



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

**Code:** GU-PL41SICD

**Version:** 3.1

**Date of Issue:** 2023

**Effective Date:** July 2023

**Approval Authority:** Board of Trustees

**Document Owner:** Vice President for Academic Affairs

**Review:** The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of regulations



## 1. Purpose

The purpose of this document is to describe principles of students internship and career development at Gulf University. Also, it provides a framework of planning and management of internship and career development activities.

## 2. Scope

This document applies to all students at Gulf University.

## 3. Acronyms

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

## 4. Definitions

**Academic Advisor:** Academic Advisor is a faculty member at GU, who is responsible for guiding the students according to University Guidelines and Regulations.

**Instructor:** Instructor is an individual appointed by GU to teach on its courses.

**Student:** Student is an individual who has completed the formal procedures necessary to register in a program offered by GU.

**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. Policy Statement

- 5.1 Gulf University commits to achieving the indicators and criteria of “HEC Institutional Accreditation” related to students’ internship and career development.
- 5.2 Gulf University ensures that students’ internship and career development is consistent with, and supportive of the University Mission, strategic directions and its sustainability.
- 5.3 Gulf University commits to provide opportunities for work-based learning in relevant specialization in organizations.
- 5.4 Gulf University ensures that students must pass into two internship courses to in order to complete graduation.
- 5.5 Gulf University commits to support students in networking with industry professionals.
- 5.6 Gulf University ensures equity of access of all students to internship and career development opportunities based on identified needs.
- 5.7 Gulf University commits to reflecting internship and career development activities on knowledge, skills and competencies of the students.
- 5.8 Gulf University commits to supporting work based learning and career development opportunities through its Internship and Career Development Office in collaboration with relevant academic department.
- 5.9 Gulf University is committed to provide internship places for the students through entering into partnership agreement with organizations across the sectors.
- 5.10 Gulf University commits to conduct career counselling sessions for the students to familiarize them about current and future job opportunities.
- 5.11 Gulf University is committed to conduct career development sessions for the students to prepare them for labor market with 21<sup>st</sup> century skill and competencies.
- 5.12 Gulf University commits to evaluating the outcomes of internship and career development activities, and providing regular feedback to relevant students’ Advisors, Deans and HODs.

## 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**

- No related Policy

**8. Related Procedures**

- Students Internship and Career Development Procedures

**9. Related References and Standards**

<b>BQA</b>	National Qualifications Framework Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook
<b>HEC</b>	Institutional Accreditation Handbook