

PROPOSAL FOR COLLABORATION
FOR STAFF AND STUDENT MOBILITY
2023-2024

**STAGE
MALTA**

CONTENTS

09 STAFF MOBILITY

Training periods, job-shadowing, monitoring visits for staff working in higher education institutions

12 STUDY VISITS

an opportunity for students to get inspired as they meet people who are successful in their field of study

15 INTERNSHIPS

Different rooms and types of accommodations to choose from

23 ACCOMMODATION

Finding a great accommodation is like finding a unicorn. Luckily, we have plenty of magical options to choose from!





GET TO KNOW US

Stage Malta is a highly esteemed institution in Malta, renowned for its exceptional contributions towards staff and student mobility programs. Our reputation is built on a foundation of positive strengths and unwavering commitment to quality.

Over the past 18 years, Stage Malta has participated in numerous successful projects, hosted more than 25,000 students, 3000 academic staff and collaborated with 8,000 local and international organisations. We have become a prominent model in the field of non-formal education, collaborating with various sectors, from education to engineering, media to real estate, financial services to sustainable agriculture.

We strive to maintain our reputation as a catalyst for positive change, empowerment, international collaboration and to continue creating opportunities for professional and personal growth.

Each programme, whether a traineeship, internship, job-shadowing, staff preparatory or monitoring visit or staff training, is designed to promote cross-cultural exchange, increase intercultural competence, and enhance career development. We aim to bridge the gap between academia and the workforce, fostering personal and professional growth while contributing to the development of a skilled and diverse talent pool.

Our office is based in the capital city of Malta, an English-speaking small island nation. We seek to bring Mediterranean hospitality in every professional encounter. The team, 15 experienced coordinators, is dedicated to promoting international cooperation, cultural awareness that allows individuals to gain a deeper understanding of the traditions, customs, and values, professional development and career opportunities.



The main focus of our office is delivering significant learning prospects, mentorship schemes, and pathways for career development that contribute to the unceasing progression of our stagiaires.

Located in Valletta, Europe's southernmost and smallest capital city, Stage Malta's head office occupies a stunning 19th-century Neoclassical building designed by Giuseppe Bonavia, which also accommodates The Malta Chamber of Commerce, Enterprise and Industry. In sharp contrast to Valletta's conventional architectural style, its design showcases a striking façade adorned with striking symmetrical columns in the Ionic order. The building, simple yet elegant, has three floors above street level along with an underground level and was inaugurated back in 1848.

At Stage Malta, we firmly believe in upholding a set of core values that guide our actions and shape our professional culture. First and foremost, integrity is paramount to us. We operate with the utmost transparency in all aspects of our work, valuing trust as the foundation of strong relationships. We also prioritize excellence, striving for continuous improvement and delivering exceptional results. Collaboration is another key value we embrace; we foster a supportive and inclusive environment where teamwork is encouraged, recognising that diverse perspectives lead to creative solutions.



STAFF MOBILITY

TESTIMONIAL STAFF MOBILITY

MY JOB SHADOWING EXPERIENCE IN MALTA WAS TRULY EXCEPTIONAL. I HAD THE OPPORTUNITY TO MEET NUMEROUS INDIVIDUALS FROM THE INDUSTRY AS WELL AS EDUCATORS. I GAINED VALUABLE INSIGHTS INTO INSTITUTIONAL POLICIES AND STRATEGIES, ESTABLISHING PARTNERSHIPS AND COLLABORATIONS WITH FOREIGN INSTITUTIONS, AND OFFERING PRE-DEPARTURE PREPARATION AND FUNDING.

MANUEL GUILLUY

Staff Mobility

combining work and travel through Stage Malta

As the world becomes more connected, staff mobility is becoming increasingly important for personal and professional development. Stage Malta provides various opportunities for staff members for international exchange and collaboration, build international networks, broaden horizons, and improve their HEI's competitiveness. Staff mobility also promotes cultural exchange, tolerance, and understanding.

