



**ACCRA  
TECHNICAL  
UNIVERSITY**

# **ACADEMIC STAFF INTRNSHIP POLICY**



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## 1.0 INTRODUCTION

The conversion of Polytechnics to Technical Universities was aimed at repositioning them to deliver higher learning using competency-based approach for effective training. The application of competency based training using various fields of learning is a unique feature of Technical Universities. The strategy to help prepare and equip students to acquire relevant and appropriate skills needed for the world of work to support national development was embedded in the concept of the conversion. The blend of theoretical knowledge with practical knowledge, the involvement of industry in the drafting of the curriculum for technical universities, and also involving employers in teaching, and organization of workplace experiential learning for students are the major pillars of the technical universities concept. The teaching staff internship programme seeks to bridge the gap between academia and industry. This is to ensure that the teaching staff is imbued with the requisite professional and industry experience to impact students.

The Technical Universities Act 922 (2016) requires Technical Universities to create linkages between industrial internship and work place learning experiences for Students and Faculty Staff. In furtherance to the provisions of the Act, Accra Technical University's Strategic Plan (2021-2025) also strengthens this agenda of deepening the industrial experience of its teaching staff.

The Directorate of Industrial Liaison has the responsibility to search and identify public and private organizations that, the University can collaborate with to provide work place learning experience to Staff and also promote technology transfer between the University and Industry.

Academic Staff Internship (ASI) in the industry means being physically present in the industry for a specific duration, with the purpose to understand the current architectural frame work specific to industry and strengthen the university-industry relationship/network.

The creation of linkages between the university and industry is one of the main factors to raise standards and quality in specific fields.

Input from industry on the current practices, technology and expertise are very important for academic development, sustainability research and consultancy in the university.

## 2.0 THE MANDATE OF TECHNICAL UNIVERSITIES

As part of the Technical Universities Transformation Plan, teaching staff are expected to undergo industrial internship in the related industries to broaden their outlook, experience and keep-up with the latest development in technology. The Technical Universities Act 922 (2016), Section 3 Sub Section 1 (b), (c), and (d) refers:

***b. Programmes of study shall take into consideration the multiplicity of scientific theories and methodologies;***

***c. Use competency based and practice oriented approaches in teaching, organization and delivery of courses;***

***d. Develop strong linkages and collaboration with relevant industries, businesses, professional bodies and technical experts in the design and delivery of programmes.***

In order to fulfil the provisions of Act 922 (2016), Accra Technical University developed a five-year strategic plan (2021 – 2025) to align with the core mandate of the university. The strategic pillars which relate to the mandate of Accra Technical University are;

1. Enhancing students' experience
2. Impact-Oriented Research and Innovation

### 3. Industry and Community Engagement

The academic staff internship programme will support the realization of these strategic pillars of the University.

## 3.0 OBJECTIVES

The objectives identified relates to the following stakeholders;

The Interns

1. To expose staff to the current environment, trends and work culture of the industry ;
2. To enable staff to develop experience, specific skills and knowledge, as well as 'hands-on' expertise, technologies and state of the Art in the industry ;
3. Improve skills in research, communication in groups, interpersonal communication and observation;
4. Conditioning the participant to frequently challenging attitudes and beliefs which often leads to change.
5. Help an intern become a more motivated life-long learner.

## The University

1. To establish and enhance the academic programme, making it more dynamic and current through experience and knowledge gained from this staff internship programme;
2. It hopes to produce sought after graduates in the market as well as relevant curriculum that fulfill the industries requirement;
3. To explore the latest infrastructure in the industry such as hi-tech tools, research instruments and labs to improve and extend the infrastructures in the University.

## The Host Organization

1. To Provide network and mentoring opportunities;
2. To provide technical support for research and development of the organization.

