



## GUIDELINES FOR THE HOSTING OF INTERNSHIPS AT THE UNIVERSITY OF MALTA HANDLED BY THE INTERNATIONAL OFFICE

### 1. Introduction

The aim of this document is to provide guidance to members of the academic body and administrative offices of the University of Malta (“UM”) regarding internship requests which are solely handled by UM’s International Office (“IO Requests”).

IO Requests may come from international candidates (students, administrative staff or researchers), who are enrolled at a Higher Educational Institution abroad and following courses at Level 6 to Level 8 (Undergraduate to Ph.D.) and interested in pursuing an internship/traineeship/job shadowing experience<sup>1</sup> for a definite period of time at UM, which period of time may vary between one month and one year.

**Important Note** - This document **does not apply** to requests for internships from:

- (a) Other (local) institutions; or
- (b) Visiting lecturers including post-doctoral researchers engaged at foreign Higher Education Institutions.

These are handled by UM’s Office of Human Resources Management and Development, more information in relation to such requests can be found [here](#).

### 2. What are Internships?

- (a) 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.<sup>2</sup>
- (b) Internships:
  - (i) 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;
  - (ii) May concern research on a **specific topic** or may just be limited to **gaining experience in research and/or work processes**.

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<sup>1</sup> 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.

<sup>2</sup> [https://ec.europa.eu/programmes/erasmus-plus/opportunities-for-individuals/trainees/students\\_en](https://ec.europa.eu/programmes/erasmus-plus/opportunities-for-individuals/trainees/students_en)

### 3. Types of Internships

(a) The nature of an internship varies according to the final aim of the internship and the academic level of the prospective intern. IO Requests can be classified into two main categories:

(i) **ERASMUS+ Traineeships**, which may be split into two types, as follows:

- Existing Formal Inter-Institutional Agreement - traineeships funded under the Erasmus+ programme which are the result of Erasmus+ Inter-Institutional Agreements between UM and the home Institution; or
- No Formal Inter-Institutional Agreement - traineeships funded under the Erasmus+ programme, where UM accepts to receive the students but where there is no formal Erasmus+ Inter-Institutional Agreement in place.<sup>3</sup> In these cases, Erasmus+ documentation is to be compiled: namely Erasmus+ traineeship agreement and/or placement agreements in line with Erasmus+ Regulations.

The ERASMUS+ Traineeships are handled in line with Erasmus+ Regulations. The applicable procedures, requirements, and information are 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 can be contacted at the following address: [erasmus@um.edu.mt](mailto:erasmus@um.edu.mt).

(ii) **Other Internships**

- These internships consist of **direct arrangements** with the student/intern and/or the home University.
- An increasing number of universities and higher education institutions across Europe enforce a practical internship as partial fulfilment of a specific degree programme. These internships generally vary in duration. These internships 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.

For these internships, the International Office registers, reviews and prepares the necessary documents in collaboration with the Legal Office and the hosting academic/administrative department.

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<sup>3</sup> 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

The point of contact for these internships is [Ms Rand Ikermawi](#), International Office.

#### **4. Procedure for IO Requests**

Once an internship request is received by a UM member of staff or academic body, there are certain steps which one has to undertake:

**(i) Supervisor to 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 UM is capable, interested and would benefit from hosting the intern. It should be ensured that the prospective intern has an adequate English Level to keep up with the requirements of internship and to ensure the smooth running of the internship. A Skype Call or a short conversation online will help to assess the English Language Proficiency of the prospective intern.
- Interns require supervision and mentoring and therefore the win-win combination must be assessed.

**(ii) Identification of UM Supervisor:**

- Once the possibility of hosting the internship is confirmed, an internship supervisor on behalf of UM needs to be identified.
- The internship supervisor must be a full-time member of staff or resident academic.
- Prospective interns must be supervised and mentored during their stay at UM.
- The International Office will provide guidance in terms of requirements and assist with the compilation of the necessary documentation and procedures to be followed.

