



**PARTNERSHIP
INTERNATIONAL**
The Global Work & Study Experts

STUDENT HANDBOOK



Partnership
International



WELCOME

Welcome to the Partnership International programme, we're so happy to be working with you!



Our friendly team can't wait to meet you and help you on this new stage of your life's journey! We're here for you every step of the way and will make sure that we help you as much as we can before, during and after your time on our programme. We're confident that you're going to have an amazing time on your placement and you'll be able to go home with new skills, new confidence, new friendships and a wealth of new memories!

To help you get the most out of the programme we've put together this cool little handbook to give you all the information you could possibly need. Everything is covered here, from advice on how to get the best from your work, to what to do in the event of an emergency. There are hints and tips to be found on every page and some real F.A.Q.s at the back. We recommend you take a look over the handbook before you arrive for your placement. Not only will you be more prepared but not having to worry about things will help you enjoy your programme so much more! So read on and learn about everything you need to know...

Looking forward to seeing you!

The Partnership International Team

BEFORE YOU ARRIVE

The time you spend before you arrive on placement is really important! It's the time to ask questions (like: what kind of clothes do I need? Does it always rain?), to research your work/study placement, and to make sure you are fully prepared for your trip. The better you are prepared, the easier and more fun your programme will be. It will also mean your parents/guardians won't nag you so much! So what do I need to think about before I arrive you ask? Well luckily we have a handy checklist you can go through to ensure every angle is covered before you arrive – nice of us right?

CHECKLIST OF AWESOMENESS

- Is your place on the programme secure? Have you had a confirmation either from Partnership International or your school/organisation?
- Have you checked exactly what you are entitled to in your project?
- Have you filled out any documents you need to before leaving?
- Is your CV up-to-date and does it have all your details correctly entered in English?
- Have you arranged how to keep in contact with friends and family? – Skype, Viber, Whatsapp are some of the best options available.
- Have you done proper research on your chosen city and company? Knowing about your job can really impress employers and make your time in work much better!
- Is your clothing appropriate for your work and for the average weather of your chosen city?
- Is your passport valid and have you got all the necessary visa documentation?
- Have you organised money for your time abroad and do you have a way to withdraw it?
- Do you know your flight/transport details? – Send these to us as soon as you know them.
- Do you have all adaptors/chargers you might need?
- Do you have an emergency contact list and do people at home know how to contact you in an emergency?
- Have you got your European Health card? – You will need this for any medical issues.
- Have you read all the information we have sent you and signed the terms and conditions?



If you have any other questions that haven't been covered here – tough luck! Just kidding, we're always here to help! Just send your questions through to your Project Manager (they will have been in contact already) and they will reply as quickly as they can!

ARRIVAL DAY

The big day has finally arrived and you're about to embark on your adventure abroad – we're totally jealous! It's going to be an amazing experience but it's important that you know exactly what's going to happen when you arrive. The good news is we're going to tell you!

The first thing to make sure of is that you have sent your flight/transport details to your Project Manager. If you know the flight number please send this, and if you are taking a bus please let them know when it arrives at your destination city.

Your Project Manager will let you know exactly who will be meeting you, where, and at what time. They will provide a phone number of the team member who will meet you. It's important that you have this number with you and that you send a text if there is any delay or change in your plans. If you have any questions about your arrival ask your Project Manager **before you leave!**

When you arrive you will be met with a smile by one of our lovely team or representative transport company! Depending on your accommodation and programme you might then leave either with a) A host family, b) A paid-for taxi, c) A taxi/bus paid for by you. The Partnership International team member will leave with you (unless in a host family) and show you to your accommodation. If this is not the case you will be informed in advance.

Once at your accommodation the Partnership International team member will get you checked in and make sure that everything is ok with your room. After this normally the team member will give you a short tour of the city and provide any additional information you may need. This may not happen if you arrive late at night, but you will get the tour usually the following day.



Remember to pay attention during the orientation tour and to any information you are given by the Partnership International team member. It's really important you know where you are going in a new city and to make sure you arrive on time to any meetings you are told about.

If you have any questions about your work placement, accommodation, or the programme in general please ask the Partnership International team member when they meet you. They may not be able to help you on the day but they will make sure that you receive any help needed as soon as possible.