### 4.0 POLICY STATEMENT

Accra Technical University is committed to ensuring that its academic and technical staff develop the competencies and skills to enable them to deliver quality teaching and research. This will ensure that the university's overall strategic vision is achieved. The academic staff internship programme is to enhance the intellectual and skills development of staff.

### 5.0 PURPOSE

To provide lecturers and technical staff with the guideline to undertake industrial internship in related industries to broaden their outlook, experience and keep-up with the latest development in technology and also to facilitate knowledge transfer between the University and Industry.

### 6.0 SCOPE

This policy applies to all full time teaching, research and technical staff of the University.

### 7.0 DURATION

The minimum internship duration is for one (1) month and a maximum of two (2) months per year.

**However, if the internship is based on a flexible approach where an arrangement is reached to allow staff to go for internship twice or thrice in a week for the internship duration, the period will span over a month or two months in a year.**

### 8.0 GUIDELINES FOR ACADEMIC STAFF INTERNSHIP IN INDUSTRIES

Academic Staff embarking on internship in industry shall satisfy the following requirements;

## 8.1 The Academic Staff Internship Process:

The industrial internship process is divided into three stages namely Before, During and After.

### **a. Before the Internship;**

The Applicant through the Head of Department has to liaise with the Industrial Liaison Directorate to find a suitable organisation related to their respective fields. It is strongly recommended that the ASA programme is completed at any private or public sector organisation.

### **b. During the period of the Internship;**

Interns are expected to be exposed to various work areas such as technical, maintenance, operation, management etc. The internship task schedule depends on the organization's convenience. Throughout the attachment, interns will be guided by the supervisors assigned by the organisation. The Pro-Vice Chancellor, Academic Deans and Director of Industrial Liaison are in-charge of the ASA programme and will visit the interns to assess and monitor their progress.

### **c. After the Internship;**

After completing the internship, the interns need to prepare a comprehensive report outlining their achievements during the internship and they also need to present their experience and share the knowledge gained with their colleagues through seminars, short courses or colloquia. Where necessary the intern(s) is/are expected to contribute to curriculum review and also infuse the new experience acquired in the delivery of courses.

## 8.2 Internship Models

The Academic staff internship programme can occur in the following form;

### **1. Self-application to a specific organization**

This type of application is self-initiated by the applicant intending to embark on an industrial internship. The period of internship is open to the

prospective applicant at the beginning of the academic year to choose from either at the end of the first semester or second semester or within the semester.

## 2. Flexible time internship

This type of model will allow the faculty to embark on the internship during the semester by visiting the industrial space twice or thrice a week during the free periods of the faculty involved.

## 3. Group Faculty Internship Programme in an Identified Organization.

This is a special arrangement within the faculty with the assistance of the Industrial Liaison Office to embark on group internship in an identified organization.

## 9.0 ELIGIBILITY FOR EMBARKING ON INTERNSHIP

All Academic and technical Staff are eligible to apply for an internship programme once a year. Staff would from time to time be granted the opportunity to embark upon internship to broaden their outlook and keep-up with the latest development in technology.

**The staff embarking on internship must be free from any outstanding obligation to the university, namely, teaching load, marking and submission of results, community work to the university etc.**

Staff on study leave, leave of absence and sabbatical leave are ineligible for staff industrial internship.

A member of staff who has embarked on industry internship will not be eligible until after three years.



## 10.0 APPLICATION AND APPROVAL PROCEDURE

Eligible applicants can apply for internship at the beginning of the academic year. The internship period is open to academic staff whenever is appropriate within the academic year.

### *The procedure to be followed is as follows:*

- i. The applicant shall liaise with the Industrial Liaison Office through the Head of Department of the applicant to identify the appropriate organization for the industrial internship;
- ii. The application forms shall be obtained from the university website;
- iii. After successfully securing a place in industry, the applicant shall be notified by the Director of Industrial Liaison;
- iv. In every academic year at most two-Faculty staff from a department shall be sponsored for the internship.

