



**Office of the Registrar
FATA UNIVERSITY FR KOHAT**

Khyber Pakhtunkhwa (Pakistan)
Ph: 091-5885507 E-Mail: registrar@fu.edu.pk
Website: www.fu.edu.pk

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NOTIFICATION

Consequent upon the recommendations of 21st Academic Council under agenda item No 03 and subsequent approval by the syndicate in its 28th meeting held on 22.05.2026 under Agenda Item No 02, approved/adopted the Internship Policy and the standardized Project, Synopsis and Thesis Formats for Undergraduate and Graduate Degree Programs.

All academic departments shall implement the approved policy and formats in letter and spirit for all future internship, project, synopsis and thesis-related academic activities.


**Deputy Registrar
(Academics)**

Copy to:

1. Controller of Examinations.
2. PA to Registrar.
3. All Head of Teaching Departments.
4. PA to Vice Chancellor
5. 28th Syndicate File
6. Office Copy

**Deputy Registrar
(Academics)**

FATA UNIVERSITY

UNDERGRADUATE INTERNSHIP POLICY-2026



(Version 1.0)

Aligned with HEC Undergraduate Education Policy 2020 (UEP 2023)

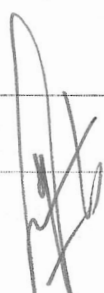


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Preamble

This Policy provides a comprehensive framework for the implementation of the mandatory internship requirement under the Higher Education Commission's Undergraduate Education Policy 2020 (HEC UEP 2023) at FATA University, FR Kohat. It offers institutional clarifications, operational procedures, and contextual adaptations suited to the University's academic environment and its location in the Newly Merged Districts (NMD) of Khyber Pakhtunkhwa.

FATA University recognizes that the transition from formal academic instruction to professional practice is a critical stage in the development of every undergraduate student. Internships serve as a structured bridge between theoretical learning and real-world professional engagement. They are an instrument of equity—providing students from underserved regions with access to professional environments, networks, and career-readiness skills that may otherwise remain inaccessible.

This Policy ensures compliance with the objectives of the HEC UEP 2020 while reflecting the University's distinctive institutional context: its commitment to regional development, its diverse student body from the NMDs, and its strategic focus on integrating digital literacy, communication skills, and AI-assisted professional tools into undergraduate education.

The Policy applies to all undergraduate degree programs at FATA University and is subject to annual review by the Academic Council.

1. Purpose and Objectives

The Internship Program at FATA University is designed to achieve the following objectives:

- (i) To provide undergraduate students with practical, hands-on experience in real professional work environments, exposing them to the demands and dynamics of the workplace.
- (ii) To develop and strengthen key professional competencies, including communication, critical thinking, problem-solving, organizational skills, and interpersonal relations — competencies that are essential for linguistically diverse and AI-integrated careers.
- (iii) To help students build professional networks, particularly those from underserved communities in the NMDs, enabling them to establish contacts for future employment and professional references.
- (iv) To help students explore and clarify their career preferences, aligning practical experience with academic and personal aspirations.
- (v) To promote community development and regional equity by prioritizing internship placements within the Kohat district, NMDs, and broader Khyber Pakhtunkhwa region.



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- (vi) To foster formal collaboration between FATA University and external organizations through Memoranda of Understanding (MOUs).

2. Definition and Core Parameters

2.1. Definition

An internship, for the purposes of this Policy, is a structured, supervised, and evaluated period of professional engagement undertaken by a registered undergraduate student of FATA University at an approved host institution or organization. The internship may be paid or unpaid, onsite, virtual, or on-campus.

2.2. Duration and Hours

- (i) Every BS student must complete a minimum of six to eight (06-08) continuous weeks of internship as required by the HEC UEP 2023.
- (ii) As an exception, for documented unavoidable circumstances — including security concerns in the NMDs, medical reasons, or force majeure — a student may complete the requirement through two shorter consecutive placements totaling eight weeks. Such exceptions must be approved in writing by the Head of the department/chairman.

2.3. Timing

- (i) For BS students, the internship typically takes place in the summer following the fourth semester or sixth semester but before the eighth semester.
- (ii) The Internship Office may approve placements at other times of the academic year to accommodate individual operational or personal circumstances.