YOUR RESPONSIBILITIES

Being responsible for your own actions is a key part of any programme abroad. It's extremely important that you take your responsibilities seriously, not only in work but in your accommodation, your interactions with Partnership International and your social life. Below is a list detailing some of the most important responsibilities you may have during your time away from home:

YOU ARE RESPONSIBLE FOR:

1. **Your own documentation** – passports, bank cards, European Health Card, insurance. Do not lose them!
2. **Your own finances** – there are no loans from your company or Partnership International. You should never ask fellow students for money either. Managing your finances is up to you alone.
3. **Your own belongings** – don't make yourself a target for thieves, don't carry large amounts of money around and make sure you have copies of all your documents. If you suspect theft has occurred contact the authorities.
4. **Your own safety (when not in work)** – be sensible, be aware and use common sense. *Don't look for trouble and be aware of all emergency numbers.*
5. **Your share of housework** – be prepared to clean up after yourself, help with any cleaning rotas and keep your own room tidy.
6. **The harmony of your house** – Try your best to get along with housemates (if you have them). If you have serious issues bring them to the attention of Partnership International, don't let them get out of hand!
7. **The success of your work placement** – make sure that you have a good attitude, try new things, ask questions and speak with your boss. The more you put into your work placement the more you will get out of it. Partnership International cannot help you if any trouble at your work is caused by you.
8. **Your own timekeeping** – Make sure you have an alarm clock *that works!*
9. **Keeping people informed** – You must inform your workplace yourself if you are late or ill. You must also inform Partnership International if this is the case, either via e-mail, text or phone call. It's probably a good idea to keep your parents/guardians informed every now and again as well!
10. **Abiding by the laws of the country** – Make sure you know the laws *before* you arrive! If you are too young to drink, don't try to. If there is something you know is against the law, don't do it! Partnership International cannot help you if you knowingly break the law in any way.

We know what it's like to be young. We know what it's like to be away from home, maybe for the first time. All our staff have been in your position before so we're here to help you. What you need to remember though is the best person to help is yourself! If you follow the rules, keep a great attitude and think about others and your own belongings/safety then you'll have much more time to have fun!

Reduce your worries, expand your possibilities!



YOUR FIRST WEEK

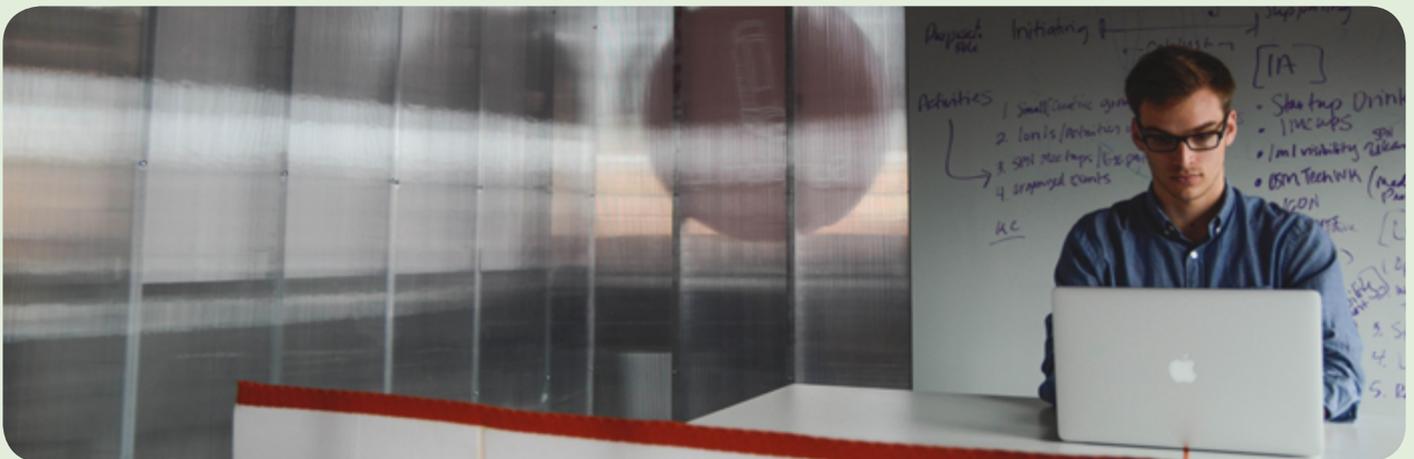
Now to the exciting part! So you've arrived safely, you've been welcomed by our team, and settled into your accommodation, what's next?

