

GUIDELINES TOWARDS THE HOSTING OF INTERNSHIPS AT THE UNIVERSITY OF MALTA

Introduction

The aim of this document is to provide guidance to members of the academic body and administrative offices who receive requests for internships. These requests may come from international candidates (students, administrative staff or researchers) studying or working at other foreign institutions and universities, who are interested in pursuing an internship/placement/traineeship/job shadowing experience¹ for a definite period of time at the University of Malta. Requests for such internships are handled by the International Office.

Requests for internships from other (local) institutions are handled by the Office of Human Resources Management and Development.

Defining Internships

Internships provide interns with a unique opportunity to gain practical experience and increase their knowledge in an identified area of expertise by engaging in a specific work/research-based setting. Interns may be interested in researching a specific topic or may just be interested in gaining experience in research and / or work processes.

International Institutions (such as the European Commission) acknowledge the importance of internships and recognise the intangible benefits to be derived and the skills honed in the outcome. These include oral and written communication, language, inter-cultural and multi-cultural skills which are all critical to improve worker efficiency, job satisfaction and/or students' employability.²

During the Internship period, interns remain affiliated with their home institution.

Different Types of Internship

The nature of internships varies according to the final aim of the internship and the academic level of the prospective intern. Internship requests can be classified into two main categories:

1) ERASMUS+ Traineeships

- Traineeships funded under the Erasmus+ programme which are the result of Erasmus+ Inter-Institutional Agreements between the University of Malta and the sending Institution;
- Traineeships funded under the Erasmus+ programme outside Erasmus+ Inter-Institutional Agreements, where the University of Malta accepts to receive the students but where there is no formal Erasmus+ Inter-Institutional Agreement in place. (The absence of an Inter-Institutional Agreement is generally due to the fact that the traineeship is a one-off collaboration and possibly because there are limitations - such as the language of the institution - which prevent more regular cooperation.) In these cases, Erasmus+

¹ For the purposes of this document, the term "internship" will be used to refer to research placements, job shadowing, traineeship and similar short term activities.

² https://ec.europa.eu/programmes/erasmus-plus/opportunities-for-individuals/trainees/students_en

documentation is to be compiled: namely Erasmus+ traineeship agreement and / or placement agreements in line with Erasmus+ Regulations.

These Internships are handled by the International Office in line with Erasmus+ Regulations. Procedures and requirements are set out and information available on the [IO Erasmus+ Incoming website](#). The Erasmus+ Outgoing coordinators handle outgoing interns whilst the Erasmus+ Incoming Coordinators handle the incoming interns. The Erasmus Coordinators at the International Office of the University of Malta can be contacted through the following address: erasmus@um.edu.mt

2) Other Internships (Direct arrangements with the student/intern and/or home University)

- An increasing number of universities and higher education institutions across Europe enforce a practical internship as partial fulfilment of their degree programme. These internships generally vary in duration. These activities are designed as hands-on experiences in order to provide students with the opportunity to put their studies into practice while experiencing the environment of a different country and university. Such internships also have an important value in enhancing the students' employment prospects following the conclusion of their studies.
- Requests for a research Internship on a specific topic in connection with a student's thesis or dissertation are on the increase. These internships can involve desk research, research in laboratories, or a combination of both.
- Requests are also received from individuals who wish to undertake a placement in order to gain work experience or gain practical knowledge and new skills in order to increase their chances of employability. Academic/Administrative staff generally assigns the Interns to work on specific projects or to assist in the day to day work of the Faculty / Institute / Centre / School / Office.

These Internships are handled by the International Office which registers, reviews and prepares the necessary Internship documents, in collaboration with the Legal Office and the hosting academic/administrative department. The point of contact for these other internships (non-Erasmus+) is Ms Katia Saliba, Projects Manager at the International Office. (katia.saliba@um.edu.mt)

Procedure to be adopted when a direct internship request is received:

Once an internship request is received, the internship supervisor should first of all consider the objective and discuss the aims of the internship with the prospective intern. It is important to identify the exact tasks to be undertaken (for example practical experience in a specific area of expertise or internship which is more aimed at research). One should at this stage also consider whether the University is capable, interested and would benefit from hosting the intern.

