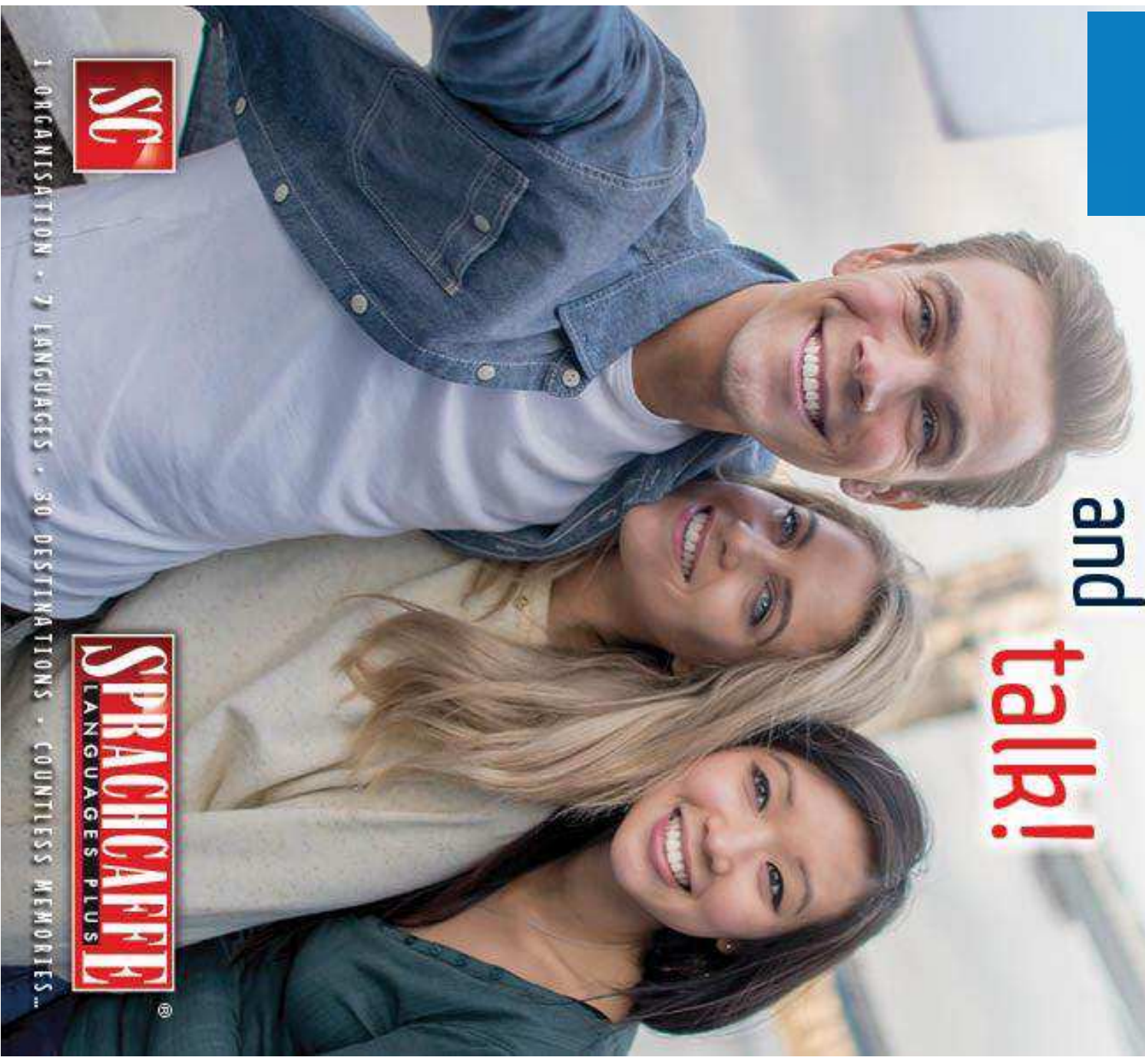


Malta-St.
Julians

Let's get
together
and
talk!



