LdM Internships and Service Learning

Lorenzo de’ Medici credit-bearing internships offer the possibility to learn different aspects of working in Italy, a country known for its artisan and small business structure. Students get to know the characteristics and structure of the Italian workplace.

Credits

A standard 3-credit internship corresponds to a minimum of 135 hours, including journals and papers. During the semester, the internship requires 10-12 hours per week in the company, excluding the first / last week of classes and the break. Note: The internship schedule during mid-term exams week can be reduced upon the student’s request, with the company agreement, as long as the requirement of 120 total on-site hours is met.

A standard 6-credit internship corresponds to a minimum of 260 hours, including journals and papers. During the semester, the internship requires 20 hours per week in the company, excluding the first / last week of classes and the break. Note: The internship schedule during mid-term exams week can be reduced upon the student’s request, with the company’s agreement, as long as the requirement of 240 total on-site hours is met.

Prerequisites and required documentation

Students participating in the internship program must fulfill the relevant prerequisites. The application for an LdM internship is due by the application deadline, along with the required supporting documentation (e.g. student’s résumé, formal letter of intent, two reference letters, portfolio, writing sample, etc.). LdM reserves the right to ask the student for further evaluations and admissions documentation to best verify whether the intern and the hosting organization are a compatible match. Late submission of the supporting documentation can compromise the eligibility for an internship placement.

At least one of the two reference letters should be from an eligible professor/employer with knowledge of student’s work/study ethic in the requested field. The formal letter of intent must specify: reason for choosing the internship, future goals, and professional experience in the selected field. Also, it should include the student’s expectations and a detailed description of the duties the student would like to fulfill. This can better assist LdM to determine the appropriate company for each student.

How to apply

• Students who are interested in an internship, and who meet the requirements, should indicate their choice of an internship on their course selection form, with an alternate course in case the internship is not possible.

• If the student is deemed suitable, based on the supporting documentation, LdM will propose the student as an intern to the partner institution. The institution will decide if the student has been provisionally accepted as an intern.

• An on-site interview is required for all internships and the internship will be confirmed only after the interview.

Placement in internships is not guaranteed, and choosing an alternate course is mandatory. Student taking an internship must retain full-time status, with a minimum of 15 credits per semester.
Important notes

Internships are unpaid and placement opportunities are limited. Internship placement is a serious commitment which, when accepted, must be completed within the expectations that are outlined in each syllabus. Students must maintain a strong level of performance in work activities and outcomes.

Academic details

The internship will appear on the student’s course schedule and will therefore be considered a regular academic course. The internship will also appear on the student’s LdM transcript, with the corresponding letter grade and credits.

An Internship On-Site Supervisor will guide students through practical support, and evaluate their on-site performance. A Supervising LdM Professor will supervise the internship from an academic perspective and evaluate written assignments.

During the interview, the student, the Supervising LdM Professor and the Internship On-Site Supervisor will determine a detailed work schedule for the internship. In addition, the student will be required to write weekly journals, and to present at least two papers to the Supervising LdM Professor.

Upon completion of the internship, the Internship On-Site Supervisor will evaluate the student’s performance through submitting the LdM Internship Evaluation Form. The final grade will be given by the Supervising LdM Professor based on the Internship Evaluation Form and the student’s academic performance.

Legal requirements

Upon arrival in Italy the student will be responsible for fulfilling all necessary bureaucratic steps according to Italian internship regulations (such as the Codice Fiscale, which is the Italian version of a social security number, Permit of Stay, etc.). LdM staff will assist the student with these steps.

Museum and Gallery Internship

ART 360 F - Cr: 3; Contact hrs: 135

This internship entails individual work experience in a museum, gallery or church in the Florentine area, supervised by a faculty member and the cooperating museum, or Florentine curia staff. The internship provides students with practical experience, especially in the field of cultural mediation and museum education, through direct observation of the various activities developed at the hosting museums and churches, individual study and direct participation in guided tours at museums and churches, gallery management in art galleries. Through this experience students have the opportunity to learn and apply professional skills, while directly interacting with institutional staff and the visitors.

The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary. Please note that the Museum and Gallery Internship requires interns to fulfill part of their internship hours on Saturdays.

Prerequisites: Art History / Museum Studies majors of sophomore standing. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.
Communications Internship: LdM Web TV
COM 361 F; Dual listed: FVM 361 F - Cr: 3; Contact hrs: 135
This internship provides practical and professional experience in the field of Communications. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with the LdM Web TV. Interns develop and carry out various activities which may include but are not limited to: script writing, multimedia writing, interviews, research, video work, editing, and website management.

Prerequisites: Communications / Journalism / Film majors of junior standing. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.

Communications Internship
COM 362 F - Cr: 3; Contact hrs: 135
This internship provides practical and professional experience in the field of Communications. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with a Communications agency. Interns develop and carry out various activities which may include but are not limited to: script writing, multimedia writing, interviews, research, video work, editing, and website management.