Firstly if you have an English class then you will have been shown/will be shown where the course is taught and so all you need to do is attend. After the first session you will typically be told to come to the Partnership International offices for an induction.

If you are not in English classes, or following your first class you will have a full induction session. This would typically take place on the first weekday after you arrive (i.e. if you arrive on Saturday then it would be on Monday). You will need to arrive at the Partnership International offices at a time which the team member who met you will have told you (usually 9am). In the induction you will be welcomed and given a full briefing on your city, your workplace and all other relevant information by your Project Manager. If you have any documents which must be signed by your Project Manager please bring them with you to this first meeting.

During the induction you will be given a 'bus letter/card' which will prove you are a student for public transport in your city. Some projects will have public transport costs included. If your project is one of these the Project Manager will give you a bus or rail ticket depending on your needs. If your project does not have transport included your Project Manager will explain the cheapest options and a Partnership International team member will show you where and how to buy tickets.

Following the induction you will either be given a tour of the city (if you have not already had one) or be taken to your workplace for the first time (unless there are special circumstances. Don't worry about finding your way to your workplace – everyone is taken to their job on the first day by a Partnership International team member!



So the job...

First impressions are vital in any new job. Your Project Manager will have given you advice on dress codes, if you need to bring anything (e.g. laptop) or if there are any special requirements. Make sure you take their advice and come prepared. Your Project Manager will introduce you to the workplace and to your boss. They will make sure you are comfortable, but then you will be on your own to start your first day. Don't Panic! Remember the following tips and you'll be fine.

FIRST DAY TIPS:

- Smile and be polite when meeting anyone new – make sure they see the best side of you.
- Be enthusiastic at all times – the more enthusiastic you are, the more you will get to do.
- Remember it is the *first* day. Not all the tasks you do will be interesting or there may be things you don't like. You have to give the job a try though. Often things get better with each new day.
- Ask questions! If you don't know something or you don't understand something then ask. The company is there to help you and make your experience a good one, but they can't do that if you don't let them know how you are feeling.
- Challenge yourself – you might not be doing exactly what you have studied but you should view this not as a negative or a worry, but as an opportunity to expand your skills!
- Make sure you speak! It might sound obvious but we know it can be scary to speak a foreign language. It is always better though to try and fail than not try at all! Keep practicing, keep speaking and you will find people are eager to help you and your language skills will quickly improve.

Once you have got through the first day the first week will fly by! We recommend getting out and learning about your city, making new friends in your accommodation and practicing your language skills. Remember though that your job is very important. Make sure you are always on time, always dressed properly and have a good attitude to the work.

In your first week some of the following could happen:

- You get homesick
- You get actually sick (ill)
- You are late for work
- You don't like your workplace

We understand that some of these things might well happen. We've been dealing with students for years and so we know what it can be like. Here are our solutions:

- If you are homesick contact your friends/family, but try to be positive and see being here as a challenge to be overcome.
- If you are really sick contact your workplace immediately, then contact your Project Manager so they can arrange a doctor for you.
- If you are late for work, make sure you contact them and let them know, then apologise when you arrive.
- If you don't like your workplace we recommend giving it at least a week and then speaking with your Project Manager. Don't be afraid to speak to your boss about any concerns you may have. We will cover this more in the next section.

That's all the worst case scenarios though. We are confident that you are going to have a fantastic first week full of new experiences, new friendships and the learning of new skills! If you get through the first week successfully the rest of the programme will be much easier!

Don't worry, don't panic – always try to enjoy yourself and remember Partnership International are here to help!



WORK ADVICE

We know that starting a new job can be an anxious and daunting experience. We also know that this can be even harder when the job is in another country and you are learning the language!

Have no fear though! The following advice should be able to navigate you through even the toughest issues and help you get the very best out of your work placement!