1 ORGANISATION · 7 LANGUAGES · 30 DESTINATIONS · COUNTLESS MEMORIES...

WELCOME TO SPRACHCAFFE

You are obviously determined to not just have a holiday, but at the same time, learn a new language or improve your skills in a language you already know. This is why we would like to send you our warmest congratulations!

“If you talk to a man in a language he understands, that goes to his head. If you talk to him in his own language, that goes to his heart.” Nelson Mandela

It pleases us even more that you have chosen Sprachcaffe for your *language trip*. Communicative teaching methods, a relaxed and stress-free atmosphere, learning through interaction and chatting (which helps you bond with others) - we have become experts with our 35 years of experience in language teaching and with our 30 destinations worldwide.

In the enclosed documents you will find everything you need to know about your journey. **Please do not travel without this information sheet.**

We wish you a great holiday and lots of success.

Your Sprachcaffe Team



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The Trip

Your destination is Malta's International Airport in Luqa which is about 8 kilometres away from Valletta. Here you will find, among other things, duty-free shops, exchange bureaus, car rental services and telephones. You can get a taxi in front of the airport. When packing, please remember that you are only allowed 20 kg of luggage and some airlines allow even less. It is therefore best to check directly with your airline. You will have to declare certain items such as diving gear as "special luggage" by giving all measurements and weights when booking. We wish you a pleasant flight!

If you have booked a transfer from the airport to your accommodation, please note that our colleagues will welcome you at the destination airport. On arrival, please look out for a Sprachcaffe sign. **Make sure that Sprachcaffe Frankfurt is informed of your flight number and arrival time at least 2 weeks before you leave home.** Should your transfer be delayed, we apologise in advance and ask for your patience. Our team may have to pick up several other students, and this might result in a slight delay.

By Taxi: If you have not booked a transfer we recommend you take a taxi from the airport. The distance between the airport and the Sprachcaffe facilities is about 10 km. The taxi takes about 25 minutes (depending on traffic) and costs approximately € 25. White taxis are available just in front of the airport but black taxis, which are private, have to be booked in advance and provide a better service.

By Bus: The easiest way to get to Sprachcaffe by bus is number X1 which goes directly to Pembroke Park & Ride which is close to the school. However, this bus goes only once an hour. Reaching Sprachcaffe by bus can take quite a while so we do not recommend it. If you don't mind a rather long journey, the bus is a cheap option as a two-hour ticket can cost between €1.50 and €2 but with heavy luggage it is not an easy trip.

Regardless of whether or not you have booked transfers with us, we kindly ask you to inform us of your arrival time at least 2 weeks before departure. Arrival in Malta is usually on the Sunday before the beginning of the course, between 9 am and 10 pm. If you do not arrive on this day or within these times, reconfirmation from our Frankfurt office is essential. This reconfirmation has to be done with us in not less than three working days before your departure.

Please understand that we cannot guarantee a smooth check-in if we are not informed in advance of arrival dates and times or delays.

Visa and Entry Conditions

As Malta is a member of the EU, EU nationals can enter the country with a valid passport or ID card. Non-EU nationals should check visa and entry requirements at <http://mhas.gov.mt/en/MHAS-Information/Travelling%20to%20Malta/Pages/Travelling-to-Malta.aspx>

Accommodation

Your destination address in Malta is written on your voucher.

Apartments and studios

By choosing an apartment, you will get to experience living with other people from different cultures. You will share the apartment, kitchen and bathroom with other course participants, (unless it is a Studio Apartment) who usually come from different countries. This flat-sharing is part of our concept for communicative learning and gives you the possibility of organising excursions, theatre and cinema visits together with other course students. You can also cook delicious meals in a cosy atmosphere and exchange experiences in the fully equipped kitchen.

If you have booked a double room, we will try to find the “right person” for you to share the room with.