Prerequisites: Communications / Journalism / Film majors of junior standing. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.

Journalism Internship
COM 363 F - Cr: 3; Contact hrs: 135
This internship provides practical and professional experience in the field of Journalism. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with a local newspaper. Interns develop and carry out various activities which may include but are not limited to: researching news outlets, pitching and writing news and feature articles; translation from Italian into English; photojournalism; copy editing and proofreading; picture research; administrative work on secondary publishing projects (books, apps, digital content); attending press conferences and events.

Prerequisites: 1) English / Writing / Journalism majors of junior standing; 2) Intermediate Italian 2 completed (ITL 202 level) and concurrent enrolment in an Italian class (ITL/ITC). Exceptional written English required. Recommended: strong writing and communication skills.

Fluency in Italian required.

Admission contingent on student CV, two reference letters, formal letter of intent, writing sample (due by application deadline), on-site interview and Italian language placement.

Public Relations Internship
COM 365 F - Cr: 3; Contact hrs: 135
This internship provides practical and professional experience in the field of Public Relations. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is at a local company. Interns develop and carry out various activities which may include but are not limited to: drafting pitches and press releases; social media management; blog writing; marketing research on effective and creative PR strategies and client possibilities in various markets; analyzing client materials and online presence to improve and expand its marketing communications; give creative input for innovative Public Relations solutions for new projects.

Prerequisites: Public Relations majors of junior standing with at least 2-3 prior courses in the field. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent, writing sample (due by application deadline) and on-site interview.
**EDUCATION**

**Education Internship**

**EDU 361 F - Cr: 3; Contact hrs: 135**

This internship provides practical and professional experience in the field of Education, for the pre-school, kindergarten, primary, or secondary levels. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with a private school. Interns develop and carry out various activities which may include but are not limited to: teaching the English language to children and adolescents aged 3 to 18, organizing didactic plans and activities, activities, taking care of children aged 18 months to 3 years.

**Prerequisites:** Education or Child/Adolescent Psychology majors of junior standing. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.

**INTERNATIONAL BUSINESS**

**Marketing / Advertising Internship**

**BUS 361 F - Cr: 3; Contact hrs: 135**

This internship provides practical and professional experience in the field of Marketing and Advertising. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is at a Communication Agency. Interns develop and carry out various activities that will be part of the exhibition along with other works that will be part of the exhibition along with other works. The SOLO exhibition of the spring continues to prepare exhibitions in museums and cultural centers throughout the world.

**Prerequisites:** Marketing majors of junior standing with at least 2-3 prior courses in the field. Recommended: social networking experience. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.

**Marketing/Event Planning Internship**

**BUS 367 F - Cr: 3; Contact hrs: 135**

This internship provides practical and professional experience in the field of Marketing and Event Planning. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with the LdM Marketing Office. Interns develop and carry out various activities which may include but are not limited to: market research based on social media; marketing strategy focused on merchandising; price strategy, distribution and promotional strategy; business development strategy.

**Prerequisites:** Marketing majors of junior standing with at least 2-3 prior courses in the field. Recommended: social networking experience. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.
Web Marketing Internship
BUS 372 F - Cr: 6; Contact hrs: 260
This internship provides practical and professional experience in the field of Web Marketing. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Twenty hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with an international postgraduate and post-doctoral teaching and research institute. Interns develop and carry out various activities which may include but are not limited to: create international marketing strategies, social media management, web content update, communication and marketing research.

Prerequisites: International Business / Marketing majors, minimum Junior standing. Fluency in Italian may be advantageous but is not required.
Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.

Non-Profit Management Internship
POL 361 F - Cr: 3; Contact hrs: 135
This internship provides practical and professional experience in the field of Non-Profit Management. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with a local non-governmental organization. Interns develop and carry out various activities which may include but are not limited to: creating, writing, translating and proofreading projects in English for communication and fundraising purposes; analyzing and writing grants for European Union funds; drafting or editing press releases; managing social networking websites; attending and helping run fundraising events and rallies.

Prerequisites: 1) Political Science / Gender Studies / Economics major of junior standing; 2) Intermediate Italian 2 completed (ITL 102 level) and concurrent enrollment in an Italian class. Exceptional English (written/spoken) required. Recommended: social networking experience. Fluency in Italian is advantageous.
Admission contingent on student CV, two reference letters, formal letter of intent, writing sample (due by application deadline), on-site interview and Italian language placement.

