

## **UP DILIMAN GUIDELINES FOR REMOTE INTERNATIONAL INTERNSHIPS**

Based on [CHED Memorandum Order No. 22, Series of 2013](#)

### **SCOPE AND COVERAGE**

1. Internship programs are done from a work-from-home or remote set-up.
2. Student Interns are not required to go abroad and report to the office in order to engage in the internship program.
3. Only recognized Foreign Host Training Establishments or Organizations (FHTE/O) may partner with UP Diliman in implementing internship programs.
4. Students usually do local internships but they may opt to engage in international internships instead.
5. Programs unrelated to required internships of a course are not covered by these guidelines.

### **OBLIGATIONS/RESPONSIBILITIES OF PARTIES**

#### **UP Diliman**

#### **Academic Unit**

The Academic Unit has the following responsibilities:

1. Ensure that the internship is part of the requirements in the duly approved program curriculum.
2. Ensure that the student is enrolled in the course requiring the internship at the time of internship.
3. Ensure that the potential FHTE/O is a reputable establishment (e.g. certificate of registration, company profile).
4. Conduct a virtual preliminary meeting with the potential FHTE/O to discuss the Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) and to ensure safety of the students.
5. Pre-qualify students in accordance with the requirements of the FHTE/O.
6. Facilitate the processing of the documents on behalf of the Student Interns.
7. Assign a regular and qualified faculty member or any authorized Home Internship Coordinator/Faculty-in-Charge (IC/FIC) to be responsible for all aspects of the internship program, including program implementation, monitoring, and evaluation.
8. Monitor and evaluate the performance and welfare of Student Interns and immediately attend to their complaints and grievances by coordinating with the FHTE/Os, the OFA Diliman, and the Office of International Linkages Diliman (OILD).
9. Report any irregularities of the FHTE/O or violations as provided in the guidelines of the Department of Labor and Employment and IACAT through OFA Diliman.
10. Provide copies of the unit's template of Internship Evaluation Sheet and Terminal Report.
11. Submit to OFA Diliman the accomplished required Pre-internship forms: (see Pre-internship Requirements on page 4)

12. Submit to OFA Diliman the accomplished required documents for the processing of the MOA or MOU between the University and the FHTE/O: (Appendix D)
13. Accomplish and submit a semestral report on the implementation of the course via this Google Form: <https://bit.ly/SIAPEvalSemestralReport> by the end of all Student Internships in the given course.

### **Office of the Vice Chancellor for Academic Affairs**

The Office of the Vice-Chancellor for Academic Affairs, through the Office of International Linkages (OILD) Diliman and the Office of Field Activities (OFA) Diliman, will take care of the following:

1. Assist in the processing of documents for the successful implementation of the remote international internship program.
2. Ensure that academic units and their duly designated internship partners comply with the provisions of these guidelines for the welfare and protection of students.
3. Investigate any questionable action or alleged violation of any of the parties involved in the remote international internship program, in cooperation with the Diliman Legal Office and other concerned offices.

### **Foreign Host Training Establishment or Organization<sup>1</sup>**

The Foreign Host Training Establishment or Organization has the following responsibilities:

1. Assign a competent Host Internship Supervisor (IS) responsible for the implementation of all phases of the agreed upon internship plan.
2. Conduct a preliminary meeting with the academic unit.
3. Closely coordinate with the academic unit, academic unit's IC/FIC, and Student Interns.
4. Develop the Internship Contract with a plan, in close coordination with the academic unit's IC/FIC. The template provided in Appendix B shall be used as a guide.
5. Provide supervised applied learning experience for Student Interns in accordance with the agreed internship plan, internship contract, and schedule of activities.
6. Conduct an orientation for Student Interns in close coordination with the academic unit through the IC/FIC.
7. Assist Student Interns with any internship-related concerns and coordinate with the academic unit if deemed necessary.
8. Provide evaluation or performance feedback to the Student Interns and IC/FIC.
9. Issue a certificate of completion of internship to the Student Interns after completion of the program.

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<sup>1</sup> A duly recognized and registered entity in the country of destination as a training venue for student interns. This does not include international companies that are locally registered with the Philippines Securities and Exchange Commission (SEC).

## **Student Intern**

The Student Intern/s must accomplish the following:

1. Enroll in a required or elective internship course that is indicated in her/his degree program curriculum.
2. Identify potential FHTEs/Os with the guidance of the IC/FIC.
3. Comply with the provisions of the Internship Contract, including the rules and regulations of UP Diliman, CHED, and the FHTE/O, once the requisites to start a remote international internship have been satisfied.
4. Attend the required orientations conducted by the academic unit and/or OILD and OFA Diliman, and the FHTE/O.
5. Complete the agreed duration and hours of internship.
6. Comply with the requirements of the internship program given by the IC/FIC and the Host IS.
7. Report any concerns and grievances to the IC/FIC.
8. Submit the accomplished required pre-internship documents to the IC/FIC: (see Pre-internship Requirements on page 4)
9. Submit the accomplished required post-internship documents to the IC/FIC: (see Post-internship Requirements on page 5)

## **Parent/Legal Guardian/Spouse**

The Parent/Legal Guardian/Spouse shall co-sign the Internship Contract to manifest approval of or consent to the remote international internship of her/his child/ward/spouse.