Please note that the apartments are generally only available to course participants and not to friends or relatives.

If you have someone who wants to stay over, please ask for our permission and we will let you know if we have enough space.

You will need our confirmation for extra nights, (at an extra cost). It is important to contact us well in advance if you would like to make any additions to your accommodation booking.

Please note that the Club Village is not a hotel. This means that all course participants have to take care of cleaning plates and cups themselves. Sprachcaffe only organises the basic cleaning once a week.

We would recommend that you and your fellow lodgers make a plan so that the cleaning can be shared equally. Bed sheets and towels in apartments and studios are provided; however please bring your own beach towels. There is a phone in each apartment in the Club Village and you have access to a laundry room with a washing machine and tumble dryer.

You will have to pay a deposit of about €50 for your apartment key, this also covers eventual damages, which will be refunded when you return it on departure.

We want all our course participants to feel at home and we hope that all of you will take care of the apartments, rooms and facilities accordingly. Your flatmates would surely appreciate a clean and tidy environment, so be sure to clean the facilities you use. You should respect the privacy of others and avoid unnecessary noise, especially late in the evening.

Most of our apartments are located around Sprachcaffe, in Pembroke. During peak season we also have other apartments outside the complex with the same standard as the Club Village. Usually outside apartments are situated close to the school. You can have your meals at the Bistro within the club facilities. **Please note**, that if you booked full- or half-board, beverages are only included in the breakfast, but not in lunch and dinner. Since you will need to do your own laundry, there is also a laundry room with two washing machines and a dryer at a small charge.

It is our aim to provide the best service possible. However, if you have any issues during your stay please talk directly to the Accommodation Manager.

Host Families

Living with a Maltese host family means living their lifestyle. You will be able to practise what you have learned during the course and you will gain confidence while communicating with the family.

Maltese host families are very open-minded, helpful and welcoming to their guests. Our host families are not always families in the traditional sense. They can also be active single people or elderly couples.

Dinner is the main meal for the Maltese.

You will have the opportunity to try Maltese food, which is based on Mediterranean cuisine. Breakfast is usually equivalent to a continental breakfast including toast, butter, jam, tea or cereal.

When you arrive, your host family will hand over a copy of the house key, inform you of the times for meals and they will show you how to use the washing machine among other things. Normally you will share the bathroom with other members of the family. Please make sure to always leave your room and bathroom clean and tidy. Kindly be careful not to damage or break anything. Respect the hospitality of your host family and avoid unnecessary noise, especially late in the evening and at night.

Your host family would appreciate it if you do not use their telephone to make phone calls to your family at home. If it is urgent, it is necessary to ask for permission before using the telephone to make or receive calls. It is important to inform the host family beforehand if you are not going to be home for a meal or if you plan to stay overnight somewhere else, for a night or more. Otherwise, your family will be worried unnecessarily.

Please inform your host family **beforehand** if you plan to bring some friends home.

The host families provide bed linen and towels, but students must bring their own beach towels.

Maltese homes do not have central heating and can be quite cold during the winter. Please consider this and bring suitable, warm clothes for indoor use.

The School

On the first day of your course you should be at the school by 8:30 am. On the first day of school you will be welcomed by our school staff. Clients who have not done the online test will do the test at 9:00 am. Afterwards there will be a welcome speech followed by assignment into the different classes. You will then start with your first lesson. If you have done the online test by 12:00am on the last Friday before your course commencement, you will receive a letter when you check in telling you your teacher's name, your classroom number, your level and the time of your lessons.

The address of the school is: Sprachcaffe Club Village

Alamein Road
 Pembroke PBK 1776
 Malta
 Tel: 00356-21-373574/5 Emergency Phone (24h)
 Fax: 00356-21-373577

Director of Studies: David Sweet

The **school office** hours: Monday to Friday 8 am until 4:30 pm

The school office offers many services, some of which are:

- Individual advice regarding language courses
- Sale and rental of learning material
- Help in case of problems with a course

Sprachcaffe reserves the right to remove students from their booked programme for breaking the laws in Malta. Costs for repatriation, in the case of students from visa countries, shall be borne by the student.

