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'REALISING EXCELLENCE'



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Paragon Europe

- Founded in 2004, Paragon Europe aims to mobilise Maltese organisations to engage, participate and lead in EU affairs.
- We strongly believe that working in EU affairs contributes to sustainable socio-economic growth, wealth and employment.
- To further increase our success in Europe, Paragon has launched four complementary organisations as well as opening an office in Brussels to become a leading voice in Europe.
- Since its commencement Paragon Europe has advocated the importance of integrating innovation techniques as the basis for solid business strategies as well as the underlying rationale of EU co-funded projects.
- Currently Paragon's clientele encompasses established firms, public entities and constituted bodies.

- Over the years, Paragon Europe has been responsible for the submission of applications for various EU co-funded projects including Lifelong Learning, Youth in Action, Life+, Interreg III, Euro-Med and IEE amongst other.
- Apart from compiling and submitting applications for itself and on behalf of its clients, Paragon Europe has gained a reputation for its comprehensive project management services.
- Paragon Europe has a multi-disciplinary team of experts and academics that are capable of providing a substantial input in project activities.
- Paragon Europe Limited is capable of providing the following services:
 - Mobility of students, teachers for work placements and/or visits
 - Innovation management techniques
 - Training and training needs analysis
 - Developing organizational innovation strategies
 - Knowledge transfer and sharing of best practices within RTDI sectors





Internships with Paragon

- Paragon Europe has been managing a successful Internship programme through various E.U. programmes including Erasmus and Leonardo da Vinci since 2006.
- Paragon Europe is a leading Internship institution with international connections based in Malta.
- Paragon acts primarily as a receiving intermediary organisation in the framework of the Lifelong Learning Programmes.
- Our organisation continuously strives to find the best placements for students to obtain the most appropriate hands-on experience during their placement in Malta.



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- Paragon Europe offers:
 - ✓ *A well established network of organisations*
 - ✓ *A dedicated team of internal curriculum specialists*
 - ✓ *Experienced and qualified staff*
 - ✓ *Extensive placement experience*
 - ✓ *No administration fee for internships of 8 weeks or longer*
 - ✓ *Matching of intern expertise with placement organisation*
 - ✓ *Comfortable accommodation in shared self catering apartments and Host Family*
 - ✓ *Continuous monitoring of work placement, mentoring and visits*
 - ✓ *English language courses (on request)*
 - ✓ *Cultural & social programmes (on request)*



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Work Placement in Malta

- Allow your students to build their CV with a practical, hands-on work experience by completing an internship in Malta!
- Internships offer students a unique opportunity to put theory into practice in their chosen career.
- Internship programmes provide students with the opportunity to gain hands-on experience and improving one's skills at the work place.
- Our local authorities have ensured us that we have all the different work placements and professions to offer for to students in all fields of the economy.
- Thus, we find and offer students ***unpaid internships*** to train and practice for periods differing from 2, 3 up to 6 months.
- All your students have to do is to send us a C.V. and motivation letter telling us their main area of study and expertise and we will revert with the appropriate work placement for them.





- Malta is becoming extremely popular as a destination for internships mainly because;
 - ✓ *One of Malta's primary languages is English, therefore after 3 months in Malta students' English will improve four-fold*
 - ✓ *Malta is a very safe country . Rated the safest EU country in 2015*
 - ✓ *Malta is small Island, making mobility easy*
 - ✓ *Malta has a warm climate practically all year round.*
 - ✓ *Average cost of living*
 - ✓ *7,000 years of heritage*
 - ✓ *Vast cultural and entertainment centres*



Work Placement with Paragon

- All companies and placements are carefully selected and monitored so as to provide each student with the most interesting environment possible.
- Students are required to fill in and send a weekly report elaborating on the tasks they undertook, the results achieved and the lessons learnt.
- Paragon Europe will also monitor the work placement by conducting visits and frequent telephone calls with the mentors to ensure that all is in order.
- At the end of the students' internship, each student will receive:
 - ✓ ***A EuroPass***
 - ✓ ***A performance appraisal***
 - ✓ ***An internship certificate***
 - ✓ ***A reference letter from their mentor***
 - ✓ ***Other reports and necessary paperwork***



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What we require

How to:



- Minimum 17 years of age
- A full Curriculum Vitae in English
- A letter of Motivation (highlighting the fields and tasks to be accomplished during the Internship programme in Malta)
- Reference Letter issued by the Institution stating that the student/s is a beneficiary of LLP/Erasmus programme.
- All documents must be sent at least 2 months prior to the beginning of the placement.
- Late requests, submitted less than 2 months before the start of the internship period will be processed, but are subject to an additional fee of €100.
- If full payment is received by Paragon sixty (60) days prior to the students' arrival in Malta, a **discount of 5% on the total invoice will be offered.**



Work Placement Fields

- ✓ *Archeology, Architecture and Engineering*
- ✓ *Business Admin, Secretarial & Management*
- ✓ *Education & Pedagogy*
- ✓ *Graphic Design*
- ✓ *Health, Pharmaceutical Sciences & Social Work*
- ✓ *Heritage, Culture and Event Management*
- ✓ *Hospitality & Tourism*
- ✓ *Human Resources*
- ✓ *Insurance & Finance*
- ✓ *Journalism*
- ✓ *Law*
- ✓ *ICT*
- ✓ *Marketing, Communications & PR*
- ✓ *Project Management*
- ✓ *Wholesale & Logistics*
- ✓ *and much others ...*



Interns' Accommodation



- Students are encouraged to live in our student apartments which include excellent amenities.
- As many students who have stayed with us over the last six years will confirm, our self catering apartments are both affordable and comfortable; located within walking distance from public bus stops.



- Accommodation package start from €375 per month on shared basis.
- There is no doubt the students will be saving highly on their expenses, as non-inclusive apartments tend to be more expensive.



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Accommodation Package

- ***Comfortable living and dining area***
- ***Equipped kitchen with all appliances & utensils***
- ***Spacious bedrooms with wardrobe, bed side table, bed linen and towels per person***
- ***Balcony or terrace***
- ***Cooling appliances***
- ***Ventilators***
- ***Free Internet connection [Wi-Fi] in the common area***
- ***TV with cable reception & telephone line (used with pre-paid cards)***
- ***Washing Machine, Iron and Ironing Board***
- ***Free maintenance service (for normal break-down)***
- ***Paid Electricity and Water Bills***
- ***Weekly maid service***
- ***In close proximity to all amenities; shops, clinic and entertainment outlets etc***



Internship Highlights

- Students spend approximately 40 hours per week in their internship placement, usually from Monday-Friday and are entitled to an extra two days of vacation per month.
- Internships available ***all year-round***
- The duration of the mobility is determined by the students and/or the funding.
- Students will be working on projects specific to your area of study, with leading Maltese organizations.
- Interns will gain experience, benefit from hands-on aspects and improve language and communication skills.
- ***Rectors, Heads of International Offices and Erasmus coordinators are more than welcome to come to Malta for a short prep visit to see for themselves where the students will carry out their work placement, our accommodation and Malta.***





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