

# Internship FAQs – Detailed Guide

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## How long must my internship be?

The internship must be of a minimum 8 weeks. Earlier the requirement was of 6-8 weeks, however, as per new guidelines the duration must be at least 8 weeks.

## What should be the nature of the internship?

1st year students have to undergo Voluntary Internships, which may include community service internships, NGOs etc. 2nd year students have the choice of undergoing either a voluntary internship or a Mandatory (Technical) Internship depending upon the availability of slots. 3rd year students must opt for the mandatory (technical) internship. It is important to note that this criteria is for slots given by the NUST Placement Office and ILO SMME. Students are at liberty to opt for any type of internship, at any point in the degree program, that they secure themselves directly from the industry.

## What is a Technical Internship?

A technical internship is an internship related to the field of study of the student. For example, a mechanical engineering student undergoing an internship at Fatima Fertilizer is undergoing a technical internship. Similarly, an aerospace engineering student undergoing an internship at PAC Kamra or NASTP is undergoing a technical internship. It is also important to mention that the nature of your internship is to be relevant to your study program, regardless of the name/nature of the industry. For example, a mechanical engineering student interning at the HR department of Atlas Honda will not be considered to be undergoing a technical internship.

## Can I combine two internships to complete the duration?

Yes. You may combine two internships, provided the total duration meets the minimum requirement

## What documents do I need to submit for my internship?

You are required to submit the following documents to the ILO:

- Internship Certificate → A photocopy must be submitted. However, students are required to bring the original certificate at the time of submission for verification.
- Internship Evaluation Form → The original signed and stamped form is mandatory. Photocopies or scans will not be accepted.

## When do I have to submit my internship documents?

Internship documents for all of your internships must be submitted to the ILO Office at the start of your 7th semester. The exact deadline for submission will be communicated before the beginning of the semester.

### **If I completed my internship after my 2nd or 4th semester, do I have to submit my documents immediately?**

No. If you undergo an internship after your 2nd or 4th semester, or at any time before your 6th semester, you are not required to submit the documents immediately. However, you must still get your documents (certificate and evaluation form) signed and completed at the time of each internship, as you will be required to submit all internship documents together in your 7th semester.

### **Where and how should I submit my internship documents?**

All documents must be submitted in person at the ILO Office during official working hours. Ensure that your documents are complete before submission, as incomplete files will not be accepted. (Note: If at any point in time the document submission policy changes and digital submissions are allowed via email or LMS, you will be informed accordingly.)

### **Is it compulsory to get the evaluation forms signed by my site supervisor?**

Yes. The evaluation form must be signed and stamped by your site supervisor to be considered valid. Unsigned forms will not be accepted. Furthermore, any kind of fabrication or falsification of documents, including but not limited to fake signatures, incorrect entries, or photoshopped documents, will be treated as a serious violation and may result in strict disciplinary action against the student.

### **What will the evaluation forms be used for?**

The evaluation forms will be used to assess your performance, verify the authenticity of your internship, and incorporate the feedback into your academic record. Resultantly, they will also determine your internship grading, which is a key component of your academic requirements.

### **If I underwent an online internship, how can I get the evaluation forms signed and stamped?**

In the case of an online internship, you should request your site supervisor to fill, sign, and stamp the evaluation form. If a physical stamp is not possible, the supervisor may:

- Provide a digitally signed copy on the organization's official letterhead, or
- Submit the form with their digital signature along with complete designation and official contact information (email, phone, and office address) for verification purposes.

### **What if I lose my internship certificate or evaluation form?**

In such cases, you must contact your host organization and request a duplicate certificate or evaluation form issued on official letterhead. Only accept valid documents issued from the organization will be accepted.


### **What if I don't undergo an internship during my degree?**

Internship is a mandatory graduation requirement. Failure to complete and document your internship may affect your eligibility to graduate.

### Who can I contact in case of queries regarding internship documentation?

For further guidance or clarification, please contact the Industrial Liaison Office (ILO), SMME at:

 [ilo@smme.nust.edu.pk](mailto:ilo@smme.nust.edu.pk)

 051-90856010

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