2.4. Nature

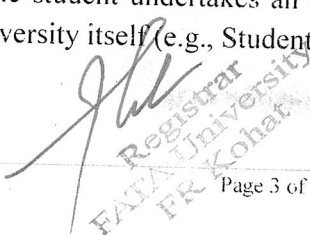
- (i) Internships at FATA University are discipline-specific, permitting placements across diverse professional sectors.
- (ii) Internship is of 3 credit hours. No academic grade is assigned. Satisfactory performance is noted on the official transcript; unsatisfactory performance requires a repeat.
- (iii) This Policy does not replace credit-bearing departmental internships in programs such as Management Sciences or any other.

2.5. Types of Internships

Onsite: The student is physically present at the host institution throughout the placement.

Virtual: The student works remotely for the host. All hours and tasks must be digitally documented and verified.

On-Campus: The student undertakes an approved administrative or academic role within FATA University itself (e.g., Student Services Center, Library, IT Department).



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On-campus slots are allocated on a merit basis and prioritized for final-year students or students unable to access external placements.

3. The Internship Office

Directorate of Students Affairs FATA University shall work as the University Internship Office. It is the primary institutional body responsible for all administrative, logistical, and academic coordination of the Internship Programs across all academic departments of the University.

3.1. Responsibilities of the Internship Office

- (i) Developing, updating, and reviewing this Policy in accordance with HEC guidelines and institutional requirements.
- (ii) Registering all eligible undergraduate students for the Internship Program at the commencement of each academic year.
- (iii) Assigning Faculty Supervisors to students, preferably aligned with existing academic advising relationships.
- (iv) Identifying, vetting, and onboarding host institutions through formal MOUs. Priority shall be given to local and regional organizations, government offices in the NMD, NGOs in Kohat and Peshawar, and national institutions with a regional presence.
- (v) Securing internship placements for students, including on-campus placements for those unable to access external hosts.
- (vi) Maintaining comprehensive digital records of all placements, evaluations, reports, and completion certificates.
- (vii) Designing, distributing, and updating all standard evaluation forms, report templates, and activity logs.
- (viii) Handling student grievances, complaints, and requests for exceptional accommodation.
- (ix) Organizing pre-internship professional development workshops, including resume writing, professional communication, and the use of AI tools for workplace productivity.
- (x) Facilitating the implementation of this Policy in affiliated colleges through departmental Standard Operating Procedures (SOPs).

4. Host Institutions

Approved host institutions for the FATA University Internship Program include:

- (i) Government Departments and Public Sector Offices at federal, provincial, or district levels, including those operating in the NMD.
- (ii) Private Sector Businesses, including commercial enterprises and service-sector organizations in Kohat, Peshawar, or elsewhere in Pakistan.

(iii) Academic and Research Institutions, including universities, colleges, schools, and research centers.

(iv) Non-Governmental Organizations (NGOs) and civil society organizations, particularly those engaged in community development, education, health, or social services in NMD or Khyber Pakhtunkhwa.

(v) FATA University itself, for approved on-campus placements in administrative units such as the Student Services Center, Library, Media and Communications, or academic departments.

(vi) Any other organization, department or institute identified and recommended by the board of studies of the respective department.

All host institutions must have a signed and active MOU with FATA University or must receive written approval from the Internship Office before the student commences the placement. Students who independently identify a host organization must submit a request to the Internship Office for prior approval.

5. Supervisors

5.1. Faculty Supervisor

Each student-intern shall be assigned a Faculty Supervisor from FATA University who shall:

(i) Serve as the primary liaison between the Internship Office and the student-intern throughout the internship period.

(ii) Meet with the student bi-weekly (in person or virtually) to discuss progress, address challenges, and review performance against the TORs.

(iii) Develop the Terms of Reference (TORs) in consultation with the host institution prior to the commencement of the internship.

(iv) Assist the student with academic, professional, or logistical queries arising during the internship.

(v) Review all tri-weekly student reports and activity logs.

(vi) Complete the Faculty Evaluation (Section B of Annex-II) for each reporting period.

(vii) Compile the final weighted evaluation score and submit it to the Internship Office upon completion.

5.2. Site Supervisor

Each student-intern shall be assigned a Site Supervisor by the host institution who shall:

(i) Orient the intern to the organization's operations, culture, policies, and specific duties at the start of the placement.

(ii) Provide day-to-day guidance, training, and professional mentorship to the intern.