## **FEES AND CHARGES**

1. Certification of no special budgetary outlay from DBO (in accordance with OSU Memo 2017-02-04) shall be requested by the Dean/Head of the academic unit.
2. Additional fees and charges in relation to the internship program, such as internet fees, etc., shall be shouldered by the student. Students may apply for funding assistance through the OVPAA's MOVE-UP+ Financial Support Program.

## **MONITORING AND EVALUATION**

1. The monitoring and evaluation of the performance of the Student Interns will be conducted jointly by the FHTEs/Os and UPD. The method of monitoring to be used will be based on what is specified in the MOA/MOU for the particular remote international internship program. This may include, but is not limited to, the accomplishment of an Internship Evaluation Report and the issuance of a Certificate of Completion to the Student Interns.

2. The academic unit, through the IC/FIC, may base the Student Intern's final grade on the above-mentioned methods of evaluation, subject to the guidelines and policies of the academic unit, in compliance with UP Diliman's policies.
3. In cases where a student, due to unforeseen circumstances, fails to complete the previously determined duration of the remote international internship program, she/he shall be given a grade based on the guidelines and policies of her/his academic unit, subject to UP Diliman's policies.

All parties involved are expected to comply with the provisions of the duly signed MOA/MOU and act in accordance with the pertinent laws and regulations of their respective institutions and countries. To ensure this, a Grievance Committee shall be constituted by the Office of the Chancellor, which will handle and review any complaints or grievances from the academic unit, FHTE/O, Student Intern, and/or other stakeholders. The Committee shall have the initial responsibility of settling differences in any cases of violation of the training agreement, MOA/MOU, or upon the filing of a complaint by an aggrieved party. OFA Diliman will serve as Secretariat of the Grievance Committee. Any party found to have violated any of the above-mentioned rules and regulations, after thorough investigation by the Grievance Committee, will be subject to appropriate disciplinary action. The parties shall endeavor to exercise their best efforts to settle the matter out of court, and alternative methods of dispute resolution shall be exhausted before resorting to court litigation.

## **PROCESSING OF REQUIREMENTS**

### **Pre-internship Requirements**

#### **Academic Unit**

1. The academic unit, through the IC/FIC shall have the Student Interns prepare, accomplish and submit the following pre-internship requirements:
  - a. True copy of grades
  - b. Softcopy of UP ID
  - c. School certificate of student eligibility
2. The IC/FIC shall collate the Student Interns' submissions, accomplish, and submit the the following to OFA Diliman:
  - a. International Internship/Practicum Form (Appendix A)
  - b. Internship Contract with plan (Appendix B)
  - c. MOA/MOU with the FHTE/O (Appendix C)

#### **Office of the Vice Chancellor for Academic Affairs (OVCAA)**

1. The OVCAA through OFA Diliman will receive and review the submitted documents from the academic unit.
2. Once the documents are complete and found in order, OFA Diliman will upload the documents in a shared drive and notify OILD.

3. The OVCAA through OILD shall review the submitted documents for notation. OILD shall then schedule and conduct an orientation in coordination with the academic unit.

### **Student Intern**

The Student Interns must prepare, accomplish, and submit the following pre-internship requirements to the IC/FIC:

- a. True copy of grades
- b. Softcopy of UP ID
- c. School certificate of student eligibility
- d. Other requirements that may be requested by the FHTE/O

### **Processing of Post-internship Requirements**

#### **Academic Unit**

1. After the internship, the IC/FIC shall collate the following documents from the FHTE/O to ensure that the student/s have finished their internship:
  - a. Certificate of Completion of Internship
  - b. Evaluation Sheet
2. The IC/FIC will then summarize the learning experiences of the student/s by accomplishing and submitting this Google Form provided by OFA Diliman:  
<https://bit.ly/SAPEvalSemestralReport>.

#### **Office of the Vice Chancellor for Academic Affairs (OVCAA)**

1. The OVCAA through OFA Diliman will receive and review the semestral report submitted by the academic unit.
2. The OVCAA through OFA Diliman and OILD shall then accomplish the CHED SIAP Feedback Form and submit this to CHED for their appropriate action.

### **Student Intern**

Upon completion of the internship, the Student Intern must prepare, accomplish, and submit the following documents to the IC/FIC:

- a. Certificate of Completion of Internship
- b. Evaluation Sheet
- c. Terminal report

### **TEMPLATES/APPENDICES**

Appendix A: [International Internship/Practicum Form](#)

Appendix B: [Internship Contract with Plan](#)

Appendix C: [MOA Template](#)

Appendix D: [MOA/MOU Processing Flow](#)