- Preparatory visits serve to familiarize participants with Malta's culture, lifestyle and work ethic.
- Monitoring visits ensure that trainees and interns are meeting their goals and learning outcomes, as they provide continuous feedback throughout the exchange.
- Job-shadowing is an opportunity for academic and non-academic staff to observe and learn from professionals in their field, providing a valuable experience for professional growth and development.
- Training sessions provide participants with specialised skills or knowledge necessary for their roles within the programme.

Through these initiatives and other opportunities such as teaching assignments, research collaborations, Stage Malta seeks to support global learning communities while cultivating skill sets that benefit both personal professional growth as well as contribute towards collective progress towards global unification through academic pursuit.





STUDY VISITS

TESTIMONIAL STUDY VISITS

MY CLASS AND TWO OTHERS EMBARKED ON A STUDY VISIT TO MALTA TO GAIN KNOWLEDGE ON ENTREPRENEURSHIP. WE WERE INTRODUCED TO YOUNG SUCCESSFUL BUSINESS OWNERS AND ESTABLISHED ENTREPRENEURS WHO ARE HANDING DOWN THEIR BUSINESS TO THEIR CHILDREN. NOT ONLY DID WE LEARN ABOUT BUSINESS PRACTICES BUT WE ALSO EXPLORED THE STUNNING SCENERY AND HISTORIC LANDMARKS.

Thomas Hasbroucq

STUDY VISITS:

TRAVEL

is the best form of education

Stage Malta's Study Visit programme has become increasingly popular in the past years. It offers a unique opportunity to participants to experience an intensive learning environment through visits to various industry partners in Malta. This programme allows participants to gain first-hand knowledge and valuable insights by meeting with other professionals in their respective fields, while also exploring the culture and attractions of Malta.

Every programme is carefully curated to offer relevant visitation destinations that cater to the participants' field of study, skills set and professional interests. During the one to two week period, attendees can expect rigorous engagement with local experts, informal networking opportunities, and immersion experiences. The overall goal of the programme is to broaden professional horizons and contribute towards personal growth as well. Attendees will return home with improved skills, fresh perspectives, new connections in their industry network, and unforgettable memories from the beautiful island of Malta.

Who can apply?

HEI that would like to provide their students and staff with unique opportunities for growth and development.

Minimum number of participants?

12 students. Accompanying teachers are always welcome.

Maximum number of participants?

When conducting a study visit programme, it is critical to ensure that all participants receive the necessary attention and support. Therefore, it is recommended that a maximum of 60 attendees be set for each programme. This way, we can guarantee that each participant will receive ample attention from guides, facilitators, and other relevant personnel.

What does the programme include?

- Transport to and from every location
- Exposure and hands on experience in different organisations
- Planned events and activities that celebrate the customs, beliefs, and traditions of a particular community or society
- Accommodation with Breakfast and Snack
- Certificate and farewell party



**INTERNSHIP
PROGRAMME**

Testimonial Internships

My hands-on training experience in Malta and coming here for an internship without having ever travelled for more than a week, was initially intimidating. However, I found solace in the unwavering support of the Stage Malta team and my housemates, leading to a transformational personal and professional growth.

Emilie Legrand

INTERNSHIPS

Since 2005, Stage Malta has brought together: educators and leading employers. The aim is to provide students and recent graduates with valuable work-based learning opportunities and job experience.

SHORT-TERM MOBILITY

Our short-term, high-impact programmes equip students with the skills and experience necessary to launch meaningful careers in today's competitive, globally connected and rapidly evolving world. Stagiaires should not expect to have detailed tasks but rather, they should focus on the soft-skills they will accomplish in such a short period of time in a Mediterranean Country.

PRO-MOBILITY

Most career-ready graduates or students choose longer-term mobility because they are aware of the benefits of such programmes. The quality and learning outcomes of each and every participant are a testament to our character-building and horizon expanding educational experiences.



At Stage Malta, we take immense pride in ensuring that every student/intern/stagiaire has our unwavering assistance at every step: starting with online meetings before arrival, providing invaluable cultural immersion advice upon arrival, offering tips and consistent communication and coaching throughout the week, and continuing to provide support even after the programme concludes.