Interns do provide additional manpower but at the same time require supervision and mentoring and therefore the win-win combination must be assessed. Once the possibility of hosting the internship is confirmed, an internship supervisor on behalf of the University of Malta needs to be identified. The

internship supervisor must be a full time member of staff or resident member of the academic body. Prospective interns must be supervised and mentored during their stay at the University of Malta. The International Office will provide guidance in terms of requirements and assist with the compilation of the necessary documentation and procedures to be followed. The next step is to contact Ms. Katia Saliba by [email](#) so that the necessary advice and paperwork can be seen to. Any agreement or other documentation provided by the prospective intern and /or his home institution is to be forwarded along with the request.

Interns' Responsibilities and other general information

Interns will be required to provide the following documents:

- Internship Application Form
- The University of Malta charges an application fee of Euro 35 for new internship applications received. This includes the IT Email account Administrative Fee.
- Research Proposal or Project including full name, date of birth, passport number, home address and home institution details countersigned by the Internship Supervisor

Interns are advised that the University of Malta does not provide any financial or in-kind contributions. The Interns must have sufficient [financial resources](#) in order to organise their trip to Malta and to finance their stay in Malta, including but not limited to: accommodation, transport, academic materials and any other living expenses required during their stay. The interns are also responsible to make arrangements to have the necessary insurance cover in place; either through their home institutions or through their own arrangements.

During the Internship, the intern agrees to abide by the regulations of the University of Malta and agrees to respect the necessary conditions set out in the specific Internship Agreement. The conditions may include any specific conditions laid out by the Supervisor (the UM academic or administrative member of staff in charge of the intern).

The Applicable Law for Internship Agreements undertaken at the University of Malta is Maltese Law, since, according to International Law, the law of the country where the contract shall be executed shall prevail.³ No other foreign legislation can be accepted.

The Intern must have a Travel and Health Insurance which covers the duration of the intern's stay in Malta and covers expenses for personal belongings, specific medical intervention, repatriation and adequate cover for the internship at the University of Malta which includes civil and third party liability.

If the Intern is from an EU member country, the Intern must have a European Health Insurance Card (EHIC). The EHIC provides cover for the first 90 days, therefore it is still important to have travel and health insurance to cover services not included under the EHIC.

In addition to the above-mentioned documents, prospective Interns from **Non-EU/EEA countries** must also provide a letter from their Home Institution / Employer confirming the Intern's relationship with the organisation. In case of students, details to be included are those pertaining to the course registered and duration of studies.

³ Lex Loci Contractus

Prospective interns from Non-EU/EEA countries have the responsibility to obtain the necessary Visa clearance in order to enter Malta and undertake the Internship. Further Information can be accessed through the following link: <http://www.um.edu.mt/international/international/visa>

All EU/EEA and all non-EU nationals are also requested to familiarise themselves with the E-residence requirements as laid out in the following web page:
<http://www.um.edu.mt/international/international/eresidence>

During the Internship Period at the University of Malta, the interns are subject to the conditions of the Internship Agreement and the rules and policies of the University of Malta and its subsequent amendments.

The International Office will assist with filling the necessary Internship documents when these are presented by the prospective intern (usually the home university or sending agency provides the documents) and will also assist with the drawing up of Internship Agreements when documents are not provided by the Home Institution (template available in Annex 1 of this document). The documents will be prepared and reviewed with the Legal Office and the necessary feedback will be provided to supervisors, to relay to prospective interns. The UM affirms the importance of having an Internship Agreement in place for every Intern hosted, which outlines the obligations of both parties.

The University of Malta reserves the right to terminate traineeship agreements in cases where the interns do not comply with the terms of the internship, in cases of misconduct and/or in cases where the conditions of the agreement cannot be fulfilled by either party.

Supervisors' Responsibilities

It is the supervisors' responsibility to ensure that the students have adequate English Language Proficiency to successfully undertake the Internship. Prior to accepting requests to host internships, academics should ensure that the prospective interns hold the necessary English Language skills. A Skype Call or a short conversation online will help to assess the English Language proficiency of the applicant.

Supervisors need to take an active commitment to ensure that the Intern has the opportunity to undertake activities which will help towards the attainment of the purpose of the internship as agreed. The supervisors must ensure that sufficient weekly contact hours are allocated for the intern to be provided with the necessary guidance. In periods of absence from the University, supervisors must make necessary alternative arrangements to ensure that interns are monitored by colleagues from the same Faculty / Department / Institute.

