



## Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone-V, Islamabad

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Date: August 12, 2025

### **NOTIFICATION**

Attached herewith is the revised **CUST Internship Policy-2025**. This policy supersedes all previous Internship Policies being followed by various departments and shall be applicable forthwith.

Dr. Tahir Hameed Ullah Khan  
Registrar

**Distribution: -**

- All Deans
- All HoDs
- All Sectional Heads
- All employees



## CUST Internship Policy

<b>Policy No.</b>	Acad-Intern-V.2
<b>Prepared By</b>	Registrar Office
<b>Originally Approved on</b>	March 1, 2016
<b>Approved By</b>	Academic Council
<b>Revised Notification on</b>	August 12, 2025
<b>Applicable to</b>	All Undergraduate Programs

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**Islamabad**



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Date: August 5, 2025

## CUST INTERNSHIP POLICY

### 1. PURPOSE:

The Capital University of Science and Technology (CUST) Internship Policy is designed to bridge the gap between academic learning and professional practice, providing students with a platform to apply theoretical knowledge in real-world settings. This policy outlines the framework and guidelines for implementing the internship program, ensuring that students gain practical experience, develop essential skills, and build professional networks that can significantly enhance their career prospects.

The internship program is an integral part of CUST's commitment to produce graduates who are not only academically sound but also professionally competent and industry-ready. By participating in internships, students can develop a deeper understanding of their chosen field, enhance their problem-solving abilities, and cultivate the soft skills that are highly valued by employers.

This policy applies to undergraduate students and aims to regulate internships in a manner that maintains academic standards and industry relevance. The policy provides a structured yet flexible framework that allows students to explore different aspects of their profession, work under the guidance of experienced professionals, and earn academic credits towards their degree.

Through this Internship Policy, CUST seeks to foster a strong partnership between academia and industry, ensuring that our students are well-prepared to meet the challenges of the professional world and make meaningful contributions to their respective fields.

### 2. LEARNING OUTCOMES:

The following are key learning outcomes of the internship program for students:

- a) Gaining practical experience of working in a real-world environment.
- b) Learning how to deal with practical challenges.
- c) Developing communication and interpersonal skills.
- d) Developing positive professional relationships that may lead to future reference for employment.

### 3. SCOPE:

As per HEC Undergraduate Policy 2023, adopted by the university, every student is required to complete an internship program of at least 6-8 weeks' duration, generally during the summer. The policy applies to all the students registered in undergraduate



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and Associate Degree Programs (ADPs) offered by the University. Students who have completed ADP from CUST without an internship may be granted provisional admission to the relevant BS program, conditional on completing the internship prior to degree completion.

### **4. TYPES OF INTERNSHIPS:**

The following are various types of internships:

- a) On-site Internship: An on-site internship is a location-based internship. That is, the intern has to be physically present at the Host Institution / Organization.
- b) Virtual Internship: A virtual internship can be completed remotely and does not require the intern's physical presence at the workplace.
- c) Hybrid Internship: A hybrid internship can be a combination of an on-site internship and a virtual internship.

A specific internship requirement may be preferred / selected at the departmental level, based on the discipline requirements. The Host Institution / Organization should be a corporate body registered by a relevant regulating authority. Student may opt for an internship on campus if offered by the University. It is further added that internships can be either paid or unpaid. In this connection, detailed program-specific internship guidelines may be issued by each department / faculty.

### **5. SUPERVISION:**

Each intern will be supervised by a Faculty Supervisor and an On-Site/Work Supervisor. The Faculty Supervisor will be a member of the teaching faculty, and the On-Site/Work Supervisor will be a professional nominated by Host Institution / Organization. Each department will nominate an Internship Coordinator for their respective program to oversee and facilitate internship-related activities under the guidance of the Head of Department (HoD).

#### **5.1. Role and Responsibilities of the Internship Coordinator:**

Each department will notify an Internship Coordinator to facilitate the students in completion of internship requirements. He / She shall have the following responsibilities:

- a) Facilitate students in arranging an internship
- b) Arrange orientation session for student-interns
- c) Assign every student to a Faculty Supervisor.
- d) Coordinate with Faculty Supervisor during internship
- e) Maintain complete records of internship activities

- f) Arrange student internship evaluation by faculty and site supervisor.