## 11.0 FUNDING OF THE INTERNSHIP

The University, for each Academic Year, shall provide adequate funding to sponsor at least thirty (30) academic staff.

### 11.1 Self- Sponsoring Applicants

The university shall provide the necessary support which is non-financial to assist staff who intend to embark on a self-sponsoring internship.

## 12.0 FORMS

### 12.1 Application Form

#### ACCRA TECHNICAL UNIVERSITY

#### FACULTY APPLICATION FOR INTERNSHIP PROGRAMME

##### PART A

##### Personal Details

Name.....

Rank.....

Department.....

Telephone.....

Email.....

Length of Service with the University.....

Previous industry experience (if any) Yes  No

.....

Duration.....

Signature.....

Date.....

**\*In signing this form I agree to submit a comprehensive report on the internship programme to the Faculty Dean through the Head of Department**

Type of application

1. End of first Semester

2. End of second Semester

3. within Semester

## PART B

### Intended Company details

Organization.....

**\*where necessary contact the Industrial Liaison Directorate for assistance**

Address of Company (if any) .....

Type of industry.....

## PART C

### Justification for Applying for Internship (attach further information)

Briefly discuss your objectives for applying to participate in the internship programme

.....  
 .....  
 .....

State expected learning outcomes to be achieved at the end of training .....

.....  
 .....  
 .....

How will the internship benefit the University .....

.....  
 .....

How does the training programme support your career development?

.....  
 .....  
 .....  
 .....

**Part D****Approval**

Remarks by Academic HOD:.....

Name..... Signature..... Date.....

Faculty Dean Remarks .....

Name .....Signature .....Date.....

Director of Liaison: ..... Signature..... Date.....

## 12.2 Work Place Learning Agreement Form

This form is to be completed and returned to the university  
Section A: About the University

Name of University : Accra Technical University
Postal Address
Email Address
Telephone

## Section B: Intern Details

Name:
Rank
Email
Telephone

Previous work experience (if any) Yes <input type="checkbox"/>	No... <input type="checkbox"/>
Course linked to this work placement:	
Special medical condition (if any)	
<p>Declaration</p> <p>As an intern on work placement, I agree to attend the work place at the agreed time and days or notify both my work place supervisor and the university promptly if am unable to do so. I shall be appropriately dressed and comply with all reasonable directions. I shall promptly inform the work place supervisor and the university of any incident or accident.</p>	
Signature :	Date

### Section C Details of Host Organization/Institution

Name of Organization	
Postal Address	
Email Address	
Telephone	
Placement Dates: from..... To.....	
Task to be performed	
Special conditions (Consumables/Special Clothing/PPE)	
<p>Declaration</p> <p>I certify that work health and safety practices, procedures and systems are place. I agree to accept the intern on work placement and to plan and conduct an appropriate programme in a non-harassment environment. I give assurance that the intern will be adequately supervised in a safe working environment. The intern supervisor is suitably qualified and experienced and competent at the relevant task the intern is to undertake.</p>	
Signature .....	Date.....

## 13.0 REPORT WRITING FORMAT FOR ACADEMIC STAFF INTERNSHIP

**Title:** Academic Staff Internship Programme at Volta River Authority, held between 1st to 31st August 2022.

### Chapter 1

Background of the Organization  
Vision, Mission of the Organization  
About the Department /Unit /Section of the Company attached  
Major Actives of the Organization

### Chapter 2

Your Roles during the internship  
Discuss detailed account of work performed  
Provide General observations

### Chapter 3

New knowledge / skills acquired at the end of internship  
Contribution by intern to the organization  
Challenges encountered at the work place

### Chapter 4

#### Conclusions and recommendations

#### A. Form for Submission of Internship Report.

Members proposed that the Committee develop a Form or a report template which will allow the intern to submit a report to the Accra Technical University after the internship. The Form should have a portion to be filled or the organization providing information about the intern and his or her relationship with it during the period.

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Public Affairs Directorate

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