

## Letter of Intent

Dear Employer,

Kindly sign this document in confirmation of your intention to participate in the Student Placement Programme. This will need to be uploaded together with your application of participation through the MITA website. By signing this letter, you are affirming your acceptance of the terms set out herein and confirming your responsibilities as an employer to providing an enriching ICT work experience to student/s.

Through this initiative, student/s are placed for a maximum of 330 hours (circa 11 weeks between July and September). The hourly rate will be established by the Student Maintenance Grants Board and communicated by MITA to employers. If the placement term exceeds the maximum as set under the programme the employer is to cover the difference.

MITA's role is to provide the employer with student/s CVs, while the employer has the responsibility to comply with the applicable Maltese employment legislation including but not limited to:

- Confirm the student's identity and academic history detailed in the CV, and carry-out additional checks in line with student role (such as security screening, etc.);
- Submit "Engagement" and "Termination" forms to Jobsplus.
- Pay National Insurance contributions and statutory bonuses, and respect the students' entitlement to statutory vacation and sick-leave on a pro-rata basis;
- Adhere to Health and Safety Legislation in order to safeguard the student. Under no circumstances should the student be exposed to unnecessary risks and students are to be briefed on all health and safety procedures of the employer. If the students are under the age of 18 obligations under the Protection of Young Persons at Regulation Work Places Regulations shall apply;
- The employer shall comply with the applicable data protection legislation and acknowledges that the provision of student/s personal data by MITA is limited for use in connection with the performance of its obligations for the particular year's student placement. The employer shall also ensure that reasonable technical and organisational measures are in place to prevent unauthorised or unlawful processing of personal data and accidental loss or destruction of, or damage to personal data.

At the end of the placement, MITA will forward a copy of the Claim Form, to be filled and presented with an invoice/request for payment (on the employer's letterhead) to MITA for the reimbursement of the wages paid to the student/s. Evidence of wages paid to the student shall also be submitted. All claims are to reach MITA by end of October, no claims received after this date will be processed for reimbursement.

In addition, it is the employer's responsibility to:

- Provide the General De Minimis State Aid Declaration form duly filled in (Annex A in this document) if it performs an economic activity which qualify as an undertaking within the meaning of De Minimis Regulation 1407/2013.
- Ensure that it has not requested/claimed or will be requesting/claiming other funding from Government, EU-funding or any other scheme, or through any other contractual obligation with MITA or the Government to subsidise the cost/s of the student/s placement/s.
- Not to assign students to third party entities, unless cleared in writing by the State Aid Monitoring Board in accordance with the De Minimis Regulation 1407/2013.

Pursuant to the above, the employer also declares that it has not, and will not, by virtue of the money granted under the Student Placement Programme, exceed the threshold set by the De Minimis Regulation. The employer also undertakes to indemnify and hold harmless MITA in the event a decision by the competent authority regulating State Aid rules the threshold set by the De Minimis Regulation in relation to the employer was exceeded and orders the recovery of funds with interest from the employer. The liability in such circumstances shall be for the full amount of the threshold of two hundred thousand Euro (€200,000), any amount granted in excess of this threshold plus interest on the total amount due to be recovered.

The provisions of this Letter of Intent shall be effective on acceptance by the employer and shall remain in effect until such time as the student is engaged under the terms of the Programme.

We thank you for your participation and support of our programme and look forward to further collaboration with your organizations in the future.

Sincerely,



David Sant Cortis

Manager, Consultancy, Research and Outreach Team, Strategy & Business Dept – MITA

## Employer Declaration

I hereby confirm acceptance of all the terms and conditions put forward in the Student Placement Programme - Letter of Intent.

I further declare that (tick as applicable):

- As **public service/ Public sector**, I will be entitled to 100% of the basic salary costs of the student wages incurred. We do not qualify as an undertaking within the meaning of the De Minimis Regulation 1407/2013 and hereby declare this provision as not applicable.
- As an **NGO**, I will be entitled to 100% of the basic salary costs of the student wages incurred. We do not qualify as an undertaking within the meaning of the De Minimis Regulation 1407/2013 and hereby declare this provision as not applicable.
- As a **private company**, I will be entitled to 75% of the basic salary costs of the student wages incurred. We qualify as an undertaking within the meaning of the De Minimis Regulation 1407/2013 and the duly filled-in General De Minimis State Aid Declaration form is being attached.

Hosting Organisation	
Address	
Name of Legally Authorised Person	
Designation	
Telephone/Mobile	
Email	
Signature/Stamp	

## State Aid Declaration (De Minimis)

If the submitted application is approved, the project will benefit from de minimis State aid in line with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

Commission Regulation (EU) No 1407/2013 allows a 'single undertaking' to receive an aggregate maximum amount of de minimis aid of EUR 200,000 under all de minimis aid measures, over a period of three 'fiscal years'. This aggregate maximum threshold applies in principle to all economic sectors with the exception of a 'single undertaking' performing road freight transport for hire or reward for which a lower de minimis threshold of EUR 100,000 over any period of three 'fiscal years' applies. The agriculture and fisheries sectors are subject to different thresholds and criteria. For the purpose of this declaration the term 'single undertaking' shall have the meaning as established in Commission Regulation (EU) No 1407/2013. Moreover 'fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this scheme and any other State aid measure granted under the de minimis rule. Any de minimis aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The following is an indicative list of the possible forms of State aid:

- Grants from public bodies
- Loans or loan guarantees at favourable rates
- Tax benefits
- Waiving or deferral of fees or interest normally due
- Marketing and advertising assistance
- Consultancy, training and other support provided either free or at a reduced rate
- Aid for investment in environmental projects or research and development assistance
- Purchase, rent or lease of immovable property at less than market rate.

Potentially any assistance from a public body may constitute State aid. Should you have any doubts whether any public assistance received is de minimis aid, you should contact the agency or department from which the assistance was received in order to ascertain this.

**Declaration**

I declare that a comprehensive amount of de minimis aid received to date during the current fiscal year and the previous two fiscal years is:

Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	TOTAL
€	€	€	€

A breakdown of the source, type and amount of all de minimis aid received as well as that applied for from any State aid grantor, is presented overleaf.

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Business Undertaking (Full Legal Name)

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VAT Registration Number

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Name and Surname (BLOCK CAPITALS)

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Position in Establishment

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Signature

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Date

**Detailed information concerning applicable State aid under the de minimis rule**

(Note: Information should include both State aid received as well as applications for de minimis State aid still pending approval by potential grantors)

Date	Source/Grantor	Type of State Aid	Amount in €