WHO CAN APPLY?



Stage Malta's Internship Programmes are intended for students or graduates who at the time of application meet the following requirements:

- Able to communicate and correspond in English. Fluency in the English language is typically mandatory since it is the official language of Malta's business environment;
- Some internships may require having certain technical skills or qualifications relevant to the field of interest, such as IT proficiency or specific software knowledge;
- One must be resilient and open to a new culture and way of living;
- Possess a European passport, European residence permit or in the process of obtaining a Schengen Visa;
- Applicants must be enrolled in a recognized educational institution or have recently graduated from one. This ensures that candidates possess the necessary theoretical background and are committed to further developing their skills in a professional setting;
- Agree to inform Stage Malta of any medical conditions and allergies prior to the Work Placement interview. Able to provide relevant medical documentation should this be requested. This information will remain confidential and will not be deemed as a motive for discrimination;
- Agree to provide Stage Malta with a copy of a full travel insurance at least 1 week before travelling to Malta.

Internships are intended to help students foster a richer grasp of the labour market, gain insights into encountered obstacles, and discover effective solutions. Fulfilling these eligibility criteria guarantees that stagiaires can contribute with confidence to their host organisation and acquire valuable hands-on experience while in Malta.

Internships are not remunerated. The acquisition of the necessary visas, travel costs and arrangements are the responsibility of the interns or their sponsoring institutions.

INTERNSHIPS

STAGE

STAGE MALTA PROVIDES INTERNSHIPS IN EVERY FIELD OF STUDY: A GREAT OPPORTUNITY TO TAKE EDUCATION BEYOND THE CLASSROOM.

Consider the internship possibilities listed here as just a glimpse into what Malta has to offer. All internships and their learning outcomes are designed specifically for candidates based on their studies, intentions, and goals.





INTERNSHIP PROCEDURES

The process for our internship programme is designed to be straightforward and efficient. Once we have reviewed an applicant's CV and motivation letter, we internally discuss the potential work plan for the individual. To aid in this process, we request that each applicant provides us with a list of tasks they would like to accomplish during their time with us.

Following this, we conduct a virtual interview to discuss expectations and determine learning outcomes. Once the applicant has signed the necessary training and learning agreements, we eagerly await their flight details. Three weeks prior to their arrival, we send a detailed itinerary for your review. This document includes important information such as addresses, contact details of the mentor and company supervisor, links, and tips for living and working on a Mediterranean island.

Upon arrival, our drivers will greet the student at the airport and take them to their accommodations. We understand that after a long trip, students may not be in the mood for a meeting, so we keep things simple and brief.

The following day, we hold an induction meeting and assign a house-buddy to help them navigate the area and locate necessities such as grocery stores, pharmacies, and banking facilities.

Work begins the day after the induction meeting, and we encourage the student to send us their first impressions of the organisation. We also maintain regular contact with each student, visiting them at their home and company, organising events, and ensuring that their learning outcomes are being met.

Prior to departure, we prepare a performance appraisal, reference letter, and any other necessary paperwork. Each successful student is presented with a certificate to commemorate their achievements.

Our internship programme is designed to provide a valuable learning experience for each participant. We take pride in our thorough and efficient process, and we look forward to welcoming new students to our programme.

TIMELINE

A comprehensive breakdown of preparations undertaken in the 10 weeks preceding the students arrival in Malta.

-10 weeks

By 10 weeks prior to arrival we expect to receive the students' CVs in English (including picture, date of birth, male or female, education and work experience), tasks s/he would like to do during his/her time in Malta, visa and/or passport (valid for EU travel), date of arrival and departure.

-9 weeks (or earlier)

Stage Malta will conduct an individual interview. After that, we await the confirmation of the candidate through a one hundred and fifty euro booking fee. This will then be used as a damage deposit which will be returned in cash by the driver upon departure. However this will not be returned if the candidate cancels or changes his/her dates by more than 2 days from the original application.

