

COMSATS University Islamabad

Registrar Secretariat, Academic Unit (PS)

No. CUI-Reg/Notif- 361/24/373

February 27, 2024

NOTIFICATION

Academic Council in its 38th meeting held on January 09, 2024, on the recommendations of 36th meeting of Board of Faculty of Business Administration, approved the following for implementation of the internship within the CUI system subject to the fulfilment of the accreditation/professional bodies' requirements, if any. The Field experience/ Internship of six to eight weeks (preferably undertaken during Summer break) must be graded by a faculty member in collaboration with the Supervisors in the field. This is a mandatory degree award requirement of 3 credit hours for all undergraduate / equivalent degree programs at CUI system. However, for associate degree, the requirement shall only be applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or by the concerned authority.

A. Internship During Regular Semesters (Spring or Fall):

1. Internship registration coincides with semester registration, ensuring that the total credit hours, including internship credits, do not exceed the maximum permissible limit per semester.
2. Internship timing does not conflict with scheduled courses/ class timings.
3. Internship duration includes weekends and holidays also.
4. The internship certificate, printed on the organization's letterhead, includes issuance date, student name, internship duration (start and end dates), and is signed/stamped by an authorized officer of the organization.
5. Students employed may submit an employment or experience letter, clearly stating job timings that do not conflict with class timings.
6. The department will submit the internship certificate, internship report, and evaluation to the examination office before the last day of classes.

B. Internship During Summer Break:

7. Registration occurs in the subsequent Fall semester, with internship credits not counted toward the maximum credit hours per semester.
8. Internship dates do not conflict with final exams or the start of the new semester.
9. Internship duration includes weekends and holidays.
10. The internship certificate includes issuance date, student name, internship duration (start and end dates), and is signed/stamped by an authorized officer.
11. Employed students may submit an employment or experience letter with non-conflicting job timings.
12. The department verifies and submits the internship certificate to the examination office before mid-term exams.
13. The internship certificate, internship report, and evaluation are submitted by the department to the examination office before the last day of classes.

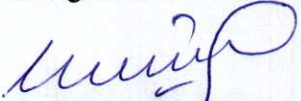
Modified HEC guidelines regarding internship policy is also attached for reference and guidance of the departments.

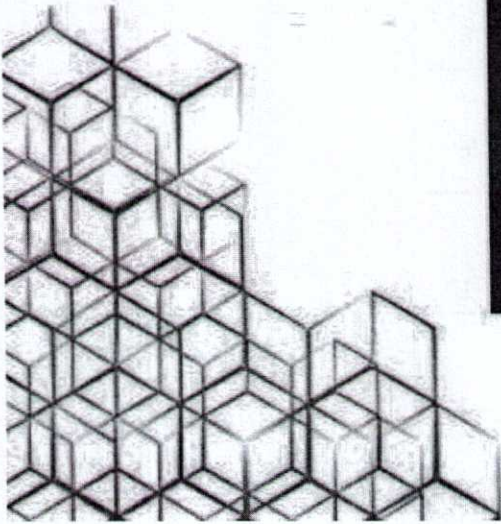
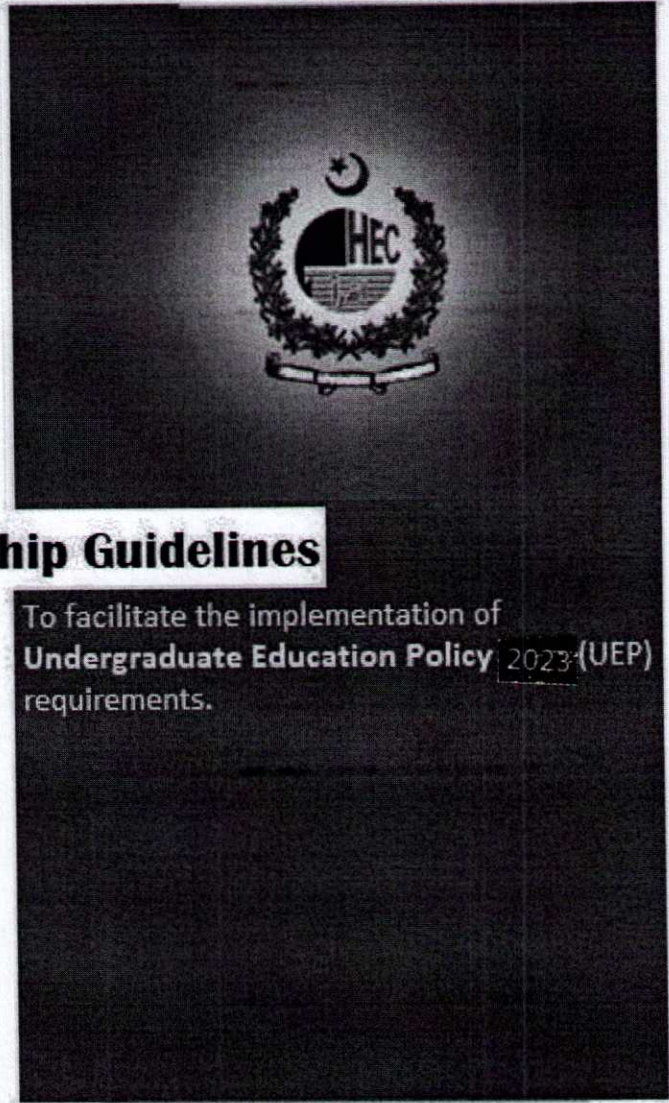
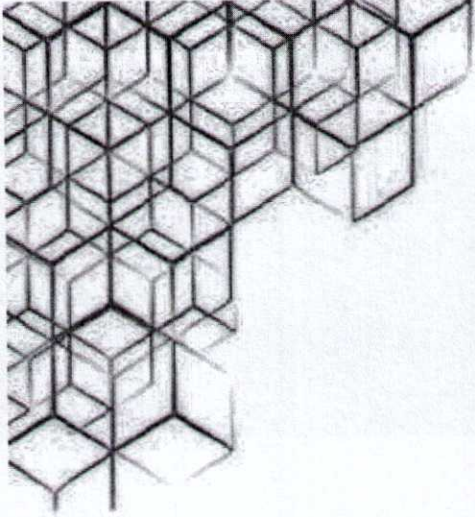
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Dr. Muhammad Hanif
Deputy Registrar