**(iii) Contact International Office:**

- The next step is to contact Ms Rand Ikermawi, 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 their home Institution is to be forwarded along with the request.

#### **5. Interns' Responsibilities and Other General Information**

**(a) Required Documents** - Interns will be required to provide the following documents:

- (i) Internship Application Form incl. an application fee of €50 for every new internship application received, this fee includes Wi-Fi access;
- (ii) Copy of the intern's passport (ID Card is also accepted for EU Nationals); and
- (iii) Details of the research proposal or project including:

- Full name;
- Date of birth;
- Passport number;
- Home address; and
- Home institution details.

This is to be countersigned by the UM Supervisor.

- (b) **Financial or Other Contributions** - UM does not provide any financial or in-kind contributions. An intern 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:
- (i) Accommodation;
  - (ii) Transport;
  - (iii) Academic materials; and
  - (iv) Any other living expenses required during their internship period.
- (c) **Insurance Cover** - Interns are responsible to make arrangements to have the necessary insurance cover in place; either through their home institutions or through their own arrangements. This means 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 which shall include civil and third-party liability.
- (d) **European Health Insurance Card** - if the intern is from an EU 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 required in sub-article (c) above to cover services not included under the EHIC.
- (e) **Applicable Policies and Regulations** - during the internship, the intern must observe all applicable UM regulations, policies, and guidelines and shall respect the necessary conditions set out in the specific internship agreement. The conditions may include any specific conditions laid out by the UM Supervisor. The UM Supervisor is to ensure that the intern is given a copy of the respective regulations, policies, and guidelines which apply to the intern.
- (f) **Applicable Law** – All UM internship agreements are subject to Maltese law. **No other foreign legislation applies.**
- (g) **Affiliation** - during the internship, interns must remain affiliated with their home Institution.
- (h) **Specific Conditions for Interns from Non-EU/EEA countries** – Regretfully at this point it is not possible to host non-EU/EEA interns at the UM even though they are currently already in Europe.
- (i) **General Information** – interns must note the following:

- (i) All interns must familiarise themselves with the E-residence requirements as laid out in this web page: <http://www.um.edu.mt/international/international/eresidence>.
- (ii) 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).
- (iii) The documents will be prepared and reviewed with the Legal Office and the necessary feedback will be provided to UM supervisors, to relay to prospective interns.
- (iv) UM affirms the importance of having an internship agreement in place for every Intern hosted, which outlines the obligations of both parties.
- (v) During their internship, students may apply for a Library Card (at the Library's discretion) and for an IT services user account. No ECTS credits are awarded by UM for internships.
- (vi) UM 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.

## **6. UM Supervisors' Responsibilities**

- (a) 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. 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 UM, supervisors must make necessary alternative arrangements to ensure that interns are monitored by colleagues from the same Faculty/Department/Institute.
- (b) Supervisors must fulfil the supervision requirements set by the home Institution (in case the intern is coming through another university), such conditions will be outlined in the Internship Agreement.
- (c) In case of misconduct, accidents or reasons to consider the termination of the internship agreement, the International Office is to be consulted in order to provide guidelines in consultation with the Legal Office and any other UM body, as may be necessary.
- (d) 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](#). 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.
- (e) Supervisors shall keep Ms Rand Ikermawi, International Office informed by email upon completion of the internship and especially if there are any changes to the internship dates.

**Annexes:**

Annex 1 – Sample Internship Agreement



**L-Università  
ta' Malta**

## **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: \_\_\_\_\_

Passport No. / Nationality: \_\_\_\_\_ / \_\_\_\_\_

herein after referred to as the intern

**Agree to the following clauses:**

#### **1. Duration**

The Internship shall take place from \_\_\_\_\_ until \_\_\_\_\_

#### **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:

\_\_\_\_\_  
International Office

\_\_\_\_\_  
Tutor

\_\_\_\_\_  
Intern