 
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- (iii) Assign meaningful tasks aligned with the student's academic background and the approved TORs.
- (iv) Complete the tri-weekly Site Supervisor Evaluation Form (Annex-I) and submit it through the digital portal.
- (v) Communicate promptly with the Faculty Supervisor and Internship Office regarding any concerns about the intern's performance or conduct.

6. Student-Intern Responsibilities

A student-intern is expected to:

- (i) Liaise proactively with the Internship Office and Faculty Supervisor before, during, and after the internship placement.
- (ii) Understand and diligently perform all tasks assigned by the Site Supervisor within the scope of the approved TORs.
- (iii) Submit tri-weekly Internship Reports (Annex-II) and Weekly Activity Logs (Annex-III) through the digital portal within specified deadlines.
- (iv) Ensure that all Site Supervisor evaluation forms are completed and submitted within the prescribed timeframes.
- (v) Adhere to the professional, ethical, and cultural standards of the host institution, including confidentiality obligations, dress codes, and cultural sensitivities relevant to the NMDs or the area context.
- (vi) Conduct themselves with integrity, professionalism, and respect in all interactions.

6.1. Eligibility Criteria

- (i) Students must be registered as active undergraduate students at FATA University in a BS program.
- (ii) The internship shall commence after the fourth semester.
- (iii) Priority for on-campus and paid slots shall be given to students on merit-standing as determined by the Internship Office.
- (iv) Students who receive an Unsatisfactory rating (Level 4) must repeat the internship before graduation.

7. Operational Procedures

The Internship Program shall proceed through the following stages:

Step 1 — Registration: The Internship Office registers all eligible undergraduate students at the beginning of each academic year or semester.

Step 2 — Faculty Assignment: The Internship Office assigns a Faculty Supervisor to each registered student.



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Step 3 — Placement: The Office secures placements through the MOU network. Students who independently identify a host must obtain Internship Office approval prior to commencement.

Step 4 — Site Supervisor Assignment: Following placement, the host institution designates a Site Supervisor.

Step 5 — Terms of Reference: The Faculty Supervisor develops the TORs in consultation with the host institution and student prior to the internship start.

Step 6 — Engagement: The student commences professional duties under the Site Supervisor's oversight, with bi-weekly advisory support from the Faculty Supervisor.

Step 7 — Ongoing Evaluation: Tri-weekly evaluations are conducted as described in Section 8.

Step 8 — Completion: Upon satisfactory completion, the host institution issues a Completion Certificate. The Internship Office records the outcome and arranges transcript annotation.

8. Internship Performance Evaluation

The performance of student-interns shall be monitored continuously by both supervisors. The final evaluation is a weighted composite of all assessment components.

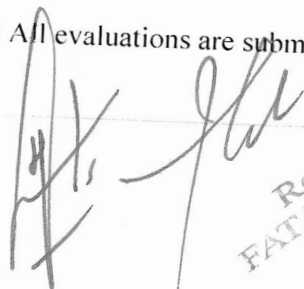
8.1. Key Performance Indicators

Interns shall be assessed on the following indicators:

- (i) **Work Accomplishment:** Quality and completeness of assigned tasks.
- (ii) **Creative and Problem-Solving Skills:** Ability to identify challenges and devise solutions.
- (iii) **Organizational Skills:** Time management, task prioritization, and planning.
- (iv) **Communication Skills:** Verbal and written communication in professional settings.
- (v) **Interpersonal Skills:** Collaborative working and professional relationship management.
- (vi) **Professional Behavior:** Punctuality, ethical conduct, policy adherence, and cultural sensitivity.

8.2. Evaluation Process

- (i) The Site Supervisor completes Annex-I at the end of each tri-weekly period (Weeks 3, 6, and 8).
- (ii) The student submits Annex-II (Section A) and Annex-III at the end of each tri-weekly period.
- (iii) The Faculty Supervisor reviews and scores the student's report using the Annex-II Section B rubric.
- (iv) All evaluations are submitted through the digital portal.



