close proximity to work placement, shopping, clinic and entertainment outlets

This type of accommodation will cost EURO 375 per month and it is on shared basis. This means that the students will share the accommodation and the room with other interns. Since the accommodation is fully equipped with all the necessary itineraries, compared to other non-inclusive apartments, no doubt the students will be saving highly on their expenses.

Should your students prefer a single room we can provide that at EURO 475 per month.

Upon the students arrival in Malta they will be invited for a Welcome Meeting in our office. This meeting introduces them to Malta, the Maltese culture and work ethic and their work placement. A work plan is also discussed.

Each student is monitored on a regular basis.

Events, trips and activities are organised for students to get to know more about Malta. Students are also given a list of current events taking place during their stay in Malta.

At the end of the students' internship, each student will receive their Euro Pass, a performance appraisal, internship certificate and a reference letter from their mentor as well as other reports and necessary paperwork.

Transport is provided at a charge of EURO 50 to/from Airport.

Please note that if CVs and details of students reach our office two months prior to their arrival in Malta we do not charge any administration/management fee.

Each student interested to follow a work placement in Malta is required to send:

- CV and a letter describing what they would like to do during their internship
- A letter of reference from the University
- If possible the exact dates and duration of their stay in Malta

We strongly suggest that you follow an English language course and we will provide guidance according to your level. English Courses are conducted by a qualified experienced teacher in our classroom. You will first complete a test through which the teacher can decipher your level and then lessons are planned accordingly. You will also be given the option to have some lessons done outdoors. These On Site field work lessons are the most popular with students who want to practice conversation. A course is 20 hours long and costs EURO 350.

We also offer airport transfers on the day of arrival and departure. Both trips cost EURO 50.