**Higher Education
Commission**

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This document is not to be read as a directive. That is, universities have the flexibility to make adjustments in the implementation per institutional realities, but in accordance with this framework, as well as the overall framework and objectives of the Undergraduate Education Policy 2023 (UEP).

1 | Clarifications

Definition:

“In order to graduate, every student shall have to complete an internship program, of at least six to eight week duration, at any time after the completion of their fourth semester, generally during the summer.”

Flexibility: A university may start the internship program before the fourth semester, but definitely after the first semester.

Explanations:

- a) Every undergraduate student has to fulfill the internship requirement
- b) The UEP mandated internships are not subject or specialty focused. That is, students will not be restricted to an internship that is tied to their major discipline and can be placed in diverse organizations, or even in their university.

Time Commitment:

- a) For **BS students**, an internship should be for a period of nine (9) continuous weeks.

Exception: In case an internship for the stated duration cannot be completed due to unavoidable circumstances, the 9-week requirement may be fulfilled by completing a maximum of two roughly equal-durations internships. Reasons for the exception shall be recorded in writing.

- b) For **AD students**, internship work attachment may not be continuous and with a single host institution. Rather, they can work flexible hours with different host institutions in different semesters to complete a minimum of 360 hours.

However, to avoid administrative complications, it is advised that as far as possible AD students also be placed in internships along the lines of the BS students.

Monitoring and Evaluation:

- a) The work of every student-internee will be monitored and evaluated by the assigned faculty members as well as a supervisor at the host institution.
- b) The evaluations will be made part of the students' permanent record.

2 | Why Internships?

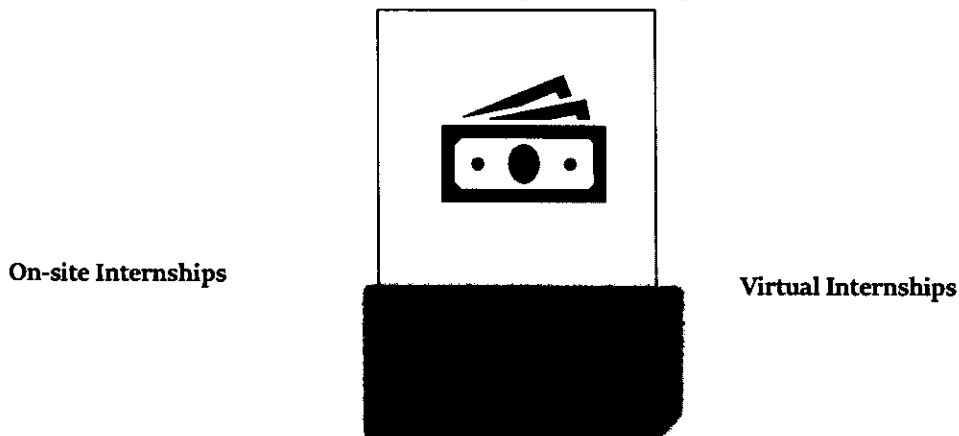
The following are some key benefits of the Internship program to students:

- ✓ Gaining practical experience of working in a real work environment.
- ✓ Learning how to deal with practical challenges.
- ✓ Developing communication and interpersonal skills.
- ✓ Developing positive professional relationships that could possibly be used as future references for employment.
- ✓ Developing a better sense of own (student's) work preferences that could help in exploring future career options.

Types of Internships:

Following are various types of internships. However, regardless of the type of internship in which a student is placed, the requirements of the internship have to be met.

Paid Vs. Unpaid Internships



An on-site internship is a location-based internship. That is, the intern has to be physically present in the host institution.

A virtual internship can be completed remotely and does not require student's physical presence at the workplace.

3 | HoD office

Establishment:

- a) The HoD office of the department will deal with all matters pertaining to internships as described below.

Role and Responsibilities of the Internship / HoD Office:

The HoD office will have at least the following responsibilities:

Generic Role and Responsibilities:

- a) Based on HEC guidelines and international best practices, follow the internship policy of the university.
- b) Assign every student to a *faculty supervisor*. Depending on the student-faculty ratio, the number of students assigned to an individual faculty member will vary.

HINT: It is suggested that the same individual faculty may be assigned to the same group of students to whom he or she is providing Academic Advisement.

- c) Identify potential *host institutions* and enter into *MOUs* with them for student placement.

d) Arrange internship *placements* for undergraduate students.

- e) Arrange assignment of every student to a *site supervisor* of the host institution (An individual site supervisor may have more than one intern).

- f) Maintain complete records of each student on all matters pertaining to internships.

- g) Design student internship evaluation forms for assessment by faculty and site supervisor.

- h) Design and develop a student feedback and complaints form.
- i) Arrange periodic on-campus activities such as internship expos, workshops for developing professional skills, and recruitment drives in collaborations with potential employers.

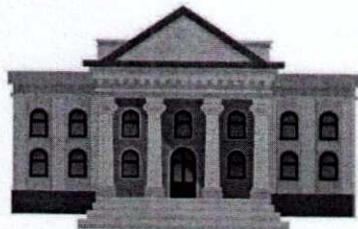
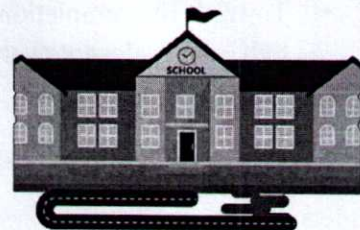
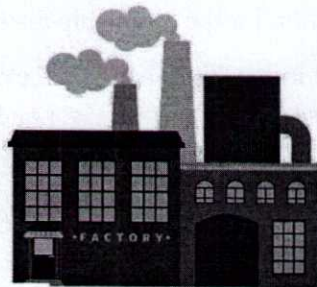
Internships of Students in Affiliated Colleges:

- a) The HoD office of an affiliating university will facilitate internships for students in their affiliated colleges.
- b) To achieve that, the HoD office will develop SOPs for working with the affiliated colleges to provide similar services to students of the colleges as being provided to students of the university.

4 | Host Institution

A host institution is an institution with which the HoD office has signed an MOU and in which an intern is placed.

Host institutions could be local, provincial, or national government offices; an autonomous body (attached department of a government agency); a business enterprise (industrial and commercial enterprises); an academic institution (university, college, or school; public or private); or a registered NGO.



5 Supervisors

The Faculty Supervisor

A member of the teaching faculty will be the faculty supervisor.

Roles and Responsibilities:

The following are the expected roles and responsibilities of the faculty supervisor:

- Liaise with the HoD office .
- Meet either physically or virtually with the student at least twice every three weeks to discuss internship progress.
- Assist in the development of the student's internship TORs.
- Address student queries, provide advice, and help resolve other issues the student may face during the internship.
- Liaise with the site supervisor as and when the need arises.
- Review and provide feedback on submissions made by the student.
- Review assessments sent by the site supervisor.
- Ensure all relevant documentation for the internship rests with the HoD office .
- Towards the completion of the internship, give a final evaluation of the student in light of all relevant evaluations by the site supervisor and submissions of the student.

The Site Supervisor:

The HoD office will arrange assignment of a site supervisor to every student-intern.

