

Procedures to follow

Proposal Submission and approval

The student must discuss possible report topics with the supervisor and obtain formal approval before starting the project. To obtain approval, students must submit a short proposal, including a brief explanation of the following:

- Topic title
- Objectives
- Data sources
- Methodology

The approved proposal must be used as a document to match for the final submission.

Progress Meetings

Students must maintain regular communication with their faculty supervisor throughout the internship period. Students should document the supervisor's feedback and incorporate it into their report.

Recommended feedback schedule

Week	Progress/submission
Week 1-2	Discussion to finalize a topic, proposal submission, and approval
Week 3-5	Organizational review, Literature review, Methodology, working draft sharing
Week 6-9	Internship activities/project/data collection/analysis, discussion, working draft sharing
Week 10-11	Working draft sharing, draft compilation
Final week	Report review, submission for AI and plagiarism check, and revisions for final submission

Supervisor-student meetings may take place through:

- In-person meetings: preferably four to five times. Email communications with feedback in track change mode (if possible)
- Online meetings (in case of necessity only)

Support from the department

- Students can use a template for an internship application letter provided by the department to submit it to the respective potential organizations/institutions. Only one copy will be provided, and students can copy it to submit to multiple organizations. The body of this template remains the same, except for the receivers' details, which students can add as needed.
- Students must submit the final soft copy of the report to the computer laboratory for AI detection and plagiarism check. After receiving the plagiarism and AI check reports, students should attach them to the end of the final report.
- Each student can submit for AI detection and plagiarism check a maximum of 2 times to make sure the similarity rate and AI detection are below 20%. Failing to meet this criterion will result in retaking the internship program in the next semester.

AD C
12/04/26

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12/09/26

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9.4.2026

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12/09/26