-7 weeks

In order to conclude everything in a timely manner, we require copy of the flight ticket for the arrival and departure of the student. At this point we appreciate a final confirmation of whether s/he would like a single or a shared room and if s/he would like to live with any specific friends.

-6 weeks

Time to start preparing by applying for a bus card, think of what clothes (as indicated in the dress code guidelines given) to pack, maybe trying out a few easy recipes and getting used to waking up early.

-4 weeks

A final programme with all details is sent. By then each candidate would have received the name of the company, address, name of supervisor, contact details, accommodation, emergency numbers etc

CLOSER TO ARRIVAL ...

-3 DAYS

The student will receive a whatsapp message to ensure that Stage Malta's emergency line and the driver's number have been saved on their phone.

LANDING

Our colleague will be waiting for the student inside the arrival lounge of Malta's only airport in Luqa.

ARRIVAL

The student will be dropped off at the house where they will be greeted with a welcome pack, a bottle of water and a snack, and given their house key.

THE DAY AFTER

The student is assisted by his/her housemates to find the closest supermarket, bus stop etc.

WELCOME MEETING

We look forward to meeting with the student in our office to celebrate their official start as a stagiaire.

FIRST DAY AT WORK

This thrilling yet terrifying day will serve as the foundation for a prosperous collaboration that is expected to bring benefits to both the stagiaire and the company.

END OF FIRST WEEK

Learning outcomes are reiterated in the work plan to ensure that the Company and the stagiaire are in agreement.

WEEKLY

Stage Malta keeps in touch with all the stagiaires on a weekly basis. We also visit an average of 5 companies a week. It is always a great pleasure seeing the stagiaires in action as they proudly present their achievements.

END OF INTERNSHIP

In recognition of their unwavering resilience, adaptability, and courage throughout the internship, we take great pride in awarding a certificate during our final meeting.

THE INTERNSHIP JOURNEY IS LIFE CHANGING

The novelty, intrigue, and exhilaration permeates everything.

As variations and distinctions become evident, aggravating challenges arise and frustration sets in.

A combination of impatience and helplessness breeds sadness and longing for familiar surroundings.

They start feeling comfortable with Malta being their new home.

As the interns persevere, they gradually overcome culture shock and start adjusting to the culture and work ethic.

Anticipation builds as the time to go back home approaches.

ADMINISTRATION



Our fees are only payable once we have successfully found an internship position in Malta.

Application Fee: €0

Booking fee (refundable at the end of the internship): €150

Administration fee for programmes longer than 56 days: €0

Administration fee for programmes between 35-55 days: €280

Administration fee for programmes between 14-34 days: €450

Fee for placement only (no accommodation or transport): €600

Additional costs:

Transfers to and from the airport: €48

Taxes: 18%

Gozo Trip: (optional) €65

Mdina by night: (optional) €22

Wifi on premises: €0

THE POWER OF AN INTERNSHIP EXPERIENCE

BUILDING **RESILIENCE** THROUGH EXPOSURE TO VARIOUS LABOUR ENVIRONMENTS AND INDUSTRIES

COMMUNICATING WITH COLLEAGUES, CLIENTS, AND SUPERVISORS WHILST NAVIGATING OFFICE DYNAMICS, EXPRESSING IDEAS & WORKING IN A TEAM

ADAPTING TO EVERY OPPORTUNITY AND EMBRACING IT WHILST UNLOCKING DOORS TO NEW OPPORTUNITIES

CONNECTING WITH EXPERTS IN THE FIELD TO GAIN PRACTICAL EXPERIENCE AND EXPAND **PROFESSIONAL NETWORK**

(THE GATEWAY TO SUCCESS IN THE COMPETITIVE JOB MARKET)

ANALYZING SITUATIONS, MAKING DECISIONS & TROUBLESHOOTING ISSUES, THUS DEVELOPING **PROBLEM-SOLVING** AND CRITICAL THINKING SKILLS