Role and Responsibilities:

The following are the expected roles and responsibilities of the site supervisor:

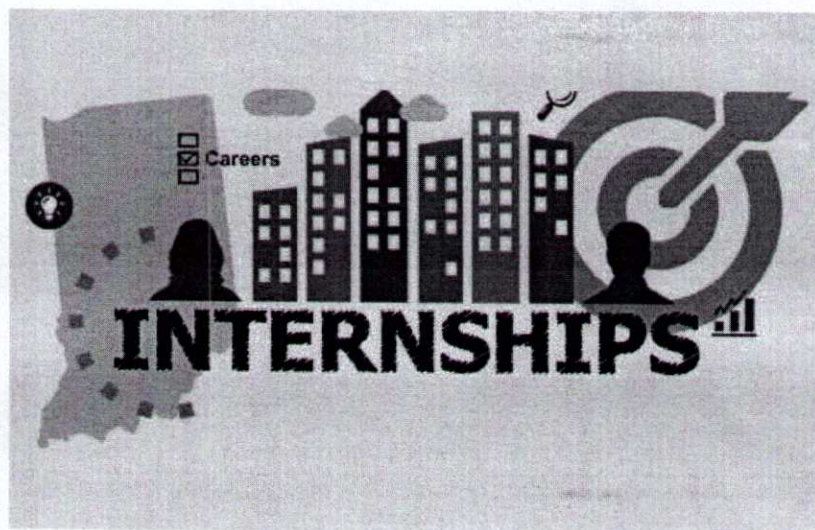
- Liaise with the HoD office and the faculty supervisor.
- Provide orientation to the intern and explain organizational aspects and the nature of work at the internship.
- Train, guide, and provide feedback to the student intern throughout the course of the internship.
- Complete periodic evaluations every three weeks and submit them to the HoD office and the faculty supervisor.

6 Student-Intern

Following are some of the expectations from student-interns.

Role and Responsibilities:

- Liaise with the HoD office .
- Maintain contact with the faculty supervisor.
- Understand the requirements of the internship and perform assigned tasks under the guidance and supervision of the site supervisor.
- Prepare a report every three weeks reflecting assignments and learning experiences and submit copies of the same to the faculty supervisor and the HoD office .
- Maintain a weekly activity log, and submit the log every three weeks (with the report) to the faculty supervisor and the HoD office .
- Try to ensure that the periodic evaluations (every third week), are completed by the site supervisor and submitted to the faculty supervisor and the HoD office .



7 | Operational Steps

The following are suggested steps of the roadmap for implementing the Internship program.

Step 1: Registration:

- The HoD office registers all undergraduate students.

Step 2: Assignment to Faculty Supervisors:

- The HoD office assigns every student to a faculty supervisor.

Step 3: Student Placement:

- a) The HoD office secures placements for students in host institutions that it has signed MOUs with. *However, students may also search for internships on their own, in which case the HoD office will review and approve such self-found internships.*

Step 4: Assignment to Site Supervisors:

- Once a student has successfully secured a placement with a host institution, the HoD office will facilitate assignment of site supervisors (from the host institution).

Step 5: The Internship TORs:

- Before the start of the internship, the faculty supervisor will facilitate the development of internship TORs for each student-intern, which will be communicated to the HoD office.

Step 6: Working at the Host Institution:

- The student will remain engaged at the host institution under the supervision of the site supervisor. The faculty supervisor will advise and guide the student as and when necessary.

Step 7: Performance Evaluation:

- a) The performance of every internee will be evaluated every three weeks (See section 8 below).
- b) The student and the site supervisor will submit evaluation documents to the faculty supervisor and the HoD office

Step 8: Completion:

- On successful completion, a Certificate will be issued, which will be reflected on the student's transcript.

8 | Internship Performance Evaluation

- a) The site supervisor will evaluate the intern's performance every third week of the internship on the attached evaluation form (Sample at Annex-1).
- b) The student-intern will submit his or her report and weekly activity log every three weeks to the faculty supervisor and the HoD office (Samples at Annex 2 Section A, and Annex 3).
- c) The faculty supervisor will evaluate the student reports (Sample at Annex 2 Section B).
- d) The faculty supervisor will compile a final performance assessment, which will be based on the evaluations of the site supervisor, and reports and activity logs of the student-intern.