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8.3. Weighted Final Score

Evaluation Component	Evaluator	Weight
Site Supervisor Evaluation (Tri-weekly Forms)	Site Supervisor	40%
Student Internship Reports (Section A)	Student	30%
Faculty Supervisor Evaluation (Section B Rubric)	Faculty Supervisor	25%
Weekly Activity Log	Student / Verified by Both	5%
TOTAL	—	100%

8.4. Performance Levels

Level	Score	Descriptor	Consequence
Level 1	80–100%	Outstanding	Transcript notation issued
Level 2	65–79%	High	Transcript notation issued
Level 3	50–64%	Satisfactory	Transcript notation issued
Level 4	0–49%	Unsatisfactory	Repeat internship required

Students receiving an Unsatisfactory rating (Level 4) must repeat the internship and may not graduate until the requirement is satisfactorily fulfilled.

9. Documentation Requirements

All documentation shall be submitted to the Internship Office, preferably in digital form through the designated CMS portal. The following documentation is mandatory at each stage:

Stage	Required Document	Responsible Party
Pre-Internship	Internship Application Form (CV + motivation letter)	Student / Internship Office
	Host Agreement / MOU	Internship Office
	Terms of Reference (TORs)	Faculty Supervisor
	NOC from parent/guardian (students under 21 years)	Student
	Risk Assessment Form (mandatory for NMDs placements)	Internship Office / Student
During Internship	Tri-weekly Student Internship Report (Annex-II)	Student



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	Weekly Activity Log (Annex-III)	Student
	Tri-weekly Site Supervisor Evaluation (Annex-I)	Site Supervisor
Post-Internship	Final Internship Report (within 2 weeks of completion)	Student
	Completion Certificate (issued by host institution)	Host Institution
	Final Evaluation Compilation	Faculty Supervisor

10. Internship Report Requirements

The Student Internship Report is a structured assessment and reflective learning record. Students must submit a tri-weekly report using Annex-II. A final comprehensive report must be submitted within two (02) weeks of the conclusion of the internship.

10.1. Structure

The final report must be 5–10 pages, written in formal academic English following APA style conventions, and structured as follows:

Section A — Tasks Performed: Major duties and assignments completed during the internship.

Section B — Learning Experience: Reflective account of skills gained, including use of digital or AI tools in the workplace.

Section C — Challenges and Strategies: Significant challenges encountered and approaches taken to address them.

Section D (Final Report only) — Self-Reflection and Career Alignment: How the internship has informed the student's career direction and professional development.

10.2. Evaluation and Integrity

(i) Reports form part of the final internship assessment as described in Section 8.3.

(ii) All reports are subject to anti-plagiarism checks under the FATA University Anti-Plagiarism Policy 2026.

11. Grievance and Review

11.1. Grievance Procedure

Students who experience difficulties or conflicts during the internship may raise a formal complaint through the following channels:

(i) In the first instance, raise the matter with the Faculty Supervisor.

(ii) If unresolved, submit a formal written complaint to the Internship Office.

(iii) The Internship Office shall acknowledge receipt within five (05) working days and initiate a resolution process.

(iv) If unresolved at the Office level, the matter shall be escalated to the University relevant academic authority.

(v) Placements may be terminated in cases of documented student misconduct, subject to due process.

11.2. Policy Review

This Policy shall be reviewed annually by the Academic Council of FATA University, incorporating feedback from students, Faculty Supervisors, Site Supervisors, and host institutions. Revisions shall reflect changes in HEC policy, the regional professional landscape, and the evolving digital and AI-integrated work environment.

12. Special Provisions for the NMDs Context

FATA University's location and student demographic create specific operational realities that this Policy explicitly recognizes and addresses:

(i) Security Considerations: Where security conditions limit continuous eight-week placements, the two-split internship arrangement described in Section 2.2(ii) applies, with full written documentation of circumstances.

(ii) Virtual and Hybrid Placements: Virtual placements are recognized as equivalent to onsite placements, provided that all hours are documented and verified. The Internship Office maintains a curated list of approved virtual host organizations.

(iii) On-Campus Priority: Students unable to access external placements due to geographic, security, financial, or family constraints are prioritized for on-campus roles.

(iv) Gender-Sensitive Placements: The Internship Office shall maintain a list of host institutions offering gender-sensitive and family-appropriate environments to ensure equitable access for all students, including female students from conservative communities.

(v) NOC Requirement: Students under 21 years of age must provide a No Objection Certificate (NOC) from a parent or legal guardian before commencing any placement.



