

APPLICATION FORM

<u>MANDATORY INFORMATION</u>	
DATE OF SUBMISSION OF APPLICATION	
FIRST NAME	
SURNAME (FAMILY NAME)	
GENDER	
DATE OF BIRTH	
HOME ADDRESS	
CITY / ZIP CODE	
COUNTRY	
NATIONALITY	
TELEPHONE AND MOBILE NUMBER	
EMAIL ADDRESS	
SKYPE ADDRESS FOR INTERVIEW	
NEXT OF KIN / LEGAL GUARDIAN'S PHONE NUMBER	
NAME OF INSTITUTION	
NAME OF ERASMUS+ COORDINATOR (INTERNATIONAL COOPERATION DEPARTMENT)	
COORDINATOR'S DIRECT LINE	
COORDINATOR'S EMAIL ADDRESS	
INSTITUTION'S ADDRESS	
NAME OF MOBILITY PROGRAMME	
WORK PLACEMENT VACANCY PREFERENCE 1	
WORK PLACEMENT VACANCY PREFERENCE 2	
WORK PLACEMENT VACANCY PREFERENCE 3	
TASKS DESIRED DURING THE INTERNSHIP	
PERIOD OF INTERNSHIP	
DURATION OF INTERNSHIP (Minimum 4 weeks)	
PROPOSED ARRIVAL DATE	
PROPOSED DEPARTURE DATE	
DEADLINE FOR PARAGON EUROPE TO SUBMIT DETAILS ON WORK PLACEMENT TO STUDENT (Minimum 6 weeks from submission of the application)	
LEVEL OF ENGLISH AS A FOREIGN LANGUAGE – MINIMUM B1 LEVEL REQUIRED (Cambridge, IELTS, TOEFL Certification or equivalent is required)	
OTHER LANGUAGES SPOKEN	
HEALTH AND MEDICAL CONDITIONS (If Any)	
TYPE OF ACCOMMODATION REQUIRED – COMPULSORY WITH WORK PLACEMENT Shared Self-Catering Apartment, Host Family or Hotel	

Upon the student's expression of interest in having an internship in Malta through Paragon Europe, and upon the student's acceptance of the Paragon Europe's terms, conditions and prices, the student's details in the application form and documents, are required by Paragon Europe to screen and evaluate the application.

Applications are to be submitted at least three months prior to the expected start of the internship. A minimum level of B1 in English language is required in order for the application to be considered. In case the level of English is less than 'B' level then Paragon Europe strongly urges the student to take an intensive English language course during the first week of the internship. When the level of English is of less than B1, then shadowing and monitoring will be provided instead of a work placement.

Documents Required From Student:

1. **Curriculum Vitae (Preferably a Europass CV)** in English language with a passport photo is to be submitted at least 3 months prior to the start of the placement.
2. **Motivation Letter** in English language detailing the work placement desired and the respective tasks the student would like to carry out during the work placement.
3. **Application Form** duly completed in English language.
4. **The sending Institution's Training Agreement, Covenant** and any other agreement that the institution may require. These documents must be in English.

Upon submission of the mandatory documentation and information, Paragon Europe will screen and evaluate the application and confirm acceptance of the application for the internship by submitting an invoice requesting payment of the Admission Fee as a form of deposit.

The initial non-refundable deposit payment of Euro 150 as an Administration Fee is required within five days of receipt of the invoice in order for Paragon Europe to start processing the request for an internship. If the deposit of €150 is not paid within 5 days then Paragon Europe reserves the right to cancel the application. The deposit is required to cover the costs involved in finding a work placement and to secure accommodation. When the internship is of eight weeks or more then the Administration fee is waived. In such case the €150 would be deducted from the accommodation invoice.

Work Placement Confirmation:

All the documents are subject to screening and evaluation by Paragon Europe. Upon receipt of the deposit the student's documents are forwarded to the Work Placement Department for processing.

1. The placement process takes a minimum of four weeks from the day of submission of the application.
2. Depending on the sector and area of study and expertise, different companies will be selected and applications are subject to an interview process via skype by the host company or Paragon Europe.
3. Other details regarding the work placement and the accommodation will be provided in due course by the Work Placement Department.
4. In case the student requests a change in the work placement for reasons deemed not valid by Paragon Europe, then an additional fee of €150 will apply.

Payment Terms:

1. A non-refundable Administration Fee of Euro 150 is required within five days of receipt of the invoice in order for Paragon Europe to start the work placement process, and secure the student's accommodation.
2. Paragon Europe does not apply an Administration Fee to students carrying out an Internship of eight weeks or more. In such case Paragon Europe will deduct the Euro 150 already paid from the total amount upon settlement of the final invoice.
3. In case of cancellation and no-show Paragon Europe will retain the Euro 150 Administration Fee as a cancellation fee.
4. Full settlement of the total invoice is required by latest two months prior commencement of the internship.
5. Late submissions, late applications and late payments are subject to additional charges related to the Administration Fees and the Accommodation Rates.

Additional charges for last minute, late applications and late payments:

1. An extra charge of Euro 100 per application will apply for last minute, late applications and late payments submitted later than 8 weeks before the expected arrival date.
2. Accommodation rates are subject to change in case of late submissions, late applications and late payments. This is based on the type of accommodation offered, seasonality and availability.

Cancellation Terms:

Cancellations are to be communicated to Paragon Europe in writing. Verbal cancellations would not be accepted.

1. In case of cancellation after confirmation of the work placement and in case of no-show, Paragon Europe will retain the deposit paid (Administration Fee) as a cancellation fee.
2. In case of cancellation once the work placement is confirmed, and in case of no-show, an additional cancellation fee equivalent to 14 nights' stay will also apply.
3. In case of cancellation during the internship, then no refund would be granted.