UNLOCKING **PROFESSIONAL GROWTH** THROUGH A WELL PLANNED ENGAGEMENT IN VARIOUS TASKS AND PROJECTS



HOUSING OPTIONS

Testimonial Student Housing

Living with other interns was an absolute rollercoaster of an experience. From parties that went on until the early hours of the morning, to the constant mess in the shared living spaces, it was never a dull moment. The house was constantly filled with people, friends and strangers alike. It felt like there was always something happening - whether it was impromptu jam sessions or Poker Game to spontaneous late-night cooking sessions in our kitchen. And let's not forget about the infamous "house meetings" where we attempted to discuss bills and responsibilities but often devolved into heated debates and laughter-filled tangents. But amidst all the chaos, living in that student house also taught me valuable lessons about compromise, communication, and embracing different personalities.

Nils Salomon

Economy

Self Catering

Housing

To enhance every participant's Mediterranean experience and ensure proximity to all necessary facilities, we have curated traditional houses situated in 10 key but remarkably safeguarded locations throughout Malta.

- Each house includes a fully stocked kitchen comprising of a fridge-freezer, hob, oven, microwave along with all the necessary pots, pans, cutlery, plates, glasses, mugs and bowls. Furthermore, a dining area featuring a table and chairs is also provided with emphasis on using high-quality materials;
- Bedrooms are simple yet comfortable (no bunk-beds), with 3-pin plugs to charge electronic devices, simple storage space and a mirror;
- One can book a private single room* or opt for a twin or shared room;
- Mattresses are semi-orthopaedic and the bed linen provided is hypoallergenic and dry cleaned with non-toxic chemicals;
- All houses have outdoor space where trainees can relax and discuss their day with their housemates;
- Upon arrival, each trainee is picked up from the airport and taken to their house and presented with a Welcome Pack, house key and a welcome token;
- Self-service laundry services are available in each house;
- WI-FI, water, electricity and gas is included;
- Throughout their duration at the facility, the trainees can rely on a team comprising of a plumber, electrician, handyman, and housing support staff for constant assistance and ensuring their well-being.

*when choosing a single room, common areas are shared.

Persons in a room	x1	x2	x3	x4	x5
Euro/pp/daily	€42.90	€32.50	€24.90	€22.10	€18.20
Student Discount	-€9.90	-€7.50	-€5.70	-€5.10	-€4.20
Early Payment	-10%	-10%	-10%	-10%	-10%
Total	€33.00	€25.00	€19.00	€17.00	€14.00





Superior

Self Catering Housing

- Superior housing, when compared to economy housing, offers an elevated level of comfort and spaciousness without compromising on essential amenities. In addition to basic facilities like electricity, water supply, gas and sanitation services, superior housing goes above and beyond by offering enhanced features such as well-designed interiors, new appliances, ample storage spaces, and upgraded furniture;
- Some bedrooms come with private bathrooms, making these rooms highly sought after and subject to a first-come, first-served policy and an extra charge;
- We have the ability to furnish a safety deposit box inside the room for a monthly fee of €25. The presence of an air-conditioner in the bedrooms, operated by inserting coins into a meter, helps counteract Malta's extreme weather conditions during both hot summers and cold winters;
- Extra pillows and blankets available upon request;
- With more square footage available in each room, residents can enjoy a sense of space that allows them to truly unwind and relax after a long day. Overall, opting for superior housing ensures an environment where your students can relish independence, combined with peace of mind that they can rely on our round-the-clock emergency helpline support;
- All Superior Accommodation options are self-catering and conveniently located in the heart of Maltese towns and villages, where students get the opportunity to explore the weekly market where they can relish authentic local treats at unbeatable prices.

	Single	Twin	Triple
Euro/pp/daily	€72.93	€55.25	€41.99
Student Discount	-€9.90	-€7.50	-€5.70
Early Payment	-10%	-10%	-10%
Total	€63.03	€47.75	€32.29





Valletta

City Housing

Valletta is more than just a Mediterranean capital city. It is a UNESCO World Heritage Site full of charming architectural and historical gems. Every step is a feast for the eyes and living there is a truly unique experience.

