




**The Catholic University of Eastern Africa**

TITLE	AUTHOR
<b>PROCEDURE FOR INTERNSHIP (CUEA/DVC ADM/HRM/11)</b>	<b>HR MANAGER</b>
	NO. OF APPENDICES:
	<b>TWO (A-B)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC ADMINISTRATION</b>
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<b>NOTE:</b> <ol style="list-style-type: none"> <li>1. Write amendments on the page provided (Clause 0.2)</li> <li>2. Controlled copies of this document will be in the HR and the DVC ADM Office</li> </ol>	

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## 0. CONTENTS AND RECORD OF CHANGES

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### 0.2 RECORD OF CHANGES

No	Date	Details of Changes		Authorization
		<i>Page</i>	<i>Clause/subclause</i>	
	<i>(dd-mm-yy)</i>			<i>Title</i>
1	21 June 2011	3	6.0 Reviewing of method to make it adequate	HR Manager

### 0.3 Distribution / Circulation


This Standard Operating Procedure is available at relevant functions for authorized users.

#### 1. PURPOSE

To establish a clear framework that will guide and give direction in the management of all internship programmes.

#### 2. SCOPE

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The procedure applies to all students and young professionals who apply for internship in any department within CUEA.

### 3. TERMS AND DEFINITIONS

#### 3.1 Definitions of Terms Used:

For the purpose of this procedure the following terms shall apply in addition to those already defined in the CUEA Quality Management Manual and CUEA QMP-01

##### 3.1.1 Intern:

For the purpose of this procedure ‘Intern’ refers to a trainee gaining practical experience. Student internships provide opportunities for students to gain experience in their field, determine if they have an interest in a particular career, create a network of contacts, and/or gain school credit.

#### 3.2 Abbreviations and Acronyms

3.2.1 HR - Human Resources

3.2.2 IAF- Internship Application Form

### 4. REFERENCES

This procedure makes reference to the following documents which form part of the QMS documentation:

4.1 HR Policies and Procedures Manual

4.2 ISO 9001:2008, Quality Management systems –Requirements clause 6

### 5. PRINCIPAL RESPONSIBILITIES

5.1 The HR Manager oversees the implementation of this procedure

### 6. METHOD


6.1 The HR Officer shall furnish the applicant with IAF (CUEA/DVC ADM/HRM/11/fm01)

6.2 The HR Officer shall ensure that the applicant’s application letter, official letter of introduction, curriculum vitae/resume, passport size photograph, National ID and/or Passport are attached to the IAF

6.3 The applicant shall fill the IAF at least three (3) weeks from the expected date of internship and forward it to the functional HOD for recommendation

6.4 The functional HOD shall recommend and forward the form to the HR Manager within 3 working days

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- 6.5 The HR Manager shall recommend and forward the form to the DVC Administration for approval within 3 working days
- 6.6 The DVC Administration shall approve the IAF and return it to the HR Manager for implementation within 3 working days
- 6.7 The HR Manager shall write an Internship Letter (CUEA/DVC ADM/HRM/11/fm02) to the Intern in accordance with the University's internship guidelines
- 6.8 The HR Manager shall ensure that intern's employment records are maintained and that an induction/orientation exercise is conducted in accordance with Induction Procedure (CUEA/DVC ADM/HRM/13)
- 6.9 The intern shall submit a written report to the HR Manager at the end of his/her internship period regarding their duties, challenges, achievements and how to improve the programme
- 6.10 The HR Manager shall issue a recommendation letter to the intern upon completion of the internship.

## **7. APPENDICES**

7.1 Appendix A: Internship Application form

7.2 Appendix B: Internship Letter

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**Appendix A: Internship Application form**



**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**

**A. M. E. C. E. A.**

**Office of Human Resources**

P.O. Box 62157  
00200 Nairobi - Kenya  
Telephone: 891601-6  
Fax: 254-20-891084  
E-mail: hr@cuea.edu

1. Surname \_\_\_\_\_ Other names \_\_\_\_\_
2. Date of birth \_\_\_\_\_
3. Nationality: \_\_\_\_\_
4. ID/Passport number \_\_\_\_\_
5. Contact:
  - a) Postal address \_\_\_\_\_
  - b) Telephone number \_\_\_\_\_
  - c) E-mail \_\_\_\_\_
  - d) Physical address:
 

Name of the estate \_\_\_\_\_


Name of the road/street \_\_\_\_\_

House number \_\_\_\_\_

6. Educational and professional background

Name of the institution (start with most current)	Course Undertaken	Year:		Grades obtained
		From	To	

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7. If your job requires you to work for long hours, early in the morning and late at night, would you still accept it? Yes[ ] No[ ]

8. Next of kin:

- i. Name \_\_\_\_\_
- ii. Postal address \_\_\_\_\_
- iii. Telephone number \_\_\_\_\_
- iv. Relationship \_\_\_\_\_

9. Referees:

- i) Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_
- ii) Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_

**10. APPLICATION**

Internship applied for \_\_\_\_\_  
Proposed starting date \_\_\_\_\_

**11. DECLARATION**


I declare that the information given herein is correct to the best of my knowledge. I clearly understand that the University offers internship for 3 months without pay. I also declare that I shall abide with all staff rules and regulations.

Candidate's Signature ..... Date.....

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**Appendix B: Internship Letter**



**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**

**A. M. E. C. E. A.**

P.O. Box 62157  
00200 Nairobi - Kenya  
Telephone: 891601-6  
Fax: 254-20-891084  
E-mail: hr@cuea.edu

**Office of Human Resources**

**Date.....**

*Name & Address of Intern*

*Dear Ms/Mr/Dr...,*

**RE: INTERNSHIP**

I am pleased to inform you that you have been taken for internship at the Catholic University of Eastern Africa in the .....Department following your application with effect from.....

The purpose of this internship is to help you familiarize yourself with the working environment, gain practical experience and prepare you for the labour market. The internship will be for a period of three (3) months. It can however be renewed at the discretion of the University.

You are expected to abide with the Internship Policy, the University's Code of Conduct and other applicable regulations. Please note that the University takes internship as a learning process and hence does not pay for it. You are therefore expected to make arrangements on transport to and from work and lunch.

Please report to the Human Resources Manager on.....for deployment.


Yours Sincerely,

.....

**HUMAN RESOURCES MANAGER**

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**ACCEPTANCE:**

I ..... IDNO/PP No.....

hereby confirm acceptance of the offer of this Internship and the terms and conditions of service thereof.

.....

Signature

.....

Date

**CUEA/DVC ADM/HRM/11/fm02**

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