


Category	Educational Programs	Policy Number	ACA-PRO-204	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	1.0	
Responsible Office	Provost	Policy Owner	Dean of Academic Affairs	
Date Approved	17 May 2023	Effective Date	AY 2023-24	
Date Last Reviewed	New Policy	Due Date for Next Review	12 May 2026	

POLICY

Academic Internships

1. Purpose

This policy outlines the guiding principles for the Academic Internship course at Zayed University.

2. Scope of Application

This policy applies to the Zayed University Academic Internship course and the undergraduate students who are eligible to participate in them.

3. Definitions

Internship	An internship is a form of experiential learning that integrates knowledge and theory with practical application and skills development in a professional setting
Provost	Provost and Chief Academic Officer
University	Zayed University

4. Policy

4.1 The Academic Internship course at Zayed University (“**University**”) provides students a supervised on-site work experience combined with a structured academic learning plan directed by a University faculty member, for which academic credit is awarded.

4.2 The Academic Internship course is assigned three (3) credit hours. Colleges have the freedom to design specific curricula for such credit-bearing experiences, but these must conform to the statutes set forth in this policy.

4.3 The Academic Internship course is offered over three (3) cohorts (Fall, Spring, Summer) dependent on College requirements and scheduling.

- 4.4 Academic Internships are a full-time commitment for a minimum of sixteen (16) weeks. Internships can be either in one (1) site for the entire time, or in two (2) sites for eight (8) weeks each.
- 4.5 The Internship Calendar is determined by the Student Careers and Alumni Department and forwarded to colleges for implementation.
- 4.6 Students are responsible for applying for their internships through the University Student Careers and Alumni Portal by the assigned deadlines stated on the Internship Calendar.
- 4.7 Each College must ensure that students are enrolled in a mandatory Pre-Internship Preparation Program in the semester preceding their internships.
- 4.8 Students must give priority to private sector organizations in their internship site choice.
- 4.9 Student performance will be continually assessed by a Faculty Supervisor throughout the internship period and a Pass/Fail grade will be administered for each student.
- 4.10 Recognition of Prior Learning is an exception by application and is determined by the College on a case-by-case basis and approved by the College Dean. The duration of prior learning will be determined by the College and must be for a minimum of 560 hours.
- 4.11 Students employed by the military are exempted from internship and are required to provide an official letter addressed to the College Dean.
- 4.12 Interns are not allowed to change their internship site once they have started their internship except in extreme circumstances.
- 4.13 Employers must complete the on-line Internship Survey through the link provided to them by the College Faculty Internship Supervisor.

5. Coordination Roles and Responsibilities

5.1 College Faculty Internship Coordinator

Each College appoints College Faculty Internship Coordinator/s to oversee the management of the internship course for their college serving either one or both campuses.

5.2 College Internship Officer

The College Internship Officer supports the College Faculty Internship Coordinator and is responsible for the day-to-day operations of the internship course serving both campuses.

5.3 College Faculty Internship Supervisor

A College Faculty Internship Supervisor is assigned to each intern to support them and to liaise with the intern's employer supervisor during the internship period.

5.4 Student Internship Coordinator/Officer

The Student Careers and Alumni Department assigns a full-time Student Internship Coordinator/Officer to coordinate the placement of students during the internship course by working to identify and coordinate internship employment opportunities.

6. Related Policies and Laws

- ACA-REG-101 Undergraduate Enrollment and Registration
- ACA-STU-102 Undergraduate Student Code of Conduct
- ACA-PRO-202 Recognition of Prior Learning

7. Administration

This policy is administered by the Programs and Curricula Office in coordination with the Student Careers and Alumni Department.

8. Revision History

Date	Revision	Ver.
10 February 2025	Updated the document format.	
17 May 2023	President's Decision issued (PD#44 of 2023).	1.0
12 May 2023	Endorsed by the Executive Committee.	
1 May 2023	Endorsed by the Academic Council.	
10 April 2023	Endorsed by the Provost's Council.	
16 March 2023	Endorsed by the Deans' Council.	
6 October 2022	New policy drafted	