Lessons

The teachers are all trained professionals in English as a Foreign Language and are proficient users of the language. They only teach in English. The teachers are your advisors, they are competent and committed.

The topics of the lessons are varied. Our course teachers use published didactic material as part of their teaching. We emphasise conversation in English throughout the course as we believe communication is a valuable way to practice your speaking and comprehension skills. Grammar and vocabulary are also given all the relevant importance throughout the course.

We offer five different types of courses:

- | | |
|----------------------------------|-----------------------------------|
| • Standard course | 4 lessons daily |
| • Intensive course | 6 lessons daily |
| • Super Intensive course | 8 lessons daily |
| • Communication Afternoon course | 2 lessons daily |
| • Private lessons | 2, 4 or 6 lessons daily |
| • Business English | 4 or 6 lessons daily |
| • Elective Language course | 2 lessons daily, in the afternoon |

Groups are formed according to language level. A student may change to a lower or higher level course group after consulting with their teacher and the teacher then verifying the change with the Director of Studies. The maximum number of students in a group is 10. Moving up a level is done in week one. After that a student must remain at the same level for at least 8 weeks. After 8 weeks and if the student has 80% attendance they can opt to sit for an advancement test. Advancement tests are taken on Wednesdays at 3 pm. If they score at the next level they can move up the following Monday. If not, they must remain at the same level for 10 or 12 weeks depending on their level.

Lessons are not held on the following public holidays in 2018: 25.12.2017 – 05.01.2018., 30.03., 29.06., 15.08., 21.09., 13.12., and 25.12.17- 04.01.2019

Please note that lessons lost due to public holidays, late arrival or early departure will not be made up.

Generally the timetable will be as follows:

Intensive Course:

Monday to Friday

09:00 – 10:30 Lessons

10:30 – 10:45 Break

10:45 – 12:15 Lessons

12:15 – 13:00 Break

13:00 – 14:30 Lessons

Standard Course:

Classes will be split into Group A and Group B, and rotate week by week, i.e. Group A in the mornings and Group B in the afternoons one week, Group A in the afternoons and Group B in the mornings the next week.

The weekly rotation will be:

9:00 – 10:30, 30m break, 11:00– 12:30 every day one week,

14:45 – 16:15, 15m break, 16:30 – 18:00 every day the next week.

In addition to the above courses, the school offers preparation courses for Cambridge EFL examinations. Cambridge courses are held three times a year and applications for these courses can only be made at least 2 weeks before the courses start, taking into consideration the course and examination dates as they appear in the catalogue.

For whatever reason a student does not attend class they are marked absent. This will be reflected on their end of course diploma.

We will offer the highest quality of lessons and location during your stay with us. Our employees and teachers have a lot of experience with students, especially with long-term courses preparing for examinations. However, please remember that the teachers cannot be fully responsible for your language acquisition. Only if you participate actively in the lessons and communicate in English by using what you have learnt in class during your free time will you truly benefit from your course.

All morning courses follow a course book which must be purchased at the school. Students staying less than 4 weeks can return the book (in perfect condition) with the receipt and receive a refund less a weekly charge as stated below:

<u>Book</u>	<u>Price</u>	<u>Weekly Charge on Returns</u>
English File	€26	€6,50

Examination preparation course books can cost from €35 to €45.

Please note!

In the unlikely event the school is unable to create a group due to lack of students who are the same time/level, smaller group courses or single lessons for a reduced amount of lessons will be provided instead: 20 lessons = 12 lessons, 30 lessons = 18 lessons. In the rare circumstances of us being forced to cancel, all fees will be refunded. The minimum number of participants for examination preparation courses is 4.

It is our aim to provide the best service possible. However, if you have any issue during you stay please talk directly to the school staff.