Accommodation:

Accommodation through Paragon Europe is compulsory with the work placement.

Paragon Europe provides accommodation in a shared Self-Catering Apartment, Host Family, hotel, hostel and guest house. Special requests related to accommodation would be noted however can not be confirmed.

When accommodation in a self-catering apartment is not available, mainly in the case of last minute requests and submissions, then Paragon Europe will offer to provide alternative accommodation, such as in Host Family accommodation, a Hotel or Hostel. Prices, terms and conditions for the latter will be quoted accordingly.

Self-Catering Apartments:

Accommodation in a self-catering apartment consists of sharing a bedroom in a single bed with other internship students from different institutions and different nationalities. Allocation in shared self-catering apartments is done on a First Come First Served basis, and on Run Of House basis based on availability, giving priority to the close proximity to the work placement and to the gender since accommodation in the bedrooms is not mixed. Students would be required to sign an Accommodation Agreement and pay a Damage Deposit fee of Euro 100 during the Welcome Meeting at Paragon Europe offices. This deposit is refunded in full prior departure unless penalties apply. In such case these would be automatically deducted from the said deposit.

One set of bed linen and towels are normally provided in the accommodation package so students can bring their own set of bed linen and towels.

Host Families:

When students stay at a host family they will enjoy a comfortable, clean home with a friendly atmosphere. All our host families have been interviewed and students can be assured that the host family will make them feel welcome. This is also a great opportunity for those wishing to improve their English language during their stay. Host families take great pride in assuring that bedrooms and bathrooms / showers facilities are clean at all times. Accommodation at a host family consists of sharing a bedroom in a single bed with other internship students of different nationalities.

Hotel, Hostel, Guesthouse Accommodation:

Paragon Europe enjoys an ongoing collaboration with the leading 3 and 4 star hotels, hostels and guesthouses in Malta and enjoys preferential rates from most of these accommodation providers, which students can benefit from. Exact travel dates and full prepayment is required at time of booking in order for Paragon Europe to secure your accommodation. The establishments' terms and conditions apply.

Paragon Europe reserves the right to offer or change the student's type of accommodation without prior notice especially in the event of late or last minute applications and confirmations, and in case of late payments. The student would be notified of the accommodation provided prior to arrival in Malta. Any variance to the invoice would be refunded or charged accordingly.

Other Details:

Paragon Europe will require the student's flight details with the exact travel dates at least one month prior to the expected arrival date in order for Paragon Europe to reserve the accommodation accordingly, and to organize transportation from Malta International Airport to the accommodation.

One week prior to the student's arrival to Malta Paragon Europe will send the student all the information, reconfirming the details related to the accommodation, work placement and the Welcome Meeting at Paragon Europe offices, together with other useful information.

Taxi Service on Departure Date:

Paragon Europe is not liable for any transfer delays which could result in loss of flight.

Paragon Europe organizes pick-up from the accommodation at least three (3) hours prior to the flight departure time provided by the student. The Student is required to wait for the taxi on the pavement outside of the main door of the accommodation. The taxi will allow a maximum waiting time of 5 minutes after which time he will leave. In such case Paragon Europe will not refund the student.



In case the taxi is delaying the student is to call the Paragon Helpline number +356 7941 8756 not later than 10 minutes from the scheduled pick-up time.

Public Transport In Malta:

Information on Malta's Public Transportation system is available on website <http://www.publictransport.com.mt/>

It is recommended that students familiarize themselves with the public transportation system before their arrival in Malta as they will find this useful to be able to commute easily around the Island.

The prices for the daily, weekly and monthly bus tickets are available on the website link www.tallinja.com. A route search option and bus schedules are also available on the website. The central bus terminus is in Valletta, thus if you do not know how to get to some places, first head to Valletta and there you will find the other bus for your onward bus trip.

Daily tickets can be purchased directly on the bus. Weekly and monthly tickets can be purchased from the Bus Terminus in Valletta or at the Airport. You can apply online for the monthly bus cards. Students can use Paragon Europe's office as the address for delivery of the card. The students can pick up the bus card from Paragon Europe's office during office hours. Paragon Europe also offers the service of delivery of the bus card to the accommodation address against a fee of Euro 25 per bus ticket/bus card.

Data Protection Policy:

Paragon Limited is registered as a data controller for the purposes of the Data Protection Act 1998. We ensure that the data you supply to us is processed with skill and care and in accordance with the legislation and codes.

We will collect your Personal Data in order to facilitate the recruitment process. This data will include the information you supply to us on your CV (which would include, for example, name, addressed, date of birth, qualifications). We may collect this data in the aggregate and share it with selected third parties to help us understand our users better. You consent to us using the information provided by you (including, without limitation, sensitive personal data) in each of these ways.

We will collect your Sensitive Personal Data as may be necessary either to ensure compliance and be in accordance with legislation for example diversity monitoring or where a client expressly requires it. Sensitive Personal Data may include for example personal data consisting of information as to the racial or ethnic origin of the data subject, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence.

We only allow access to your Personal Data to our staff and any prospective employers or clients. We take our responsibilities in respect of your Personal Data extremely seriously.

We are required by law to hold your Personal Data and Sensitive Personal Data for as long as is necessary to comply with our statutory obligations. We will use reasonable endeavors to ensure that your Personal Data and Sensitive Personal Data is maintained and up to date. You are under a duty to inform us of any and all changes to your Personal Data and Sensitive Personal Data to ensure that it is up to date.

If we have no contact with you then following the expiry of a period as we consider appropriate we will archive for file or may delete it.

After an appropriate period we will contact you and ask if you wish for your Personal Data and Sensitive Personal Data to be maintained on our database. If you do not indicate by signing onto the web site that you wish to have your details retained then we archive your details.
