



## 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 5 Euro online, 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.***