1) Sick policy

Whilst all the information above is accurate at the time of publication, the content may be subject to updates. Depending on the particular circumstances, we reserve the right to refuse admission or to dismiss any student from classes and accommodation, as the case may be, without any refund in the event of sickness, whether contagious or not, nuisance, misconduct or unsatisfactory attendance. The school expects students to adhere to the rules set.

2) AC policy

During the summer months AC's run in all classrooms and throughout the school. We therefore suggest that if you are not accustomed to AC's that you bring a cardigan or a scarf along with you.

Dismissal policy for Adults

Sprachcaffe expects its students to behave respectfully and appropriately inside and outside the classroom. Sprachcaffe reserves the right to remove students from their booked course and/or accommodation with no refund given for the unused portion of their programme for the following:

- Breaking the law of the host country
- Physically or verbally abusing another student or member of staff
- Damaging or defacing school property
- Behaving disrespectfully towards another student or member of staff based on that person's religion, ethnicity, sex, age, sexual orientation, disability or national origin.

Language test

Sprachcaffe has an online placement test. We kindly ask you to do it before you arrive at school. Doing the online exam in advance will allow you to start your lessons straight away.

To access the online test, please go to <http://shop.sprachcaffe.com/onlinetests/>. You can log in using your surname (or email address) and booking number (see our documents for the correct spelling).

The test can be done at any time up to 12:00pm (CET) the Friday before the program begins. Thereafter the test will be switched off and you will no longer be able to access it. This deadline is to ensure that the school has enough time to assign you to an appropriate class. We suggest you to do the test by Thursday before your arrival.

Please do not use a dictionary or any other aids when doing this exam as its purpose is to assess your language ability and place you in an appropriate class. It is better not to answer questions that you do not know, as guessing will affect your score and could result in your being placed in a class that is too difficult for you.

You have 45 minutes to do the exam from the moment you enter the site. Thereafter, the test will automatically shut down. If you finish before time runs out, you can click 'submit' at the bottom of the test. The test result will be forwarded automatically to Sprachcaffe. You will find out your teacher's name, classroom number and level on your first day at school.

Environmental Contribution paper



NOTICE

Dear Guest,

As from June 1, 2016, the Government of Malta is introducing an

Environmental Contribution

on stays at all types of accommodation.

All revenue generated from this initiative will be used to upgrade and embellish the local infrastructure in touristic areas around the Maltese Islands.

If you are **18 years or older** on the day of arrival, and starting your stay on **1st June 2016** or after, you will be required to pay an Environmental Contribution amounting to **€0.50c per night** up to a **maximum of €5** for each continuous stay in the Maltese Islands, including twin-centre holidays in Malta and Gozo.

This applies to **local and foreign guests** staying at **any type of accommodation** including hotels, guesthouses, farmhouses, villas, hostels, self-catering apartments, b&b, host families etc.

The contribution is **not included in your room rate** and so you will be **charged for it separately**. This contribution is **not subject to VAT**, commissions or other charges.

The Managers/Owners of the accommodation property where you are staying are obliged to collect the contribution and pass it on to Government.

They are also **expected to keep a record** of the number of guests, their ages and length of stay. This information will enable them to **calculate the charge** and keep an **audit trail**.

For this reason, you may be asked to provide **personal information** such as your date of birth and to support this with a document, such as a passport or driver's licence.

All data is collected and processed in accordance with the Data Protection laws of Malta.

If you have questions about this Environmental Contribution, you may get in touch with the **Ministry for Tourism** on 22915038 or environmentalcontribution@gov.mt or the **Malta Tourism Authority** on 22915000 or info@visitmalta.com

www.tourism.gov.mt

Environmental Contribution at a Glance

- *Applies to:* Persons 18yrs or older on day of arrival and staying at ANY type of accommodation.
- *Starting Date:* 1st June 2016 (*Note: Stays that begin before this date and finish after, are NOT included*)
- *Calculation:* €0.50c x Person x Number of Nights
- *Maximum Charge:* €5.00 per person per continuous stay.

