GULF UNIVERSITY

الجـــامعــة الخـــليجيــة

Title: **Students Internship and Career Development Procedures**

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Document Owner: Vice President for Academic Affairs

Review: The procedures are subject to periodic reviews as per amendments of university policies and regulations

1. Purpose

The purpose of this document is to describe procedures for planning and conducting students' internship and career development activities at Gulf University. Also, the document clarifies the principles for students' participation in such activities both at/or out of the University.

2. Scope

The procedures apply to all students at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council
ICD	Internship and Career Development
NQF	National Qualifications Framework
SSO	Student Support Office
SSU	Student Services Unit
VP ACADEMIC	Vice President for Academic Affairs

4. Definitions

Academic Advisor: The academic advisor is a faculty member at Gulf University, who is responsible for guiding the students according to University Guidelines and Regulations.

Instructor: An instructor is an individual appointed by Gulf University to teach on its courses.

Student: A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

Student Career Development: The processes involved in providing students at the University with advice and counselling on making career decisions, and support in internship and training activities.

5. Procedure Details

5.1 Preamble

5.1.1 Gulf University endeavors to ensure all students receive all sorts of training and career development opportunities for effective performance.

5.1.2 Internship and Career Development Office (at Unit of Students Services) operates to facilitate the University pertaining to skill development and

knowledge enhancement of students to ensure effective performance and achievement during their study at the University.

5.1.3 ICD activities are performed through an annual cycle process each academic year.

5.1.4 ICD activities conducted either on or off campus shall be subjected to prior approval by HEC and be scheduled by SSU.

5.1.5 All students shall be obliged to participate in relevant ICD activities; their attendance shall be observed and recorded by SSU.

5.1.6 SSU shall plan and conduct a wide range of Internship and career development activities such as, but not limited to:

Professional Internship relevant to students' disciplines.

Training courses and workshops

5.2 Planning and Approval Phase

Section (A) – Data Collection

A.1 Each academic year, ICD Office (at SSU) shall explore ICD needs of all students (including students with special needs) for the upcoming academic year during the first half of the month of April of each academic year, by circulating the ICD needs form (Form GU-PR41SICD-F1) through email and advise the concerned departments to follow and ensure responsive submission.

A.2 ICD Office shall review and discuss, within one week, the ICD needs received from Students with Head of SSU for initial approval.

A.3 Simultaneously, ICD Office shall develop their proposals for ICD activities for the upcoming academic year taking into consideration the standardized training courses/ internship sessions, workshops and other ICD activities that are repeatedly offered pertaining to new students' orientation in each academic year, during the first half of the month of April of each academic year, followed by sending the proposals to Head of SSU for review and initial approval.

Section (B) – Development of "University ICD Plan"

B.1 ICD Office shall compile the 2 initially approved ICD needs and proposals and develop the "University ICD Plan" for the upcoming year with clear statement of ICD activity type(s), venue, target students, date, location(s); shall ensure, in collaboration with Head of SSU, the alignment of the plan with the budget, before the end of April each academic year.

B.2 Head of SSU shall send the "University ICD Plan" to VP Academic, who, within one week, shall review the plan and shall either forward it to "University Risk Assessment Committee" or return it back to SSU with comments for modifications.

B.3 University Risk Assessment Committee shall, within one week from the date of receipt, assess the plan and recommend either approving or modifying the plan.

B.4 In case of returned plan, ICD Office shall coordinate with Head of SSU for developing the final draft of the plan.

Section (C): Plan Approval

C.1 SSU shall send the final draft of "University ICD Activities" plan to University Council for approval, followed by sending the approved plan to HEC for final approval during the month of June.

C.2 Upon receiving HEC approval of "University ICD Activities" plan, SSU shall develop the "ICD Activities Calendar" for the upcoming academic year before end of July.

C.3 Also, SSU shall inform Unit of A&R about the ICD activities which need to be included in the "University Academic Calendar".

5.3 Implementation Phase

5.3.1 SSU shall disseminate the "University ICD Activities" plan throughout the University, particularly to Colleges, Departments, Units/Centers, Student Council, and students.

5.3.2 SSU shall ensure responsive implementation of the ICD plan throughout the new academic year.

5.3.3 ICD Office shall inform the concerned student(s) along with their relevant Heads of departments via official GU email regarding the upcoming ICD activity at least one week in advance.

5.3.4 ICD Office shall coordinate with IT, PR and Maintenance Departments at the University, for implementation of the planned ICD activities.

5.3.5 All ICD activities shall be observed by ICD Office, and students' attendance shall be recorded, (Form GU-PR41SICD-F2).

5.3.6 Attendees, at the end of each ICD activity, shall send the completed evaluation form (Form GU- PR41SICD-F3) to ICD Office within one week after the event, who shall discuss it with Head of SSU.

5.3.7 Head of SSU shall conclude the most important remarks and comments of the evaluation forms, shall share conclusions with VP Academic and relevant parties at the University to be considered for upcoming activities and future planning.

5.3.8 ICD Office shall maintain record for each ICD activity conducted with the following evidence/documents:
- Attendance sheet of participants, (Form GU-PR41SICD-F2),
- Completed Feedback (Form GU-PR41SICD-F3) filled by each participant,
- Feedback analysis and evaluation report for the activity.

5.3.9 Head of SSU shall develop a Semester Report on status and outcomes of the planned ICD Activities for the semester, followed by sending it to VP Academic for review and further action as necessary.

5.4 Career Counselling

5.4.1 Academic Advisors shall refer one or more of their students to SSU for career counselling as necessary and on the basis of individual needs.

5.4.2 The Counselor at the ICD Office shall examine the student's record, shall conduct interview, and provide the student with one or more of the following services:
- evaluation of abilities and interests,
- overcoming challenges and obstacles,
- advice on development of the intended career,
- guidance in building future educational or career paths,
- arrangement for suitable ICD activity/activities to develop necessary skills,
- job search counseling,
- assistance in decision on suitable career and employment choices.

5.4.3 ICD Office shall maintain a record for each conducted counselling activity.

5.4.4 SSU shall send a report on the counselling activity to relevant Dean, HOD and Advisor, within one week after conducting the activity.

6. Responsibilities

Students are responsible for:
- following these procedures appropriately.

Academic Advisors are responsible for:
- following these procedures appropriately.

Heads of Departments are responsible for:
- ensuring that all faculty members and students are fully informed of these procedures.
- ensuring that these procedures are appropriately implemented.

Deans are responsible for:
- ensuring that all faculty members and students are fully informed of these procedures.
- ensuring that these procedures are appropriately implemented.

Unit of Student Services is responsible for:
- appropriate implementation of these procedures.

Students Council is responsible for:
- appropriate implementation of these procedures.

Vice President for Academic Affairs is responsible for:
- Appropriate implementation of these procedures.

Policy Development and Review Committee is responsible for:
- Systematic review of the effectiveness of these procedures.

7.   Related Policies

- Students Internship and Career Development Policy

8.   Related Procedures

- No related Procedures

9.   Related References and Standards

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook