



Policies & Procedures Manual

UIT University

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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

Internship Policy

1. Purpose

- 1.1. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships allow students to gain valuable applied experience and make connections in professional fields they are considering for career paths; they also allow employers to guide and evaluate talent.
- 1.2. In compliance with UGEP 2023, UIT University requires its students to undergo an internship of 8 to 12 weeks duration (or as specified by the parent department/accreditation body) in an organization assigned by the University.

2. General Information

- 2.1. Purpose of an Internship: An internship aims to allow students to apply classroom knowledge in a real-world professional setting, demonstrating and developing their skills. Internships allow students to develop professional skills such as teamwork, effective communication, social interaction, professional networking, understanding business procedures, leadership, and critical thinking, providing work experience within a formal framework.
- 2.2. Definition: An internship consists of specialized duties that provide training and practice in actual service in settings such as industry, business, research laboratories, community agencies, or government offices.

3. Requirements for Internships:

- 3.1. Determination of credit: The University requires a minimum of 48 hours of coursework for a three-credit-hour course.
- 3.2. Total Number of Credits Earned for Undergoing Internship must lie within the approved credit range listed in the departmental policy document. Exceptions to the department limit are granted through an application process.
- 3.3. Departments must use internship application forms modeled on approved University templates.
- 3.4. For Internships, the instructor or internship coordinator must provide either an internship syllabus or a project plan detailing:
 - 3.4.1 Learning outcomes
 - 3.4.2 Expected lab or fieldwork
 - 3.4.3 Expected meetings
 - 3.4.4 Expected work products
 - 3.4.5 Criteria to be used for evaluation

4. Guidelines for Internships:

- 4.1. Internships are compulsory for all undergraduate degree programs.
- 4.2. The number of internships may vary with the degree program.
- 4.3. Internship requirements may be waived for working students or students with industry work experience.
- 4.4. During the internship, students are expected to study the organization and perform specific tasks assigned to them by the organization.
- 4.5. A report must be written and submitted by the student in consultation with the organization. Internships are arranged and supervised by the Department of Corporate Liaison (CL).
- 4.6. Internship procedures for applying, registering, and fulfilling the requirements may be obtained from the Department of Corporate Liaison (CL).
- 4.7. Students must follow the deadlines regarding internships posted on the notice board.

5. Application Process:

5.1. An Internship Application Form is available online.

6. Student Information

6.1. Minimum Eligibility Qualifications:

6.1.1 Before applying for an internship, students must:

6.1.1.1 Be in good academic standing with the University and have maintained at least a 2.00 grade point average.

6.1.1.2 Have completed the required courses.

6.1.1.3 Be currently enrolled at the University.

6.2. Student Intern Agreement:

6.2.1 Students agree to:

6.2.1.1 Complete the Internship Application Form in its entirety and obtain all necessary signatures.

6.2.1.2 Apply to the parent teaching department.

6.2.1.3 Pay internship registration fees.

6.2.1.4 Discuss with the prospective supervisor the possible risks and dangers associated with the planned internship.

6.2.1.5 Recognize their role as a university ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.

6.2.1.6 Understand and follow the policies, procedures, rules, and regulations of the sponsoring organization.

6.2.1.7 Perform internship duties for the specified hours and duration.

6.2.1.8 Fulfill all academic assignments and reporting requirements of the internship.

6.2.1.9 Indicate on their application form how their internship work hours and duties exceed normal job requirements for paid internships.

6.2.1.10 Submit the final internship report to the course instructor by the specified date.

7. Department Responsibilities

7.1. Department Internship Coordinators Agree to:

7.1.1 Select students who are in good academic standing.

7.1.2 Ensure that interns are not used as free labor in for-profit organizations.

7.1.3 Inform students of the necessity of complying with pertinent department and workplace policies and procedures.

7.1.4 Ensure Human Subjects training is provided if the internship involves research with human subjects.

7.1.5 Document communications with the student and work supervisor regarding internship activities.

7.1.6 Notify students that neither the instructor nor the University is responsible for any financial obligations incurred during the internship, including travel and housing arrangements.

7.1.7 Inform students that the University will not be responsible for payment of medical care for injuries resulting from the internship.