General Information

Malta is a small and densely-populated island nation comprising of an archipelago of three islands in the Mediterranean Sea. A country of Southern Europe, Malta lies south of Sicily, east of Tunisia, and north of Libya. The country's official languages are Maltese and English. Roman Catholicism is the most practised religion. The islands constituting the Maltese nation have been ruled by various powers and fought over for centuries, most recently the United Kingdom. Malta is a member of the Commonwealth of Nations and has been a member state of the European Union (EU) since 2004. It is currently the smallest EU country in both population and area.

Climate

The climate is Mediterranean with mild, rainy winters and hot, dry summers. Effectively there are only two seasons, which makes the islands attractive for tourists especially during the drier months. However, strong winds can make Malta feel cold during the winter months.

Month	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Avg High Temp °C (°F)	21 (71)	15 (59)	15 (59)	16 (61)	18 (65)	22 (72)	27 (80)	30 (86)	30 (86)	28 (82)	24 (75)	19 (67)	16 (61)
Avg Low Temp °C (°F)	15 (60)	9 (49)	9 (49)	10 (51)	12 (54)	15 (59)	19 (66)	22 (71)	22 (72)	20 (69)	18 (64)	14 (57)	11 (52)

Languages:

The national language of Malta is Maltese, a Semitic language which descended from Maghrebi Arabic, with many borrowings from Italian and, in particular, Sicilian. The Maltese alphabet is based on the Latin alphabet, but uses the diacritically altered letters *ż*, also found in Polish, as well as the letters *ċ*, *ġ*, *għ*, *ħ* and *ie*, which are unique to Maltese. The official languages are Maltese and English. Italian was an official language until the 1930s and is widely spoken as a second or third language. French, German and Spanish, amongst other languages, are taught as foreign languages in secondary schools.

Health

Malta enjoys a well-earned reputation for its health standards. Medical facilities are available through the regional health centres and a general hospital. EU nationals should bring their E-111 card to access emergency medical attention for free. We suggest you to buy bottled water instead of drinking the tap water in Malta. Milk is pasteurised and available daily in cartons and bottles. All dairy products are safe for consumption.

Electricity

The electrical supply is 240 volts, single phase, 50 cycles. The UK 13 amp, three-pin rectangular sockets are used in Malta.

Customs

Personal belongings and clothing intended for own use are not liable to duty. The duty-free allowance for adults is 200 cigarettes or the equivalent in cigars or tobacco, one bottle of spirits and one bottle of wine, and a reasonable quantity of perfume and eau de toilette.

Money

The Euro is the official currency in Malta.

Banks

Banks are normally open between 8:30am and 12:30pm from Monday to Friday, and till 11:30am on Saturday. Some banks work longer hours. Summer and winter opening hours may differ.

Exchange Bureaux at Malta International Airport are open 24 hours a day. International bankcards are accepted and foreign currency is easily exchanged. Banks, Automated Teller Machines (ATMs) and exchange bureaux can be found all over the island.

Many hotels and larger shops and restaurants accept foreign currency. Exchange rates offered by hotels, restaurants and shops may not be as competitive as those available at banks.

Credit Cards

Most hotels and restaurants, as well as many shops, accept Access, American Express, Carte Blanche, Diners Club International, Mastercard and Visa.

Most places in Malta will not accept payment by card unless it is for a minimum purchase of €10.

Tourism in Malta

The Island of Malta is situated between Sicily and the coast of North Africa. The sun shines the whole year round on this North African-style landscape. Malta has a more diverse culture and has played a greater role in history than almost any other island on earth. The Phoenicians, the Romans, the French and the British have all come and gone. Now it's your turn!

The Knights of Malta: Established after the First Crusade in 1100 AD, the Knights of Malta were guardians and defenders of pilgrims on their way to the Holy Land.