Supervisors must fulfil the supervision requirements set by the Home Institution (in case the student is coming through another university). Conditions will be outlined in the Internship Agreement. In case of misconduct, accidents or reasons to consider the termination of the agreement, the International Office is to be consulted in order to provide guidelines in consultation with the Legal Office and any other body of the University of Malta, as may be necessary. Supervisors and interns are advised that fees for supervision, laboratory space and / or consumables may be levied and individual cases will be assessed on a case by case basis. If a costing exercise is required, supervisors are required to contact Ms. Valerie Cardona, Cost Modelling Specialist at Finance Office by email on: valerie.cardona@um.edu.mt. In case any costs need to be charged, the [Bench Fees Approval Form](#) needs to be filled in. Internship applicants need to be notified in advance in the case that they will be incurring charges during the course of their internships.

Internship Supervisors or the Interns should inform Ms Victoria Gauci, International Office, that the Intern has concluded their traineeship and indicate their date of departure from Malta.

General Information

During their Internship, students are not registered on SIMS but may apply for a Library Card (at the Library's discretion) and for an IT services user account. No ECTS credits are awarded by the University of Malta for Internships.

Annexes:

Annex 1 – Sample Internship Agreement

Annex 1 – Draft Internship Agreement

Internship Agreement

The following Internship Agreement is hereby concluded

Between **University of Malta**

Herein after referred to as the Host Organisation

And

Name: [xxxxxx]

Passport No. / Nationality: [xxxxxx / xxxxxx]

herein after referred to as the intern

Agree to the following clauses:

1. Duration

The Internship shall take place from [Start Date] until [End Date]

2. Person in charge of the Internship:

[Name, position and the Faculty or Institute of the Tutor], the University of Malta, shall act as the Tutor for the duration of the internship.

3. Objective of the Internship

The Internship shall be providing the trainee the opportunity to undertake research [... *Include details about the scope / purpose of the internship*]

4. Modalities of the Internship

The student internship shall have duration of [35] hours per week. These hours shall be divided among the days of the week according to usual practice of the University of Malta as discussed with the tutor.

5. Insurance Cover

The intern must be in possession of a European Health Insurance card in order to access emergency services. The intern must also have Health Insurance and a valid Travel Insurance Policy covering for special medical intervention, repatriation, and must have an additional cover for the work placement including civil and third party liability.

6. Discipline

The intern shall be subject to the applicable internal disciplinary and regulatory terms, of which he shall be made aware prior to the start of the internship. In case of particular breach of discipline, the host organisation reserves the right to terminate the internship in case of serious breach.

7. Termination

Any party to the Agreement can terminate the internship for good cause prior to completion. Notice by any party must be made in writing.

8. Feedback

During the final days of the internship, an appointment shall be arranged by the local supervisor to have verbal / written feedback on the performance of the intern during their internship, as agreed prior to the internship.

9. Remuneration

The University of Malta shall not remunerate the intern for the duration of the internship. Interns are required to cover all expenses, including but not restricted to transport, academic material and books, food, leisure and any other living cost incurred.

10. Intellectual Property

Any intellectual property resulting from the activities of the intern shall be subject to the provisions of the Intellectual Property Policy of the University of Malta.

11. Confidentiality and Provision of Data

The intern undertakes both during and after the period of the internship, to observe strict secrecy about all matters, whether of a business or personal nature, that come to her notice or attention during the Internship, in whatever capacity, which have the potential of harming the interests of the University of Malta.

Any data provided by the University of Malta to the intern with data (hereinafter referred to as the ('Data')) owned by the University in order for her to carry out analyses during the Internship will remain property of the University of Malta both during and after the internship. At the end of the the internship, all Data and any other University of Malta movable and/or immovable property must be returned to the University of Malta.

12. Applicable Law

This internship agreement shall be governed exclusively by the Laws of Malta. Any disputes that cannot be amicably resolved shall be subject to jurisdiction of the competent Maltese Courts.

13. Provision of information

At the end of the period of work placement, business property, as well as all correspondence etc. relating to business matters, should be returned to the Internship Supervisor by the Intern.

Signatures:

University of Malta
Ms. Stefania AGIUS FABRI
Director
International Office

University of Malta
Name of the Tutor
Tutor

Name of the Intern
Intern