



**L-Università
ta' Malta**

**FACULTY OF
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Criteria to Become an Approved Faculty of Engineering (FOE) Intern Host Organisation

Updated 14th March 2024

To be approved as a hosting organisation for Engineering student interns, applicant organizations should satisfy the following requirements:

1. Submission should be made through the **on-line application**¹ ONLY.
2. Organisations should provide as part of the application, an outline of a **work /mentoring plan** demonstrating typical tasks interns will be assigned, that are closely linked to the application of engineering principles and skills. A template for this internship plan is available for download from the Faculty Internship webpage. If the application is accepted, this internship plan will form an integral part of the tripartite agreement between the University, the Applicant Organisation and the selected student(s).
3. The organisation should appoint a minimum of one engineering mentor who should be in possession of an Ing. Warrant issued by Malta's Engineering Profession Board and who is employed by the organisation. A digital scan of **Ing. warrant** should be uploaded together with the application.
4. Interns should be employed a **minimum of 20 hours per week** for the period July (after end of academic semester) up to September (before beginning of new semester) of that respective year;
5. The assigned mentor should be willing to regularly meet/guide the student during the internship period, to check and endorse at the end of the internship period a logbook to be maintained by the intern/student.
6. Interns should be paid a minimum gross rate of Eur 8.00 per hour;
7. The organization should register interns with JobsPlus via **[Internship/Traineeship Notification Form LCU13](#)**
8. The ***online application form***¹ complete with a copy of the mentor's Ing. Warrant should be submitted to the Faculty by **latest 17.00 of Friday 29th March 2024**.

Other:

- Organisations are to provide health and safety guidance/procedures to recruited interns.
- Interns should be allowed to take a minimum of 5 days vacation leave during the internship period;
- Applicants understand that the status of 'approved intern hosting organisation' automatically expires after two years. Organisations are however free to re-apply to the scheme. This is necessary to allow the FOE to only maintain on its list, those organisations that provide good quality student placement experiences;

¹ https://docs.google.com/forms/d/e/1FAIpQLScMa4G3x-ELickLSZQyDnop7THA4sB0WdXz-siDLfThCAxrTg/viewform?usp=sf_link