8. Course Instructors' Supervisory Responsibilities

8.1. Course Instructors/Supervisors Agree to:

8.1.1 Maintain regular communication with the student's work supervisor during the internship.

- 8.1.2 Resolve conflicts through communication among the student, instructor, and work supervisor.
- 8.1.3 Ensure that the internship experience is related to the curriculum by interacting regularly with the student.
- 8.1.4 Oversee the student's internship experience vigilantly, with periodic on-site visits or regular communication via phone or email.
- 8.1.5 Require regular reports from the intern on their progress, time allocation, and any significant difficulties.
- 8.1.6 Send the Supervisor's Internship Evaluation to the work supervisor and specify the deadline for its return.

9. Course Work Related to the Internship

- 9.1. Instructors should include an academic component with the work experience. Academic requirements such as a written report, oral presentation, portfolio, research project, or documentation of laboratory experiments should be outlined by the department.

10. Sponsoring Organization Responsibilities

- 10.1. Internships provide organizations with access to motivated students and potential future employees. The primary goal of the internship program is educational, with a focus on providing meaningful learning experiences.
- 10.2. Organizations are expected to:
 - 10.2.1 Assign a full-time professional as the Internship Supervisor.
 - 10.2.2 Prepare a Letter of Agreement outlining the internship, including:
 - 10.2.2.1 Purpose, status, expected hours, and eligibility for benefits.
 - 10.2.2.2 Minimum qualifications required for the internship.
 - 10.2.2.3 Job description, including duties, responsibilities, and reporting structure.
 - 10.2.2.4 Organization-specific guidelines and requirements for interns.
 - 10.2.3 Submit the Letter of Agreement for approval to the department head.
 - 10.2.4 Provide relevant policies and procedures to the intern before they begin working.
 - 10.2.5 Provide relevant education and training to the intern.
 - 10.2.6 Maintain the intern status of the student, distinct from employment status.
 - 10.2.7 Arrange any stipends or benefits as agreed upon.
 - 10.2.8 Notify the department of any decision to remove the intern, providing reasons for termination.
 - 10.2.9 Complete and submit the Internship Final Evaluation by the specified deadline.

11. Conclusion and Recommendations

- 11.1. To support students in achieving their career goals, UIT University should task the Department of Corporate Liaison (CL) to develop comprehensive and diverse programs. These programs will help students transition seamlessly from university life to the professional world, supporting their career development through counseling, training, and development.

12. Implementation and Communication

- 12.1. This policy is effective immediately and must be implemented across all departments and units.
- 12.2. This policy is subject to periodic review and revision to ensure its continued relevance and effectiveness.

13. Appendices:

13.1. Appendix A: Responsibilities of the Department of Corporate Liaison (CL)

13.2. Appendix B: Internship Preparatory Course

13.3. Appendix C: Internship Agreement Template

13.4. Appendix D: Internship Evaluation Form

Appendix A: Responsibilities of the Department of Corporate Liaison (CL)

- Develop and maintain a database of employers, student placements, and internships.
- Advise students on market opportunities and guide them accordingly.
- Coordinate student and placement activities at the University level.
- Distribute relevant documentation to students through the student portal.
- Support both paid internships and unpaid placements.
- Invite employers for on-campus recruitment drives.
- Organize and attend placement visits.
- Ensure maximum graduate placement through campus interviews.
- Design and implement student work programs, including resume writing and interview preparation workshops.
- Publish a Graduate Directory.
- Organize Open House/Job Fairs.
- Maintain an updated list of potential internship industries.
- Maintain a record of students undergoing internships and their internship letters.
- Ensure submission of Internship Completion Reports by interns.
- Maintain a list of alumni by industry, including contact information.
- Maintain alumni data on the university website.
- Create forums for alumni discussions.
- Gather feedback from alumni and their employers for curriculum review.
- Manage alumni reunions.
- Invite alumni to FYP and technology exhibitions for job prospects.
- Identify alumni for guest speaker sessions and seminars.
- Explore prospects for industrial collaborations with alumni.

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Appendix B: Internship Preparatory Course

A short course to prepare students for their internship experience, enhancing their professional skills and improving their chances of success.

