

GUC Internship General Guidelines

- The Internship program is **Obligatory**; it is part of the curriculum.
- Internship must be **related to your field of study**
- All students are eligible to start an internship after the finalization of the **fourth semester**
- For any opportunity to be counted as internship, it has to be **practical work experience**
- Training, courses, teaching and Job-shadowing does not count as internship

Internship Duration/Faculty

Faculty	Required Duration
Faculties of Engineering: <ul style="list-style-type: none"> • Architecture Engineering • Civil Engineering • Engineering & Materials Sciences • Information Engineering & Technology • Media Engineering & Technology 	12 Weeks
Faculty of Applied Sciences and Arts	12 Weeks
Faculty of Pharmacy & Biotechnology	6 Weeks
Faculty of Management Technology	6 Weeks
Faculty of Business Informatics	6 Weeks
Faculty of Law & Legal Studies	6 Weeks

For faculties of Engineering & Applied Arts: Four weeks should be performed consecutively per one internship to be counted.

For faculties of Pharmacy & Biotechnology, Management, Business Informatics and Law & Legal studies: could be conducted in a full six weeks consecutive or divide the period as follows:

- **4** consecutive weeks
- **2** consecutive weeks

Internship Working Conditions

Full time internships - working conditions:

- Number of working days/week: 5 days/week
- Working hours: 6-8 hours/day
- Full-time internships are **Not accepted** if it is parallel to the academic semester Except for Bachelor semesters for faculties (ENG, BI, AA)
- Only Bachelor semesters for faculties (ENG, BI, AA) could accommodate parallel Full-time internships (Under the condition that no courses are included)
- For Internships performed during Summer vacations/mid-year recess, two parallel full-time internships are not allowed
- If the end date of a full-time internship performed in the summer overlaps with the start of tutorials, internship duration will be counted only till the last day before start of tutorials

Part time/project base/freelance internships - working conditions:

- Number of working days/week: depend on the employer and the job nature
- Working hours/day: depend on the employer and the job nature
- Every 120 hours conducted "consecutively", counts as one month internship
- Maximum hours for the **part time internship** is **20 hours per week** (For internships parallel to the academic year)

N.B. SCAD office may request extra supporting documents for part-time internship parallel to the semester

Required Internship Documents

- Internship Evaluation Form signed & stamped including the Internship Report (Evaluation Form @Intranet – SCAD folder) – All fields in the form should be filled
- Part 1 and 3 are done by the Student while part 2 is done by the supervisor

If the Evaluation form is not signed & stamped, you must submit along with the evaluation form and the report either:

- Official Certificate stamped from the company
- Official Confirmation email from your direct supervisor: Email should be sent from **companies' domains** directly to the student confirming that he/she has worked under his/her supervision mentioning (Student Name – GUC ID No. – Start and End Date, Days per week and hours per day) once received, you are required to take a screenshot of the email that clearly displays company domain, and attach it to the rest of your internship documents

For Students who exceeded the 3 months of BSc thesis abroad & performed internship during the extra period, a stamped confirmation letter from the supervisor is additionally required along with the above documents, mentioning the start and end date of the whole bachelor stay and the start and end date of the internship

Online Submission Process:

1. Compile all your documents (Evaluation, Internship Report, Certificate/Confirmation E-mail) in one PDF File (maximum size is 10 MB)
2. Rename your Internship Document with your Full Name and GUC ID No. before uploading it
3. Upload each internship document in one compiled PDF throughout the submission link of the announced cycle
4. If you have more than one internship, you must submit a new application and upload its documents independently
5. In case of completing missing documents, you must upload all the previous documents again (Evaluation, Internship Report, Certificate/Confirmation E-mail) in one PDF File in the next submission cycle

After Submission

- You will receive a confirmation e-mail from SCAD (Confirming receiving your documents)
- Full review for your internship documents will take place internally, after the deadline of submissions
- Internship status will be updated on the system

For any internship programs that are not clear for you, or you are not sure it will be counted as internship, please send us all internship details on scad@guc.edu.eg and we will give you a feedback