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ANNEXURES

Annex-I: Site Supervisor Evaluation Form

FATA UNIVERSITY — INTERNSHIP PROGRAM

Site Supervisor Evaluation Form

Site Supervisor Name: _____

Designation: _____

Host Institution: _____

Department / Unit: _____

Student-Intern Name: _____

Student Registration No: _____

Reporting Period (DD/MM/YY – DD/MM/YY): _____

Report Number (Circle one): 1 2 3

Instructions:

1. Complete this form at the end of each tri-weekly reporting period (end of Weeks 3, 6, and 8).
2. Scoring scale: 1 = Does not meet expectations | 2 = Inconsistently meets expectations | 3 = Consistently meets expectations | 4 = Above expectations | 5 = Far above expectations
3. For FATA University student-interns, consider regional equity factors such as adaptability in underserved environments when evaluating.
4. Submit this form digitally through the Internship Office portal.

Performance Criteria	1	2	3	4	5
1. Arrives to work on time					
2. Demonstrates respect for organizational staff, policies, and norms					
3. Shows requisite understanding and ability to learn about the organization's work					
4. Exhibits basic skills required at the workplace					
5. Conducts self professionally in all work-related scenarios					
6. Takes initiative and seeks opportunities to make contributions					
7. Completes tasks and reports to supervisor on time					



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8. Demonstrates the ability to work effectively with others in a team

9. Proves to be reliable and dependable

Additional Comments:

Site Supervisor Signature: _____

Date: _____



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Annex-II: Student Internship Report Form

FATA UNIVERSITY — INTERNSHIP PROGRAM Student Internship Report Form

Intern Name: _____
Registration No: _____
Department / Program: _____
Host Institution: _____
Site Supervisor Name: _____
Faculty Supervisor: _____
Reporting Period (DD/MM/YY – DD/MM/YY): _____

Report Number (Circle one): 1 2 3

SECTION A: To be completed by the Student-Intern

Instructions: Reflect on your professional experiences during this reporting period. Write in clear, formal English. Limit each section to 500 words. Submit digitally. If AI tools were used for any workplace task, briefly disclose their use.

a) Tasks Performed

(Describe the major duties assigned to you and the assignments you completed during this reporting period.)

b) Learning Experience

(Describe the skills and knowledge you gained or refined. You may refer to communication, professional writing, use of digital/AI tools, or any discipline-relevant competency.)

c) Challenges and Strategies



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(Describe significant challenges encountered and how you addressed them. Consider contextual factors such as access constraints or organizational dynamics.)

Intern Signature: _____ Date: _____

SECTION B: To be completed by the Faculty Supervisor

Instructions: Score the intern's report on the rubric below. Scale: 1 = Does not meet expectations | 2 = Inconsistently meets expectations | 3 = Consistently meets expectations | 4 = Above expectations | 5 = Far above expectations

Scoring Criterion	1	2	3	4	5
1. Tasks Performed					
2. Learning Experience					
3. Overcoming Challenges					

Comments / Feedback for Student:

Faculty Supervisor Signature: _____ Date: _____



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Annex-III: Student Weekly Activity Log

FATA UNIVERSITY — INTERNSHIP PROGRAM Weekly Activity Log

Intern Name: _____

Registration No: _____

Host Institution: _____

Faculty Supervisor: _____

Internship Period (DD/MM/YY – DD/MM/YY):

Instructions:

1. Record the major tasks performed each week and the number of hours worked. Entries should be brief but specific.
2. Both supervisors must review and sign the log at the end of each tri-weekly period.
3. Total hours across all nine weeks must meet the minimum UEP requirement of 315 hours for BS students.
4. If AI tools were used for any tasks (e.g., document drafting, data organization), note this in the relevant week's entry.
5. Submit digitally through the Internship Office portal.

S.No.	Week	Tasks Performed	Total Hours
1	Week 1		
2	Week 2		
3	Week 3		
4	Week 4		
5	Week 5		
6	Week 6		
7	Week 7		
8	Week 8		
TOTAL HOURS			

Site Supervisor Signature: _____ Date: _____

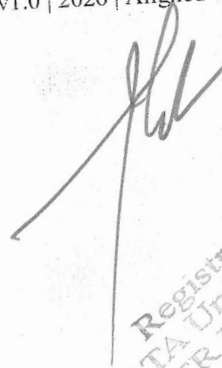


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Faculty Supervisor Signature: _____ Date: _____

Student-Intern Signature: _____ Date: _____

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