

# On-campus Internships, Practicum, On-the-Job Training with UP Diliman offices

## Approval: University-level

### PRE-INTERNSHIP/PRACTICUM/OJT

Prepare and ensure that the following documents are in order:

#### 1. AFA Request Form

#### 2. Notarized Internship Contract

to be individually accomplished

#### 3. Copy of student's insurance policy (for students ineligible for RA 10931)

#### 4. UP Health Service medical clearance (for students with medical condition/s, comorbidities, or maintenance medication)

Evaluate the documents and endorse the implementation of the requested AFA\*

Provide recommending approval for the conduct of the Internship/Practicum/OJT

Submit documents at least 7 working days before the AFA

Evaluate and process the AFA Request and other documentary requirements

Authorize AFA Request via email

Revise or provide necessary documents as advised before proceeding further

### POST-INTERNSHIP/PRACTICUM/OJT

#### Accomplish the AFA Evaluation Form

\*The endorsement indicates that the requesting academic unit has found the requirements for the safe implementation of the requested AFA to be in order (e.g. safety of AFA venue/s, etc.) and the other requirements compliant with the relevant University and CHED Guidelines.