- We have managed to source a few prestigious properties that are exquisite, comfortable and not too expensive;
- The city's strategic central position ensures effortless exploration of the whole island. Moreover, a unified bus service connects Valletta to every corner of the island;
- Moving into a Valletta property to call home is a true adventure where modern living mixes with historic beauty;
- Hundreds of shops, restaurants, bars and cafés dot the tiny streets of the small charming city;
- Although a city, it is very safe and we will provide your students with tips and discounts;
- Valletta is the home to numerous offices and museums;
- If students are considering opting for this accommodation choice, kindly notify us immediately so that we can secure a work placement in Valletta, thereby allowing them a convenient 10-minute walk from their housing to the workplace;
- Living in Valletta is a truly unique opportunity to discover this small but magnificent cosmopolitan peninsular city steeped in history where everything is within walking distance.

	Single	Twin
Euro/pp/daily	€189.50	€160.00
Student Discount	-€9.90	-€7.50
Early Payment	-10%	-10%
Total	€179.60	€152.50





Villas

Self Catering Experience

For groups of students consisting of eight people and more, a villa with a private pool provides the perfect blend of traditional charm and modern amenities. Teachers can have their private room within the same villa or at an adjacent accommodation. The unique feature of a private pool allows guests to unwind and enjoy moments of leisure in complete privacy and tranquility. Combining traditional architectural elements with contemporary designs, these villas exude elegance and sophistication. With spacious interiors, meticulously designed bedrooms, fully equipped kitchens, and stylish living areas, these accommodations are ideal for groups seeking an exclusive place to cook together and work on group projects. The seamless integration of tradition and modernity ensures that guests can revel in the past while indulging in the conveniences of today's world. Whether it be basking under the sun by the pool or gathering around for barbecues amidst lush surroundings, such villas present a premium experience tailored for discerning groups.



Staff Accommodation

when on preparatory or other visits

When it comes to finding hotel accommodation in Malta, there is a wide selection catering to different preferences, budgets and locations. We suggest avoiding the party area of St. Julians, Sliema and the surrounding areas. The capital city offers a range of options that seamlessly blend historical charm with modern amenities. Whether you seek luxury or more modest accommodation, there are several reputable establishments available for direct booking. From boutique hotels housed within stately buildings showcasing traditional Maltese architecture to contemporary establishments boasting panoramic views of the Grand Harbour, Valletta has something for everyone. By bypassing intermediaries, agencies or web-portals, Stage Malta can ensure a hassle-free experience for you to enjoy this vibrant hub of history and culture whilst sharing best practices with like-minded people.





**EXTRA
CURRICULAR**

Activities

Even though Stage Malta's central objective lies in the educational dimension of the trip, we welcome our stagiaires to participate in any of the forthcoming activities.



Jeep Safari

Discover the remote places in Gozo and The Comino Beaches in our monthly Tour €65

Victoria Lines

Track along a Long Wall of military fortifications consisting of several watchtowers and fortresses €18



Mdina by Night

Walk around the beautifully lit 'Silent City, where time stood still' €22

Valletta Ghost Tour

As twilight descends upon the capital, whispers of legends, murders, and mysteries fill its streets €22



Archery

Testing precision, coordination and balance whilst spending time with their housemates

Events

An internship period will come an end like a flash. Make it a point to make time to experience the cultural events in Malta.



Festas

The Maltese love to celebrate. Every weekend stagiaires are in for a treat of live music, elaborate decorations, merriment and fireworks

Earth Garden

Malta's largest alternative music festival renowned for bringing the biggest and most talented non-mainstream acts to the island in a celebration of music, life and diversity



Carnival

One of the oldest historical festivals dating back to the Knights. The most popular is usually held in February, however another is held in summer

Isle of MTV

Europe's biggest music festival, featuring a line-up of internationally celebrated Artists such as Lady Gaga, Snoop Dogg, David Guetta and Martin Garrix



Food, Beer & Wine Festivals

Happening practically every week

FALL IN LOVE WITH MALTA





STAGE

feel free to contact



internship@stagemalta.org



www.stagemalta.org



64, Republic Street, Valletta



00356 999 66 356