Evaluation: Key Progress Indicators

Performance will be assessed on at least the following indicators:

- a) Work Accomplishment: The intern meets performance standards for tasks assigned to them.
- b) Creative and Problem-solving skills: The intern demonstrates analytical ability along with breaking down complex tasks and brainstorming ideas and solutions.
- c) Organizational Skills: The intern complies with organizational policies and supports the organization's mission and goals.
- d) Communication Skills: The intern demonstrates requisite written and verbal skills.
- e) Interpersonal Skills: The intern gets along with co-workers and is able to work in a team.
- f) Professional Behavior: The intern demonstrates characteristics such as enthusiasm, motivation, integrity, and reliability

Tabulating Final Performance Evaluation:

- a) The faculty supervisor will evaluate overall performance by using the following weightages:

Evaluation	Contribution
Site supervisor evaluations	40%
Student reports	30%
Faculty supervisor evaluation	25%
Student's activity log completion	5%

- b) The overall obtained score will indicate performance level, which will be reflected on the student's transcript. The following table provides sample descriptions:

Score	Level	Level Description
80% - 100%	Level 1	The intern demonstrated outstanding performance and exceeded workplace expectations.
65% - 79%	Level 2	The Intern demonstrated high levels of achievement.
50% - 64%	Level 3	The intern's work performance was considered satisfactory.
0% - 49% (unsuccessful)	Level 4	The intern did not demonstrate satisfactory performance.

ANNEX-1

**Sample
Site Supervisor Evaluation Form**

Site supervisor (name): _____ Designation: _____

Host Institution: _____

Student-intern (name): _____

Reporting Period: _____

Report Number (Circle one number): 1 2 3

Instructions:

1. This form is to be filled by the site supervisor.
2. The following key is to be used for evaluation.

Key

- 1= Does not meet expectations 2= inconsistently meets expectations
 3= Consistently meets expectations 4= Above expectations
 5= Far above expectations

Scale (Circle the number that best describes the student-intern's performance)					
1. Arrives to work on time	1	2	3	4	5
2. Demonstrates respect for organizational staff, policies, and norms	1	2	3	4	5
3. Shows requisite understanding and ability to learn about organization's work	1	2	3	4	5
4. Exhibits basic skills required at the workplace	1	2	3	4	5
5. Conducts self professionally in all work-related scenarios	1	2	3	4	5
6. Takes initiative and seeks opportunities to make contributions	1	2	3	4	5
7. Completes tasks and reports to supervisor on time.	1	2	3	4	5
8. Demonstrates the ability to work with others in a team	1	2	3	4	5
9. Proves to be reliable and dependable	1	2	3	4	5

Site supervisor signature: _____

**Sample
Student Internship Report Form**

Intern Name: _____

Host Institution & Site Supervisor Name: _____

Faculty Supervisor: _____

Reporting Period: _____

Report Number (circle one): 1 2 3

Section-A

Instructions:

The intern will complete this section:

a) **Task/s performed** (Includes major duties designated to you and assignments you have completed.)

b) **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship).

c) **Challenges** (Detail major challenges in your role and how you tackled them.)

Section-B

Instructions:

This section is to be completed by the faculty supervisor, who will score the intern's report using the following criteria:

1= Does not meet expectations

2= inconsistently meets expectations

3= Consistently meets expectations

4= Above expectations

5= Far above expectations

Scoring Rubric					
1. Tasks performed	1	2	3	4	5
2. Learning experience	1	2	3	4	5
3. Overcoming challenges	1	2	3	4	5

Faculty supervisor signature: _____

ANNEX-3

Sample Student Internship Activity Log

Intern Name: _____ **Host Institution:** _____

Faculty Supervisor: _____ **Reporting Period: (DD/MM/YY – DD/MM/YY)**

Instructions:

1. The student-intern is to fill this form by recording major tasks performed by them.
2. Respective internship supervisors are to review and evaluate the student’s activity log.

Weeks	Tasks Performed	Number of Hours
Week #1	<input type="checkbox"/> <input type="checkbox"/>	
Week #2	<input type="checkbox"/> <input type="checkbox"/>	
Week #3	<input type="checkbox"/> <input type="checkbox"/>	
Week #4	<input type="checkbox"/> <input type="checkbox"/>	
Week #5	<input type="checkbox"/> <input type="checkbox"/>	
Week #6	<input type="checkbox"/> <input type="checkbox"/>	
Week #7	<input type="checkbox"/> <input type="checkbox"/>	
Week #8	<input type="checkbox"/> <input type="checkbox"/>	
Week #9	<input type="checkbox"/> <input type="checkbox"/>	

Site Supervisor signature: _____

Faculty Supervisor signature: _____

Student-Intern signature: _____