## **5.2. Roles and Responsibilities of Faculty Supervisor:**

The Faculty Supervisor will be responsible to

- a) Interact either physically or virtually with the student on a biweekly basis to discuss internship progress.
- b) Address students' queries, provide advice, and help to resolve issues that students may face during the internship.
- c) Liaise with the On-Site / Work Supervisor as and when the need arises.
- d) Liaise with the Internship Coordinator.
- e) Review and provide feedback on submissions made by the students.
- f) Review assessments sent by the On-Site / Work Supervisor.
- g) Provide a final evaluation of the student in light of all relevant evaluations by the site supervisor and submissions of the student in the format prescribed by the department.

## **5.3. Roles and Responsibilities of On-Site Supervisor:**

The On-Site/Work Supervisor will be responsible for

- a) Assigning work/tasks to interns in the Host Institution/Organization.
- b) Monitoring students' progress in the Host Institution/Organization, including attendance.
- c) Promptly reporting to Internship Coordinator any problems or difficulties the intern may run into.
- d) Submitting a final evaluation of the intern that summarizes the intern's work experience and performance to the university.

## **6. STUDENT INTERN:**

The following are some of the expectations for student-interns:

- a) Register internship on completion of prerequisite credit hours as determined by the department.
- b) Identify the core domain of work/internship in coordination with Internship Coordinator.
- c) Maintain contact with the Faculty Supervisor.
- d) Understand the requirements of the internship and perform assigned tasks under the guidance and supervision of the On-Site/Work Supervisor.



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- e) Maintain a weekly activity log and submit the log with the report to the Faculty Supervisor
- f) Prepare a report at the end of the internship period reflecting assignments and learning experiences and submit to the Internship Coordinator on the format prescribed by the department/faculty.

### 7. INTERNSHIP PERFORMANCE EVALUATION:

- a) The work of every student-intern will be monitored and evaluated by the assigned Faculty Supervisor and On-Site/Work Supervisor at the Host Institution / Organization.
- b) The On-Site/Work Supervisor will evaluate the intern's performance biweekly using the evaluation form prescribed by the department / faculty.
- c) The student-intern will submit On-Site/Work Supervisor report and weekly activity log to the Faculty Supervisor on a fortnightly basis on the proforma prescribed by the department/faculty.
- d) The On-Site / Work Supervisor will evaluate the intern's performance at the end of the internship period using the "Intern Assessment Feedback Form - On-Site/Work Supervisor" prescribed by the department.
- e) The Faculty Supervisor will evaluate the intern's performance at the end of the internship period" using the "Intern Assessment Feedback Form - Faculty Supervisor".
- f) The Internship Coordinator will conduct final assessment of the report through an assessment committee constituted by the department.
- g) The Internship Coordinator will compile a final performance assessment, which will be based on the evaluations of the On-Site/Work Supervisor, Faculty Supervisor, and Viva / Report.
- h) The Internship Coordinator compiles overall performance by using the following weightages:

Evaluation	Weightage
On-Site/Work Supervisor	25%
Faculty Supervisor	25%
Report and Viva	50%

- i) The internship is graded as Pass/Fail based on marks attained in internship. Students with at least 50% marks will be considered pass.



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j) The evaluations will be made part of the students' academic record.

### **8. OPERATIONAL STEPS:**

#### **Step 1: Registration**

The student registers internship through the portal.

#### **Step 2: Assignment to Faculty Supervisor**

The HoD Office assigns every student to a Faculty Supervisor.

#### **Step 3: Student Placement**

The HoD/Internship office facilitates placements for students in Host Institution / Organization. However, students may also search for internships on their own; in such case the HoD/Internship coordinator office will review and approve such internships.

#### **Step 4: Assignment to On-Site/Work Supervisor**

Once a student has successfully secured a placement with a Host Institution/Organization, the Host Institution / Organization will assign an On-Site/Work Supervisor.

#### **Step 5: The Internship Orientation**

Before the start of the internship, the Internship Coordinator will conduct an orientation session for student-interns, to explain roles and responsibilities and conduct at the Host institution.

#### **Step 6: Working at the Host Institution/Organization**

The student will remain engaged at the Host Institution / Organization under the supervision of the On-Site/Work Supervisor. The Faculty Supervisor will advise and guide the students as and when necessary.

#### **Step 7: Performance Evaluation**

The performance of every intern will be evaluated at the end of the internship period in the manner prescribed by the department / faculty.

#### **Step 8: Completion**

On successful completion, a Pass / Fail grade will be notified by the University and a certificate will be issued.