Valletta: With its beautiful architecture, great scenery and intriguing history, the capital of Malta is a UNESCO World Heritage Site. Make sure you don't miss the view from the balcony over the Grand Harbour.

Culture in Malta

The culture of Malta reflects the various influences the islands have had over the last few millennia, especially Italian and British which left the biggest marks. Local festivals are quite common and include wedding celebrations, christenings and saints' days. Summer months are full of different towns' *festa* celebrations and fireworks over the sea.

The **Maltese Islands** have often been referred to as the island of sunshine and history and with good reason. With a history boasting 6,000 years of civilisation, every square inch of its land, its temples and monuments bear witness to these past civilisations. For those of you with an appetite for culture, Malta and Gozo are strewn with fascinating historical and archaeological sites, some of which date back earlier than the Pyramids!

Museum lovers will find a variety of treasures to discover. The museums house many artefacts from various fields and eras be it art, archaeology, natural history, war time, the temples or our celebrated maritime history. And more treasures can be found in one of the 365 churches built on the island, one for every day of the year.

For those interested in the **old fortifications** which were built at the time of the Knights of St. John; military and historical parades are regularly staged to allow visitors to be swept back in time. If you really wish to fully appreciate Malta's history, then visit one of the multi-vision shows which captures Maltese history from its very beginnings to modern day.

No visitor should go to Malta without visiting her sister islands, Gozo and Comino. Gozo, aptly termed as *the island where time stands still* because of the tranquillity it exudes, is greener than Malta and more rural allowing for sweeping views of terraced fields, glimmering shore-lines, and outstanding churches. Comino, a mile long and uninhabited, is a veritable paradise with a turquoise blue lagoon.

And for those who wish to take it easy, simply stroll around the charming towns and villages and enjoy the uniqueness and tranquillity that is so very typical of the Islands.

Gozo

Three main delightfully contrasting islands make up the Maltese archipelago. The largest of these, Malta, is sophisticated with a wide variety of superb hotels, excellent beaches and busy nightlife. Comino is the smallest, a haven for anyone who loves water-sports, with some of the best swimming in the Mediterranean. And then there is Gozo.

Gozo is a third the size of Malta, but greener and more rural. Its landscape has hills and deep valleys as well as rugged cliffs, which give natural protection to the island's small harbours and inlets. Life here moves at a leisurely pace, revolving around farming and fishing.



