

Internship Placement Guidelines

1. Placement Guidelines

While students are encouraged to express their preferred industry field where they would like to do their Internship, it is the responsibility of the ICDC to place them according to UD's Internship regulations. This practice will ensure that the internship matches the interns' area of specialization. Below are some placement guidelines:

- a. Students are allowed to identify **3** organizations as their first preferences for the ICDC team to consider while coordinating their placement. This selection is contingent upon these organizations aligning with the criteria and training requirements set by the University of Dubai. However, it is important to note that the chosen companies may have their own specific requirements for hosting interns.
- b. Students' proposed new companies will undergo evaluation by an Academic Supervisor to assess their business environment and Internship program suitability before permitting students to intern with them.
- c. In the event students are not accepted by none of their preferred companies, the ICDC will place them in an appropriate company from UD employer's database.
- d. Interns should demand a paid Internship neither from ICDC nor from the host company. Possible compensation is decided by the company.
- e. Students who are not placed after the 3rd interview due to the student's own decision, neglect, lack of collaboration, and unpreparedness will be deregistered from the Internship. The Internship fees will not be refunded.
- f. In case two or more students are interested in the same company and there are only one or two Internships being offered. The priority automatically goes to the higher GPA students and/or to the company's selection.
- g. The process of securing Internship placement can be quite time-consuming as it allows companies to conduct interviews and carefully choose the right candidates for their Internship positions. It is important to note that company HR departments might be simultaneously considering students from various students. Additionally, the job market can be highly competitive, and ICDC does not have any authority to force a student into a specific organization. Therefore, it is essential for students to remain patient and cooperative throughout this process. ICDC works diligently to coordinate students' placement with multiple organizations in parallel to ensure students secure internship opportunities before the start of their training.
- h. Interns are not allowed to change the company once placement is finalized unless there is a valid reason which must be presented in writing to the Academic Supervisor for investigation and recommendation to the ICDC.
- i. Student's Academic Transcript will be shared with prospective internship providers upon request for their review and selection.
- j. Students might be required by host company to purchase insurance policy for the period of training. In such cases, the insurance will be mandatory.
- k. Students must cover the parking costs if it is not provided by the host company.
- l. Students who are employed and want to pursue their Internship at their workplace can do so provided that the company meets the Internship placement standards set by UD. There are few conditions to consider:

- If the student's current job description aligns with their area of specialization, their current Line Manager will act as the Field Supervisor. In this scenario, the Line Manager should agree to propose and oversee a specific Internship project that goes beyond the regular work tasks. This project proposal must be submitted for review by the assigned Academic Supervisors at least one month before the start of the Internship.
 - the student's current job description doesn't match their area of specialization; they should be reassigned to a department within the company that is relevant to their major.
 - the Line Manager or Company HR rejects both of the above options, the ICDC will assist the student in finding an alternative placement for their internship.
- m. Students who wish to have their Internship outside their workplace must first secure a NOC and/or a copy of the approved leave form from their current employer.
- n. Sponsored students are required to intern with their sponsor organization. In special cases and with written approval from the sponsor, sponsored students can do their internship elsewhere.
- o. Students are not allowed to do their internship in a company that employs less than **20** employees. Exception can be made to startups or small size companies on case-to-case basis.
- p. Students are prohibited from doing internship within a family-owned enterprise or in an organization where immediate family members such as parents, siblings, or other relatives are employed. However, exceptions to this rule may be considered on an individual basis, provided that a recommendation from the ICDC Manager and approval from the CAO or the President.

1. Internship Provider Selection Criteria

- a. **Safety and Compliance:** The university will also consider the safety and compliance aspects of the company. Internship providers must meet safety and legal compliance standards. This includes providing a safe and inclusive working environment, adhering to UAE employment laws, and complying with any industry-specific regulations
- b. **Company Website:** A company's website plays a crucial role in conveying information, establishing credibility, and facilitating communication between the company and universities. It helps universities make informed decisions about which company to partner with for internships ensuring that students have valuable and educational experiences during their placement.
- c. **Reputation and Track Record:** The university may assess the company's reputation within the industry and its track record in providing quality internship experiences. This can include factors such as the company's history, previous intern feedback, and any awards or recognition
- d. **Diversity and Inclusion:** the university may prioritize internship providers that demonstrate a commitment to diversity and inclusion, ensuring that opportunities are accessible to a wide range of students.
- e. **Size and Stability:** The size and stability of the company can be important considerations. Larger, more established companies may be seen as more capable of providing a structured and meaningful internship program with sufficient resources and support.
- f. **Mentorship and Supervision:** The university will likely assess the company's ability to provide effective mentorship and supervision to the interns. This involves evaluating the qualifications and experience of the supervisors who will oversee the students' work,

- ensuring they possess the necessary expertise and willingness to guide and support the interns throughout their internship.
- g. **Learning Opportunities:** The university may consider the learning opportunities available within the company. This includes evaluating the nature of the projects or tasks that interns will be assigned, as well as the exposure to different departments, technologies, or industry practices.
 - h. **Alignment with Academic Programs:** The university will assess whether the company's work or Internship plan of activities aligns with the academic programs or fields of study for which the internships are being offered. There should be a clear connection between the students' educational goals and the practical experiences they will gain through the internship.
 - i. **Commitment to Internship Period:** the Internship period and working hours should be respected by internship providers for students to balance with their academic responsibilities.
 - j. **Compensation and benefits:** While universities do not require companies to pay interns, companies that offer compensation or benefits, such as stipends or transportation assistance, may be more attractive to students.