- You need to have realistic expectations. You are doing an internship so you will not be in a management position. If your language level is poor and you have a lack of experience you must be prepared that may be given basic tasks. As an intern not everything you do may be interesting. Some tasks may be dull or menial but you will be able to improve your skills and practice your language. Partnership International will always try to match your job to your interests and skills as much as possible, but we cannot guarantee that all of your desires will be met. The most important thing to remember is that the more effort you put into your job and the better your attitude the more responsibility and better tasks you will be given!
- Your boss and your workplace know you are an intern and they are there to help you. They can't do this though if you don't speak with them, and talk to them about any problems you might have. You should always try this first, before contacting your Project Manager.
- It's important to be punctual (on time), wear appropriate dress and be polite and considerate to other workers. Just like in life, first impressions count!
- If there are parts of your work that you enjoy or skills you would like to develop speak with your boss or supervisor – they will always help you as best they can.
- You should be working around 7 hours per day. Your boss will communicate your working hours to you. If there are any unusual hours (late nights/very early mornings) or weekend work they must ask your permission at least 24 hours in advance.
- In your work you are bound by the same rules as all other employees. Your company is under no obligation to keep you employed until the end of your placement if you break company rules or there is misconduct.
- Your work may provide you with a uniform or safety equipment depending on the company.
- Your employer is under no obligation to pay you or to employ you at the end of the placement. Do not ask them for money! You can ask for a reference at the end of your programme but they don't have to provide one.
- Remember to have fun! You are here to learn and to work, but you should try and enjoy your job as much as you can and interact with your co-workers – you might make some new friends and excellent contacts!
- Don't worry – Your Project Manager will keep in touch with you and your workplace throughout your placement to ensure everything is going well!



PROBLEMS... IF ANY

We always believe in our participants and hope that you will give your work places respect and hard work. Sometimes however things may go wrong. Below are the steps you will need to take and the issues you need to be aware of when problems arise at work:

- You are bound by the rules of the company. If you are found to have broken those rules you can be fired and this could end in the termination of your programme depending on the seriousness of the charge and the decision of your home organisation.
- If a company believes that theft, assault or any other criminal activity has been committed whilst you are an employee they are within their rights to notify the police.
- If minor problems occur such as lateness, poor discipline, inattentiveness etc. then your company may speak to you about it and inform your Project Manager. If it is a one-off time that may be the end of it, but if it is carried on then you will be called for a meeting with your Project Manager. If it persists after this you may be removed from the workplace and your programme may be in jeopardy.
- If there is a major issue the company will contact your Project Manager immediately and you may be removed from the workplace.
- If you have minor issues with the company e.g. lack of work, no interaction, poor direction, then we would advise you first to speak with your boss. If the problems continue contact your Project Manager. It may be decided to change your work placement. Your Project Manager will give you all the information you need. Please be advised though, minor issues should be given at least 48 hours after speaking with your boss to see if they are resolved.
- If you have a major issue with the company e.g. inappropriate behaviour, poor health & safety, abuse of your position, then you must contact your Project Manager immediately and the decision may be taken to remove you from the company straight away.
- All issues that are communicated to Project Managers are written down as full reports and sent to your home organisations. You must be truthful and honest when speaking to your Project Manager as they cannot help you if you don't.

You are entitled to **one change** of company if you feel that you are not gaining the skills or language experience that you signed up to the programme for. However we would strongly urge you to give all work placements a try for at least **one week**. We also advise you to speak to your boss/supervisor regularly to ensure that any issues are dealt with and you get the best opportunities possible.

Project Managers are on hand throughout your programme to help you. Please don't be afraid to talk to them if you are worried – they don't bite! They will do their best to resolve any issues that you have and make sure you have the best possible time on your placement!

We're confident that you're going to have a great time on placement! Be confident, don't be afraid to ask questions and keep your enthusiasm. If you can do this you will have a fantastic time and will come out of the programme with great opportunities ahead of you!

DOCUMENTATION

Not all projects, but the majority of them will have some documentation that needs to be filled in and signed by a variety of people. This page is a quick guide to ensuring this is all done correctly, and remembering the most important documents!

First things first – The documents you need to remember to bring and keep safe with you during your placement are:

- **Passport/National ID**
- **Student ID** (If you have one)
- **European Health Card**
- **Medical Information** (if you have medical conditions)
- **All documents given by your host organisation**
- **Terms & Conditions from Partnership International** (signed)

SPECIAL DOCUMENTS

Some work placements will require documents to be sent before you can start work. This is usually for jobs working with children or the vulnerable, charitable work or work in hospitals or other medical environments. If your workplace is potentially hazardous such as a building site, or any work with electricity, forms may also be needed. If you can have these forms translated into the host country's language this would help. The types of special documents needed are below. Your Project Manager will alert you to any you need to send.

- **Police Clearance** – a document from the authorities which shows you have had a background check and have no criminal convictions or issues. This is especially important for childcare or work with vulnerable people.
- **References in English** – If you are working in childcare you will need 2 references: either from an employer, or a teacher.
- **Hepatitis B vaccination** – If you are working in the medical profession or with charities you may need to prove you have had a Hepatitis B vaccination.
- **Insurance** (translated) – If you are working on a site (construction, electrical work etc.) then you will need to produce your insurance details translated into English.

PROJECT DOCUMENTS

Your home organisation may give you a set of documents (Europass Certificates/Learning Agreements etc.) that you will need to either fill out and bring, or complete whilst on the programme. Project Managers may print some documents for you and have them ready for your arrival. What you will need to make sure to do is fill out any parts that are for 'students' and then make sure that your work place fills out any parts for the 'host organisation'. Your Project Manager will help you with this.



DEALING WITH ISSUES

We've all been students and we know that over the course of a placement issues can from time to time occur – it's part of life! The important thing is knowing how to deal with them in a quick and sensible way. That's why we've included some information here so you can be fully prepared for any situation!

Important Note

Whilst you are living abroad on placement it can be very tempting to contact your home organisation or your family about any problems that happen. Whilst you are free to do this we would strongly recommend that you contact your Project Manager first. Your manager is in the country and has access to all data concerning your project. They are in the best position to help you and help you quickly. They will contact your home organisation if there is a need to do so and inform them of any changes to the programme.

ACCOMMODATION

If you are in a host family and have an issue (food, cleanliness, curfew, noise) then please speak first to the family and then inform your Project Manager. If the issue is of a serious nature and you want to speak privately to your Project Manager then contact them to arrange an appointment so the details can be recorded. If the issues are serious, or of a continuing nature, then we do have the option to move you to a new family. It is important to abide by house rules and keep things clean and tidy. Read the accommodation rules carefully before arriving.

If you are in student accommodation (single/double/flat etc.) then the following are things to keep in mind during your stay:

- There will be a cleaning rota for your apartment common areas. Please ensure you do the work assigned to you in the time allotted.
- Keep your own room clean and tidy.
- If there are disagreements between house mates you should first try to resolve them between yourselves. If you feel the issues need to be brought to the attention of a Project Manager contact them to book an appointment.
- Do not tamper with the heating controls – they are set carefully.
- If anything is broken, not working or there is an issue with cleanliness etc. please first contact the reception area of your accommodation as they are the people who can deal with it quickly. Contact your Project Manager to inform them of the situation and let them know if it does not get addressed. They will then follow this up.
- If you have a serious issue with accommodation it is possible to change rooms or possibly even the location. You will need to book in an appointment with your Project Manager to discuss your issues and then a decision will be made on any movement. We cannot guarantee this will be possible however.
- Please be respectful of your neighbours at all times.
- If you pay a deposit you will get it back at the end of your stay (minus any deductions) either in cash or via bank transfer.
- Read the accommodation terms and conditions carefully before arrival and sign them.

WORK PLACEMENT

We have already touched on how to resolve issues arising from your work placement on pages 9-10, however to recap here are some key points:

- Make sure you abide by the rules of the company.
- Have a positive attitude and ensure that you give the job an adequate chance – we ask for at least 72 hours.
- Speak with your boss/supervisor first if there are any problems. If they are not resolved make an appointment to speak with your Project Manager.
- Make an appointment to see your Project Manager immediately if there are serious issues.
- You can change work placement once but you will need to meet with your Project Manager and provide adequate reasons for the change.
- Your Project Manager will be monitoring your progress throughout and will be on hand to help if you need it.
- Read the information on your work placement carefully before arriving and ask any questions prior to departure.



DAILY LIFE

We realise that other issues can arise whilst on placement that aren't connected to the areas dealt with above. Here are some tips to help you through a range of potential issues:

- If anything is stolen or broken please contact your Project Manager to make an appointment to speak with them about it. If you need to contact the authorities they will help you.
- If you argue or fall out with flat mates or friends we would ask that you attempt to resolve the problems between yourselves. If you feel that you need a mediator or to talk privately you can make an appointment with your Project Manager.
- If you get lost or are worried about anything serious that needs immediate assistance you can phone the emergency telephone number on: +353 87 468 9499. Please note that this is for real emergencies only.
- If there are any other issues that you feel need to be brought to the attention of a project Manager you can contact them to book in an appointment time to speak.

The key thing to remember is to be sensible and take responsibility. Try to see if you can resolve the problems yourself or with the aid of others. If you cannot, or the problem is too serious then contact your Project Manager to arrange a private meeting. They will always do their best to help in any way possible, but they may not be able to resolve all issues.

EMERGENCIES

This section will deal with a range of emergencies and what you should do if they happen. We've tried to be as thorough as possible, but if something occurs and it is not covered here you should always make immediate contact with your Project Manager.

Important Note

Partnership International staff do not work on weekends or public holidays. They can only be contacted on weekends in the most important emergency conditions. For this situation please phone the emergency number on: +353 87 468 9499.



Partnership International accepts no liability for medical conditions, theft, loss or damage incurred during your placement.

EMERGENCIES AND HOW TO DEAL WITH THEM

A medical emergency is anything that needs immediate treatment or investigation e.g. broken bones, concussion, extreme fever etc. For any other medical issues (flu, cold, migraine etc.) please contact the Partnership International office to arrange a doctor's appointment. If this happens on a weekend you can contact the local out-of-hours doctors service to arrange an appointment. If you need help with language you can call the emergency phone number above.

1. If you have a medical emergency and it occurs during working hours (9am - 5.30pm) during the week you can contact the Partnership International office for immediate assistance. We can arrange a doctor's appointment or a hospital visit if needed.
2. If you have a medical emergency on the weekend or out of hours you will need to organise the appointment yourself unless in a state where it is impossible to do this. If this is the case please contact a Partnership International team member on the emergency phone number (087 468 9499). Please text the emergency phone to let us know if you have had to make an emergency appointment.
3. If you suffer from any crime whilst in the city please contact the authorities on 112 and then make contact with the Partnership International office during work hours/week days or text the emergency phone on weekends.
4. If you have a family emergency and need to fly home for any reason please contact the Partnership International office and speak with your Project Manager before organising any travel plans.
5. If you leave the city for a trip please ensure that someone knows where you have gone and what your details are. If you get stranded due to transport issues and cannot return for work or any other meetings please contact the Partnership International office immediately (weekdays and working hours only).
6. If you lose your important documents i.e. Passport, you will need to contact your home country to find the best way to proceed. Making copies before you arrive and keeping them in a safe place is a good way to help in this situation.



DEPARTURE

Well this is the sad part for us as it's when we have to say goodbye! We're sure that you will have had a great experience and gained some fantastic new skills! What we want to ensure is that the end of your placement is just as good as the beginning so here is some useful information for you!

- You will be contacted before you leave by your Project Manager to arrange a final meeting. They will contact your work place to make sure they are aware of the meeting time. Make sure you arrive on time and have any papers that need to be signed with you.
- If you had a great experience we may ask you to write a testimonial for us describing your time. This will be used for our website. We may also take a group photograph which will be used for our social media. If you don't want this to happen please let us know.
- Your Project Manager will inform you about leaving your accommodation, but the best thing to do is make sure everything is clean and tidy, fold your bed linen and place it on the end of the bed and either leave your key with reception or on the bedside table. If you paid a deposit you will receive it either in cash or via bank transfer depending on when you leave.
- You should assume that your last day of work will be the day before you travel home unless you are told otherwise by your Project Manager.
- Your last week is a good time to ask your company for a reference should you wish to have one. The company is not under any obligation to give you one however so you must only ask; do not say that they have to give you one.
- At your final meeting your Project Manager will ask you about your leaving plans (flight details, bus times etc.) It is important to give them accurate information. If your project includes a return transfer (your Project Manager will know this) then a member of the team here will organise a taxi for you to take you to the airport or Aircoach bus stop. If you do not have return transfers included we can provide taxi numbers for you to book yourself.
- Remember to make use of your last week to get any gifts or souvenirs you want to take home!

