

Work Placement Recognition Form

For use by students who have completed a Work Placement

To be completed by the Student

STUDENT DETAILS

Name & Surname:

Course & Year:

ID Card No/Student No:

Email:

To be completed by the host Company/Organisation

COMPANY DETAILS

Company Name:

Address:

Contact Person:

Position:

Contact Number:

Email:

To be completed by the host Company/Organisation

Title of Work Placement:

Period of Work Placement: Start date: End date:

Total hours completed:

**To be completed by the host Company/Organisation
(Owner/Manager/Mentor/Supervisor)**

ACTIVITIES/TASKS COMPLETED WHILE ON WORK PLACEMENT:

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Student Signature.....
Date**Company/Organisation section:**

I (owner/manager/mentor/supervisor, other.....) of
the above company/organisation certify that the details entered above are correct and that the
student concerned completed the aforementioned work placement. YES / NO (please circle)

Signature:

Date:

Company's/Organisation's Rubber Stamp:

On termination of the placement students are to:

- a) Hand in this form (*in original format*) duly filled in and signed by both parties *or*
- b) Present a reference letter from the host Company/Organisation.
- c) After handing in the form at the Degree+ office, the office will register the Degree+ Unit. You will then receive an email notification to pay an online administration fee.
- d) Proceed to pay the administrative fee of **10 Euro online or through Malta Post on University Campus (Bring the receipt to the DegreePlus office)**, to secure the Degree+ Unit registration.

NB: For the above units which are offered by third parties and are accredited by the DegreePlus, the University of Malta shall not be held responsible for the content and/or delivery of such units and shall not be held liable for any claims, demands or actions that may arise out of the content and/or delivery of these units.

The University of Malta retains the right to refuse any placement recognition through the DegreePlus Student Placement Scheme without incurring any obligation to state a reason for refusal. Decisions on placement recognition are at the full discretion of the University and the University's decision is final.