SCHOOL OF CREATIVE ARTS

CULINARY AND NUTRITIONAL ARTS

Food and Wine Product Retailing Internship
NUH 361 F - Cr: 3; Contact hrs: 135
This internship provides practical and professional experience in the field of Food and Wine Product Retailing. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with an established international retail chain of traditional Italian food products. Interns develop and carry out various activities which may include but are not limited to: promoting an in-depth understanding of high-quality food and drink culture; guiding visitors through the history and philosophy of sustainable food; implementing the communication strategies through social networking. The internship provides students with practical experience in the field of cultural mediation and food and wine education, through training on the agricultural production of the products.

Prerequisites: 1) Hospitality/Nutrition/Tourism majors of junior standing; 2) Elementary Italian 2 completed (ITL 102 level) and concurrent enrollment in an Italian class. Exceptional English (written/spoken) required. Recommended: social networking experience. Fluency in Italian is advantageous.
Admission contingent on student CV, two reference letters, formal letter of intent, writing sample (due by application deadline), on-site interview and Italian language placement.
FASHION DESIGN, MARKETING AND MERCHANDISING

**Fashion Design and Apparel Construction Internship**

**FAS 362 F - Cr: 3; Contact hrs: 135**

This internship provides practical and professional experience in the field of Fashion Design and Apparel Construction. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with small fashion boutiques and related businesses. Interns develop and carry out various activities which may include but are not limited to: product development, working on fabric/garment prototyping, cutting and sewing of garments and accessories, design assistance, window display, merchandising, customer relations.

**Prerequisites:**
1) Fashion Design / Product Development majors of junior standing
2) Elementary Italian 2 completed (ITL 102 level) and concurrent enrollment in an Italian class. Fluency in Italian is advantageous.

Admission contingent on student CV, two reference letters, formal letter of intent, portfolio (due by application deadline), on-site interview and Italian language placement.

---

**Fashion Marketing, Retail Management and Merchandising Internship**

**FAS 363 F - Cr: 3; Contact hrs: 135**

This internship provides practical and professional experience in the field of Fashion Marketing, Retail Management and Merchandising. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

Placements are with independent fashion and related businesses, boutiques, galleries, and offices. Interns develop and carry out various activities which may include but are not limited to: retail management, visual merchandising, events, sales, customer service, sales and inventory reports, marketing and social media networking, photography and cataloguing of products, development of advertising ideas, creation and diffusion of press releases, and e-commerce.

**Prerequisites:**
1) Fashion Marketing / Fashion Merchandising majors of junior standing
2) Elementary Italian 2 completed (ITL 102 level) and concurrent enrollment in an Italian class. Fluency in Italian is advantageous.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline), on-site interview and Italian language placement.

---

**Graphic Design**

**Graphic Center Internship: LdM Printing Center**

**GRA 360 F - Cr: 3; Contact hrs: 135**

This internship gives participants an opportunity for hands-on activity in the Graphic Design field. Through the internship in the Tetraz Lab, (the Lorenzo de’ Medici printing center), students learn everything about professional print services such as the design and printing of brochures, leaflets, booklets, posters, top-quality images, textiles, t-shirts, etc. Interns become part of the printing center staff, which provides fundamental services to the LdM community. Students acquire a professional experience in establishing and maintaining business relationships, store administration and promotion, and problem solving.

The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

**Prerequisites:** Graphic Design majors of junior standing. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.
Graphic Design Internship
GRA 361 F - Cr: 3; Contact hrs: 135
This internship provides practical and professional experience in the field of Graphic Design. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.
The placement is with advertising and communications agencies. Interns develop and carry out various activities which may include but are not limited to: graphic design, packaging, corporate identity, posters, catalogs, logos, layout of applications and e-commerce websites, web programming, art direction.
Prerequisites: Graphic Design majors of junior standing. Technical requirements: proficiency in Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Mac computers. Recommended: creativity, drawing skills / web programming knowledge. Fluency in Italian may be advantageous but is not required.
Admission contingent on student CV, two reference letters, formal letter of intent, portfolio (due by application deadline) and on-site interview.

JEWELRY DESIGN

Jewelry Marketing, Retail Management and Merchandising Internship
JWY 361 F - Cr: 3; Contact hrs: 135
This internship provides practical and professional experience in the field of Jewelry Marketing, Retail Management and Merchandising. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.
The placement is with independent jewelry stores. Interns develop and carry out various activities which may include but are not limited to: retail management, visual merchandising, window display, sales, customer service, marketing, assistance to the buyer.
Prerequisites: Jewelry / Fashion majors of junior standing. Fluency in Italian may be advantageous but is not required.
Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.

Communication in Public Administration Internship
ITC 364 F; Dual listed: COM 364 F - Cr: 3; Contact hrs: 135
This internship provides professional experience in the field of Communications at a prestigious public office. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten/twelve hours weekly at the internship site; student internship schedules and onsite duties may vary.
The internship provides an inside look into Florence’s Public Administration. With this unique experience the students establish themselves as part of a communications team and learn valuable technical skills, while providing information to the English speaking community of Florence. Interns develop and carry out various activities which include but are not limited to: translating important news and announcements from Italian into English; finding the main points of an official document and making a short summary of those points for online publication; using specific databases and maintaining a website; working as a liaison with external offices; drafting translations from English into Italian.
Prerequisites: Advanced Italian 1 completed (ITL 301 level) and concurrent enrolment in an Italian class (ITL/ITC). Proficiency in Italian required. Since the translations are from Italian into English, high proficiency in written and read English is expected. Recommended: strong writing and communication skills; translation experience. Proficiency in Italian required.
Admission contingent on student CV, two reference letters, writing sample in English, formal letter of intent in Italian (due by application deadline) an Italian language placement test and on-site interview.
SCHOOL OF ART AND SCIENCE

ART HISTORY

Museum and Gallery Internship

ART 360 R - Cr: 3; Contact hrs: 135

This internship entails individual work experience in a museum, gallery or church in the Rome area, supervised by a faculty member and the cooperating museum, or curia staff. The internship provides students with practical experience, especially in the field of cultural mediation and museum education, through direct observation of the various activities developed at the hosting museums and churches, individual study and direct participation in guided tours at museums and churches, gallery management in art galleries. Through this experience students have the opportunity to learn and apply professional skills, while directly interacting with institutional staff and the visitors.

The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary. Please note that the Museum and Gallery internship requires interns to fulfill part of their internship hours on Saturdays.

Prerequisites: Art History / Museum Studies majors of sophomore standing. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.

COMMUNICATIONS

Sport Marketing and Communication Internship

COM 366 R; Dual listed: BUS 366 R - Cr: 3; Contact hrs: 135

This internship provides practical and professional experience in the field of Sport Marketing and Communication. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is with an established basketball academy which regularly collaborates with NBA stars. Interns develop and carry out various activities which may include but are not limited to: developing marketing plans, assisting the press office & media manager; following the team and the academy at home games to write articles; updating websites and social media; creating promotional videos and promos to be released on YouTube; spreading the academy’s philosophy in Italy and abroad.

Please note that the Sport Marketing and Communication internship requires interns to fulfill part of their internship hours on weekends.

Prerequisites: Sport Marketing and Communications majors of junior standing. Fluency in Italian may be advantageous but is not required.

Admission contingent on student CV, two reference letters, formal letter of intent (due by application deadline) and on-site interview.
Marketing / Business Internship

BUS 361 T - Cr: 3; Contact hrs: 135

This internship provides practical and professional experience in the field of Marketing and Advertising. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly at the internship site; student internship schedules and onsite duties may vary.

The placement is at a local business. Interns develop and carry out various activities which may include but are not limited to: market research; developing marketing, distribution and promotional strategies; creating advertisements for local print & e-publications; developing a website for e-business; newsletters, mailing lists and social media management.

Prerequisites: 1) Marketing / Advertising majors of junior standing with at least 2-3 prior courses in the field; 2) Elementary Italian 1 completed (ITL 101 level) and concurrent enrolment in an Italian class (ITL/ITC). Recommended: social networking experience. Fluency in Italian may be advantageous.

Admission contingent on student CV, two reference letters, formal letter of intent in Italian (due by application deadline) an Italian language placement test and on-site interview.

Please refer to your Study Abroad Enrolment Office for any further details, syllabi and enrolment information.

Communication in Public Administration Internship

ITC 364 T; Dual listed: COM 364 T - CR: 3; Contact hrs: 135
ITC 374 T; Dual listed: COM 374 T - CR: 6; Contact hrs: 260

This internship provides professional experience in the field of Communications at a prestigious public office. The intern is monitored by both the onsite supervisor and an LdM faculty member. The grade assigned by the faculty internship supervisor reflects assessment of weekly reports, two papers, and an overall evaluation. Ten hours weekly (3 credits) or twenty hours weekly (6 credits) at the internship site; student internship schedules and onsite duties may vary.

The internship provides an inside look into Tuscania's Public Administration. With this unique experience the students establish themselves as part of a communications team and learn valuable technical skills, while providing information to the English speaking community of Tuscania. Interns develop and carry out various activities which include but are not limited to: translating important news and announcements from Italian into English; finding the main points of an official document and making a short summary of those points for online publication; using specific databases and updating a bilingual website; drafting translations from English into Italian.

Prerequisites: Advanced Italian 1 completed (ITL 301 level) and concurrent enrolment in an Italian class (ITL/ITC). Proficiency in Italian required. Since the translations are from Italian into English, high proficiency in written and read English is expected. Recommended: strong writing and communication skills; translation experience. Proficiency in Italian required.

Admission contingent on student CV, two reference letters, writing sample in English, formal letter of intent in Italian (due by application deadline) an Italian language placement test and on-site interview.

Please refer to your Study Abroad Enrolment Office for any further details, syllabi and enrolment information.