

Kwame Nkrumah University of Science and Technology, Kumasi

# Industrial Attachment and Internship POLICY





# **KNUST INDUSTRIAL ATTACHMENT & INTERNSHIP POLICY**



**KWAME NKUMAH UNIVERSITY OF SCIENCE  
AND TECHNOLOGY, KUMASI-GHANA  
QUALITY ASSURANCE AND  
PLANNING UNIT**

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ISBN: 978-9988-2-8487-9

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# FORWARD

The Kwame Nkrumah University of Science and Technology, Kumasi exists to advance knowledge in science and technology through creating an environment for undertaking relevant research, quality teaching, entrepreneurship training and community engagement to improve the quality of life. In order to achieve this mission, there is the need to have a **KNUST Industrial Attachment and Internship Policy**.

The ever-growing unemployment situation in the economy compounded by employers' unrelenting desire for post-graduation working experience before employment has made it imperative for University students to be equipped with some level of work experience prior to graduation. Kwame Nkrumah University of Science and Technology (KNUST) has a long history of offering students this opportunity either as part of the academic programme or students are encouraged to participate in voluntary attachments. However, some programmes do not offer these opportunities to students. Therefore, this KNUST Industrial Attachment and Internship Policy is to serve as a guide for all programmes to ensure that every student that graduates from KNUST has the basic skills to function effectively in the workplace of his or her chosen field. It is also to serve as a blue print to regulate all attachments or internship programmes in the University.

The University is grateful to all those who ensured the initiation, development and approval of this Policy.

**PROFESSOR (Mrs.) Rita Akosua Dickson**

VICE-CHANCELLOR

KNUST

# ACKNOWLEDGEMENT

As part of the strategic planning mandate of the Quality Assurance and Planning Unit (QAPU), university policies are initiated and proposed for approval by the Academic Board.

The QAPU is grateful to Dr. Esmeranda Manful (Department of Sociology and Social Work) for the draft, Prof. Imoro Braimah (Department of Planning) and Mr. James Kennedy Turkson (Human Resources and Organisational Development) for the review of the policy. We are equally also indebted to the staff of QAPU who facilitated the entire process.

Lastly, we wish to appreciate the contribution of all staff of this University who contributed in several ways in the development and approval of this Policy.

**Professor Jerry John Kponyo**

HEAD

QUALITY ASSURANCE AND PLANNING UNIT

March, 2021

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# INTRODUCTION

Industrial attachment/internship is a good indicator that an individual is career oriented, motivated and ready to work in a chosen industry. The ever-growing unemployment situation in the economy compounded by employers' unrelenting desire for post-graduation working experience before employment has made it imperative for university students to be equipped with some level of work experience prior to graduation. Employers have a genuine case for demanding some practical working experience before engagement. Vacancies created through unexpected exits such as vacation of post cannot be filled with fresh graduates who do not have some level of practical work experience. This makes it desirable for university students to be equipped with some practical working experience through industrial attachment/internship.

The objectives of an Industrial Attachment and Internship programme are to provide an opportunity for students to:

- i. Utilise theoretical knowledge acquired in practice settings
- ii. Have the requisite work ethic in their chosen career
- iii. Become familiar with organisational behaviour
- iv. Foster good relationship with superiors and subordinates
- v. Acquire practical skills that are not available in the classroom
- vi. Ensure coursework and training programmes satisfy the expectations of employers and
- vii. Enable employers to identify potential employees.

Kwame Nkrumah University of Science and Technology (KNUST) has a long history of offering students this opportunity either as part of the academic programme or students are encouraged to participate in voluntary attachments. However, some programmes do not offer

these opportunities to students. Therefore, this policy is to serve as a guide for all programmes to ensure that every student that graduates from KNUST has the basic skills to function effectively in the workplace of his or her chosen field. It is also to serve as a blue print to regulate all attachments/internship programmes in the University. This will promote consistency and compliance with international standards for university education.

## **PURPOSE**

This policy establishes guidelines for industrial attachment and internship for all students in the University.

## **DEFINITION OF TERMS**

**Industrial Attachment and Internship** for the purpose of this policy is:

- A structured, supervised, work-related experience that is also related to an academic discipline or field and is evaluated, and graded by a University faculty member.
- A period where students are placed in a workplace for the acquisition of new practical skills and appropriate work-ethics valuable to their professional development during their period of study, past work or current work cannot be presented for grading purposes.
- A period to acquire skills and not be remunerated for work done.
- An activity primarily for the benefit of the student.