Many of the students we work with want to stay in the host country after their programme ends. This means we've done a good job, so we're delighted to hear it! However not everyone would be able to do so – some projects don't allow it immediately, other participants will need to finish their education or visa restrictions may apply. For those who can stay it is important to note that your company is under no obligation to provide you with a job or a continuation of your internship. In some cases a job offer may be made but this will not happen in every case and you should not expect or anticipate it.

When you finish your placement Partnership International is under no obligation to help find you work, organise your accommodation or provide emergency support if you want to stay in your host country. We can however provide advice and assistance and in most cases will be happy to do so.

From everyone at Partnership International we hope that you had an amazing experience on your placement, and we wish you well on the next steps of your career adventure!

F.A.Q.s

1. Do I get paid in my internship?

Companies are under no obligation to pay you. It is unusual to receive any payment; however some companies may help with transport costs or provide lunch.

2. Can I change my placement if I don't like it?

You are entitled to one change of placement during your project; however you need to have a valid reason to want to change. This will be judged by your Project Manager.

3. What happens if I get sick?

You will need to inform your workplace via email or telephone and Partnership International. The company must be informed about your absence. A doctor's appointment will be made for you. If you have a European Health Card this will be free.

4. Can I change my accommodation?

This is possible, but you must contact your Project Manager and provide a valid reason for the move. You must be aware it may not be possible to move you. In some occasions Partnership International may move your accommodation for specific reasons. You will be informed in advance of this.

5. Will I get a job at the end of my placement?

The decision to employ you rests with the company themselves and they are under no obligation to employ you.

6. Can I stay in my host country after the placement finishes?

If there are no restrictions on your right to work and you can sustain yourself financially then in most cases the answer is yes. Once your programme finishes however Partnership International is under no obligation to provide support to you. Typically we will however provide advice and guidance.

7. Do I have to pay for my transport?

Some projects cover transport costs and some companies will either help with or pay for them. It is all dependent on your work place and your programme. Your Project Manager will explain to you whether you need to pay or not.

8. What if I want to leave the programme early?

You would generally need a very good reason to do so. If you have such a reason then it is a possibility. If you are a private student this may not be a problem; however if you are part of a programme it may not be possible without having to pay back grants/fees. Check with your Project Manager for further information.

9. When can I speak to my Project Manager?

Monday-Friday between 4-5pm. If you need to see them any other time please contact them in advance to book a time.

10. Is there someone to help me on weekends/late nights?

There is an emergency phone number (087 468 9499) which should only be contacted in real emergencies. If you need to ask questions please e-mail your Project Manager and they will answer you within working hours.



11. Is the city safe?

You must be responsible when living in a new city, do not bring you your passport when socialising, Leave your valuables at home, Do not walk alone in the city at night, Be alert and pay attention to your personal safety.

12. Can I travel around the country?

Yes you are free to do so whenever you have time off. Some projects will have funded trips included; all others will need to pay for their own excursions. We would advise you to inform someone of where you are going in case of emergencies.

13. Do partnership International pay for extras such as Taxis to doctors, to work placements or to cultural activities and events etc ?

No this is your responsibility.

14. Can I go home for a visit?

If it would impact upon your work days then this would normally not be allowed as it would break the terms of most projects. However visits for family emergencies and other serious issues can be permitted. Please check with your Project Manager to find out more information.

ABOUT US

Here at Partnership International we've been helping students take the first steps on their career journeys – and had some great fun doing it!



We've worked with hundreds of students managing their internships, finding them accommodation, helping with language courses and organising cultural trips. Our range of programmes can be tailor-made to suit any needs and we strive to go the extra mile so your experience is the very best it can be.

Our dedicated staff are hard-working, super friendly and always ready to help! Whether you have questions on internships, want to know what the night life of your chosen city is like, or need advice on language courses, our team are here for you!

For experience, for adventure, for your future...choose Partnership International!

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