

Standard Operating Procedure (SOP) - International Internship Application

Objective:

To establish a systematic and standardized process for students applying for international internships through the institute, ensuring transparency, fairness, and efficiency in the application and selection process.

Procedure:

Announcement and Information Dissemination:

- a. The Dean International Relations office announces the availability of international internship opportunities through various channels (International Relations Website, notice boards, emails, WhatsApp messages).
- b. Detailed information about the internships, eligibility criteria, application deadlines, and required documents is made available to students on international Relations website.

Student Preparation:

- a. Students interested in applying attend informational sessions or workshops organized by the International Relations Cell.
- b. Information sessions cover the opportunities available, application process, eligibility requirements, and the significance of international internships.

Application Submission:

- a. Students have to fill international internship application form (online Google form), ensuring all required fields are filled accurately.
- b. Students interested in applying gather following necessary documentation, and submit it to Dean IR office (Soft copy and Hard copy)
 1. Passport copy
 2. CV
 3. Photo as per requirement
(<https://visa.educationmalaysia.gov.my/guidelines/online-photo-checker.html>)
 4. Academic Transcripts
 5. Department Permission Letter (From Department)
 6. Nomination Letter (From Dean IR Office)
 7. Confirmation Letter (From Dean IR Office)
 8. Parents Permission Letter (From Dean IR Office)
 9. Cover Letter

- c. Submit the application form and supporting documents within the specified deadline.

Application Review:

- a. The international internship coordinator of respective department conducts an initial review of each application to ensure completeness, and give initial eligibility of the candidate.
- b. Applications that meet the eligibility criteria are forwarded to the Dean IR office for further assessment.

Interview and Selection (If applicable)

- a. Eligible candidates may be required to participate in an interview conducted by the Committee.
- b. The committee evaluates each candidate based on their qualifications, motivation, and suitability for the international internship.
- c. Selection decisions are made collectively by the committee, considering interview performance and application materials.

Notification of Selection:

- a. Successful candidates and respective departments are notified about the selection for the international internship.
- b. Detailed instructions regarding the next steps, including visa application procedures and pre-departure requirements, are provided.

Pre-Departure Preparation:

- a. The Dean IR office assists selected candidates in completing necessary paperwork for international travel, including visa applications and health insurance.
- b. Conduct pre-departure orientation sessions covering cultural aspects, safety guidelines, and expectations during the internship.

Internship Period:

- a. Students embark on their international internship and maintain regular communication with the Dean IR office for updates.
- b. The Dean IR office remains a point of contact for both interns and host organizations throughout the internship period.

Post-Internship Evaluation:

- a. Upon completion of the internship, interns submit a detailed report about their experience.
- b. The Dean IR office gathers feedback from host organizations regarding the interns' performance.

Documentation and Record Keeping:

- a. All documentation related to the application, selection, and post-internship phase is properly filed and stored by the Dean IR office.
- b. This information is used for future reference and improvements in the international internship program.

This SOP ensures a clear, organized, and fair process for students applying for international internships through the institute.