Course Details:

- **Offering:** Spring Semester
- **Course Duration:** 5-6 Sessions of 1.5 hours each
- **No. of Sessions:** 01 (Fortnightly, every alternate week)
- **Venue:** University Campus
- **Ownership:** Department of Corporate Liaison (CL)
- **Eligibility:** 4th, 5th, 6th, and 7th Semester Students
- **Facilitators:** Specialist Faculty

Course Contents:

1. **First Session:** Introduction to the significance of internships.
2. **Second Session:** Pre-internship preparation.
3. **Third Session:** Resume writing and CV preparation.
4. **Fourth Session:** Interview skills.
5. **Fifth Session:** Workplace survival skills and business ethics.
6. **Sixth Session:** Report writing and presentation skills.

Objective: To prepare students for their internships and improve their chances of obtaining valuable internships.

Appendix C: Internship Agreement Template

University Name: UIT University

Department:

Internship Coordinator:

Organization Name:

Internship Supervisor:

Internship Period: From _____ to _____

Hours per Week: _____

Student Intern:

Name:

Student ID: Degree

Program: Contact

Information:

Emergency Contact Information:

Student Intern Agreement

I, [Student Name], agree to complete the internship at [Organization Name] from [Start Date] to [End Date]. I will follow all University and organization policies, complete assigned tasks diligently, and submit all required documentation on time.

Internship Supervisor Agreement

I, [Supervisor Name], agree to supervise [Student Name] during their internship from [Start Date] to [End Date]. I will provide guidance, assign tasks that contribute to their professional development, and submit an evaluation report at the end of the internship period.

Approval

Student Intern Signature: _____ Date: _____

Internship Supervisor Signature: _____ Date: _____

Internship Coordinator Signature: _____ Date: _____



Appendix D: Internship Evaluation Form

Student Internship Evaluation Form

To be filled in by the Mentor / Supervisor

GENERAL INFORMATION

Organization Name: _____

Mentor / Supervisor Name: _____

Designation and Department: _____

Email: _____

Student Name: _____

Seat # as per the UITU Records: _____

Academic Program: _____

Internship Commencement Date: _____

Internship End Date: _____

EVALUATION PARAMETERS

Supervisors are requested to assess the student candidly on the following attributes (*specifications are mentioned below each*):

Attributes	Grading Scale				
	Excellent	Good	Satisfactory	Poor	Not Assessed
Punctuality & Regularity On time arrival at workplace consistently. Working without delays.					
Interpersonal skills Ability to interact and communicate with others including both the verbal and nonverbal aspects.					
Team Work Collaborative skills while working in a team setting. Ability to manage team building process.					
Business Knowledge Understand the application and limitations of business models and operations. Ability to understand the professional integrity and competencies of their respective fields/academic programs.					
Analytical, Critical Thinking and Problem Solving Ability Critically reflect on the use of theory to understand practices and processes. Evaluation of complex and systematic situations to generate alternate solutions. Analyse problems and apply appropriate problem solving approaches. Ability to take initiatives.					
Glocal Approach Ability to understand and enhance the awareness of global business management. Awareness of local business practices. Ability to differentiate between local and global business practices in cultural contexts/cultural sensitivity.					

Yes

Ethics, Professionalism, & Lifelong Learning Understand ethical responsibility towards society. Able to understand the principles of fairness while dealing with all stakeholders.					
Presentation of work/assignments Presents oral & written work in a logical and structured manner. Coherent and clear delivery, time management, and logical flow of ideas in verbal communication. Interpret data to appraise evidence and evaluate arguments. Exhibit clear and precise use of language, structured arguments and appropriate referencing of sources.					
ICT Skills Using technology effectively. Effective use of presentation tools and IT equipment.					
Productivity Effectiveness of efforts. Output brings out by the student during the internship period.					

BRIEF DESCRIPTION OF WORK ASSIGNED

OTHER COMMENTS AND SUGGESTIONS

Supervisor's Signature: _____

Date: _____

ACKNOWLEDGEMENT FROM HR DEPARTMENT

This is to certify that Mr. / Ms.

has completed _____ weeks internship at our organization from _____ to _____

Name of HR Person: _____

Designation _____

Signature and Stamp: _____

Date: _____

On behalf of the UITU, we would like to thank you for providing our students with a chance to learn about practical aspects of professional life. Feel free to reach out to us in case you have further such opportunities.

Joel