Feedback

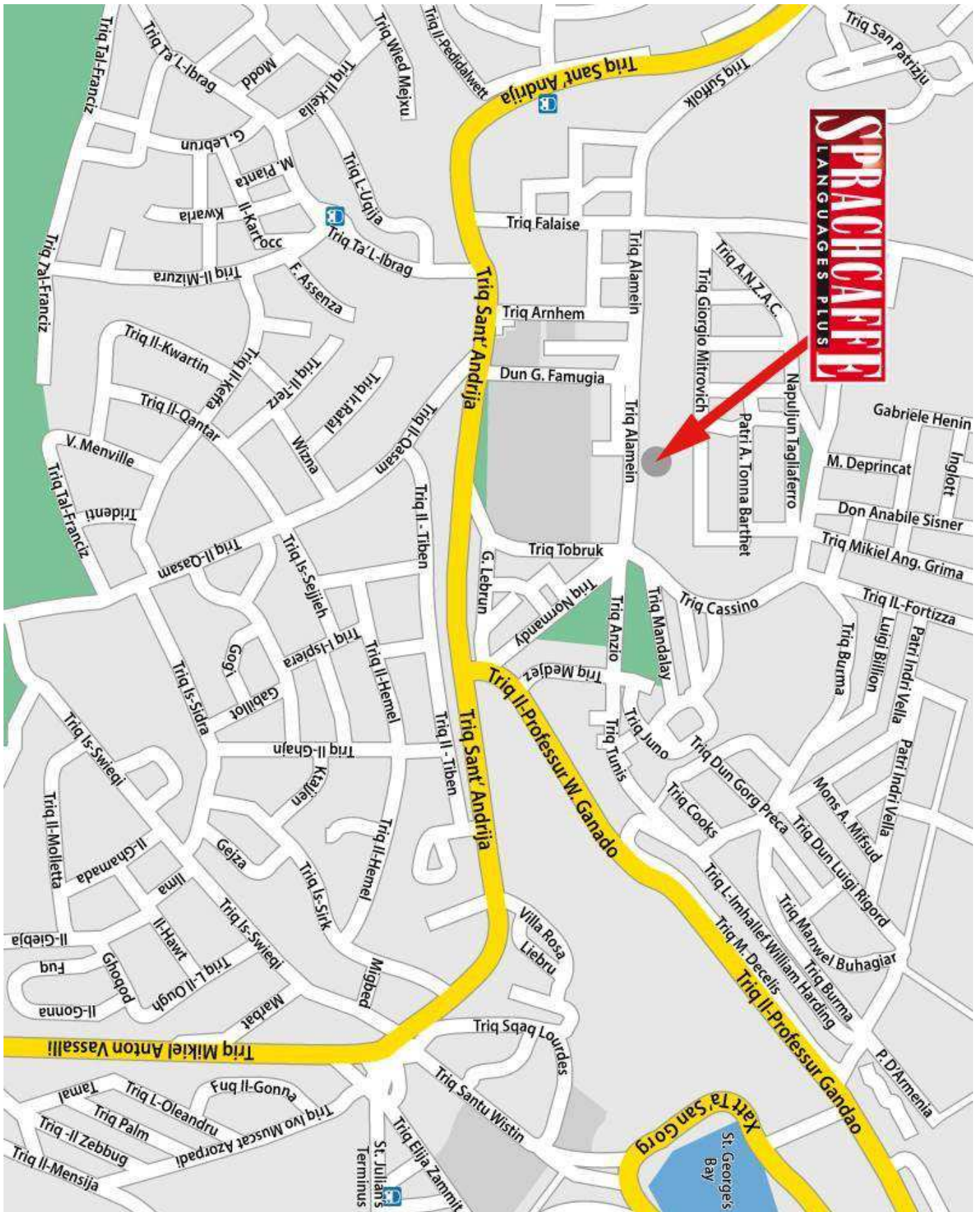
Before the everyday routine back at home sets in completely we would be very pleased if you could give us your feedback. As a participant you can tell us about your experiences. Just fill out the online form at <http://www.sprachcaffe.com/english/feedback.htm> We always welcome ideas, tips and constructive criticism!

Address: **Sprachcaffe Languages PLUS**
Headquartes Gartenstrasse 6
D – 60594 Frankfurt/Main
Tel.: 069 6109 120
Fax: 069 603 1395
Email: info@sprachcaffe.com
www.sprachcaffe.com

We wish you a wonderful stay and a successful language course!

Your Sprachcaffe Team

School location



CHECK LIST BEFORE DEPARTURE

Things you might want to think of when packing your luggage

Important travel items

- travel guide
- reading material
- dictionary
- cash, credit card
- phone number of your credit card company, in case you have to block the card
- vaccination card
- inform Sprachcaffe about arrival time
- alarm clock
- sunglasses
- hat

First-aid kit

- sunscreen
- any medicine required
- insect spray
- medicine for stomach trouble
- plasters
- after-sun lotion
- tweezers

Travel documents

- identity card
- flight or train ticket
- student ID
- Sprachcaffe travel documents

Sport/Hobby

- camera
- extra film, extra memory card
- music / radio
- batteries
- sports equipment

Insurances

- travel health insurance
- luggage insurance
- insurance card from your car insurance
- phone number of your car insurance

Checklist for returning home

- Buy souvenirs for friends and relatives at home
- Exchange email addresses with people in the course, teachers and host family
- Pick up course participation certificate
- Tidy and clean up the room
- Pack and check the rooms for anything left behind