



Dear Candidate,

Thank you for your interest in our exciting internship program here at Ahlan World's center in Jordan or Egypt.

Following your request, we would like to share with you this document outlining the internships specifics.

Proposal for Internships

This proposal is for an internship at Ahlan World, in Amman, Jordan or at Ahlan, Alexandria and/or Cairo, Egypt.

I. The host, Ahlan World Jordan or Egypt, agrees to the following:

- a) to make available to the trainee the necessary means to carry out the internship activities, which should not exceed 30 hours per week and which may include any of the following tasks: administration, marketing (through social media and other venues), advising students, organizing cultural activities/event, assisting teachers, public relations, translation and editing.
- b) to provide the trainee with comfortable and secure working conditions and to provide him/her with full knowledge of the emergency plans and security protocols
- c) to provide the trainee with measures for the protection of health and safety at work, as provided to any employee. This includes: educate and inform the trainee about risks related to the company, assist the trainee with any medical issues that might occur, although Ahlan World will not provide medical insurance, which remains the intern's responsibility and check that the trainee is provided with the specific vaccinations required by the host country.
- d) in case of an accident during the training period, Ahlan World Jordan will report the event to the National Institute for Insurance against Accidents at Work and the police within two days of the accident and follow the procedure required by law and by the promoter.
- e) to issue a certificate to the trainee at the end of the training stating that a practical training took place and, in the case of curriculum training, to certify by signature and stamp affixed to the booklet diary in possession of the trainee, the actual performance of the planned activities.
- f) to offer accommodation in a shared double room to the intern, provided that they work for a minimum period of four months. Any intern who remains for a period of less than four

months will be responsible for covering the costs of their accommodation in country, but Ahlan will offer assistance in finding accommodation if requested.

g) to provide the intern with further opportunities to learn the Arabic language through preferential lesson placements and a discount of 20% off the list price for any course they choose to take during their stay.

h) to offer the intern a free airport arrival transfer from the airport to his/her accommodation or to Ahlan World Jordan. This is however only available to interns working for a minimum period of four months.

i) we reserve the right to end the internship if the intern does not:

1. follow the Ahlan rules
2. work according to his or her job description and responsibility, or
3. has unacceptable/inappropriate behavior.

The intern will receive 2 warnings, either by mail or by report. If this issue isn't resolved, the internship period will be terminated, and any repercussions will be considered his / her own responsibility.

II. In view of the above, the intern accepting the agreement with the Institute will be committed to:

a) pay, prior to arrival, a sum equivalent to the cost of one month's accommodation (300 USD, despite the total length of stay). This amount will be given back to the intern at the end of the internship, if completed.

b) provide 30 hours of work per week (not including any hours dedicated to Arabic courses), as Ahlan believes this is the amount of hours necessary for full immersion and understanding of the Ahlan environment.

c) create and develop a personal project during the internship period, which can align with the intern's interests and specific needs at the school. This could take the shape of a cultural activity or event, a change to the administrative system, a marketing campaign, etc. The intern will have the support of the Center but should take the lead on the project.

d) interns are expected to reflect teamwork, flexibility, and personal initiative during the internship and should be eager to learn and cooperate with other members of the Ahlan team.

Those interested in an internship for a period of less than four months will not be entitled to accommodation nor an airport transfer (unless there are specific agreements with the universities of origin).

If you have any unanswered questions or suggestions, please refer to our website (www.Ahlan-World.org) or contact us to ahlan@ahlan-world.org.

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