## **Organisation**

Organization here refers to workplace that is practice in actual service in settings such as public (governmental set-up), private (individual setup) and non-governmental.

## **Department**

This is any administrative or academic unit within KNUST.

## **POLICY OBJECTIVES**

The main objective is to provide guidelines for industrial attachment and internship for all students in the University. Specifically, to outline:

- a. Guidelines for implementing industrial attachment and internship for Departments, students and participating organisations,
- b. Conditions under which the industrial attachment and internship will be curtailed,
- c. Responsibilities of Department, Faculties and Colleges in the implementation of the industrial attachment and internship.

## **REQUIREMENT**

Each student offering a programme in KNUST is mandated to have undergone industrial or internship attachment before graduation.

# **GENERAL GUIDELINES FOR INDUSTRIAL ATTACHMENT AND INTERNSHIP**

## **GUIDELINES FOR DEPARTMENTS**

To ensure an effective Industrial Attachment/Internship programme for students each Department is obliged to do the following:

- i. Assign a Coordinator for the programme.
- ii. Conduct orientation for all first time participating organisations in the programme.
- iii. Conduct orientation for students prior to the commencement of the industrial attachment/internship.
- iv. Conduct a periodic review with organisations participating in the programme to ensure objectives are being met.
- v. Meet at the Departmental and Faculty level annually to discuss and review the respective attachment/internship programme.
- vi. Present annual report to the office of Quality Assurance and Planning Unit through the Chairperson of the College Quality Assurance sub-committee.

## **GUIDELINES FOR STUDENTS**

The student is subject to University regulations and the organisation's regulations during the Industrial Attachment/ Internship. The student is obliged to:

- i. See him/herself as part of the regular workforce in helping to achieve the vision and mission of the organisation,

- ii. Report for work regularly and perform duties assigned them to the best of their abilities,
- iii. Demonstrate the highest level of discipline during the entire period of internship/attachment,
- iv. Be appraised by his/her supervisor at work about their performance at the end of the period,
- v. Keep a log of their daily activities in the organisation,
- vi. Present a report on the industrial attachment or internship,
- vii. Not to expect any pecuniary consideration during or after the period of attachment or internship.

## **TERMINATION OF INDUSTRIAL ATTACHMENT/ INTERNSHIP**

A student's industrial attachment/internship may be terminated for any of the following reasons:

1. The student's level of performance or professional conduct is far below the standards expected
2. The student has unexcused and prolonged absences from the organisation placed
3. The student flouts any of the rules and regulations of the organisation that make employees liable
4. The student's continued participation in the industrial attachment or internship is judged by the supervisor(s) (agency and/or Department) to adversely affect the student, the participating organisation or KNUST
5. The student experiences unexpected life events that impair his/her ability to make successful progress towards meeting the learning objectives of the industrial attachment or internship; OR
6. Any other issue that might deem the student's participation untenable.

If for any of the above reasons the industrial attachment/internship is terminated, at any point, the student is deemed not to have taken part in the industrial attachment/internship, hence will have to be enrolled on the industrial attachment or internship again.

## **GUIDELINES FOR ORGANISATIONS**

An organisation participating in the industrial attachment or internship programme is obliged to do the following:

- i. Assign a supervisor for the student.
- ii. Subject the student's to the organisation's regulations and is expected to function like a full time employee of the company.
- iii. The organisation will provide the student the opportunity to participate in all aspects of the organisation including the technical (programme of study specific) and administration except where there is confidentiality or sensitivity constraints.
- iv. Provide the student opportunity to learn hands-on activities.
- v. Put in place reasonable measures that would guarantee the health and safety of the student during the period of attachment/internship.
- vi. Appraise and update the students periodically on their performance and submit the appraisal to the respective Department at the end of the period of attachment/ internship.
- vii. Should ensure that the student benefits from all relevant provisions in the Labour Act 2003 (Act 651) that applies to an intern.

## **TERMINATION OF PARTICIPATION IN THE INDUSTRIAL ATTACHMENT/INTERNSHIP PROGRAMME**

An organisation's participation in the industrial attachment/internship programme may be terminated for any of the following reasons:

- i. fails to adhere to the guidelines for participating in the industrial attachment programme,
- ii. if health and safety regime of the organisation is detrimental to the health of the student,
- iii. student reports of sexual harassment or bullying at the workplace,
- iv. regular and persistent overtime work without any form of compensation which is detrimental to the health and safety of the student,
- v. unnecessary unofficial errands during working hours that do not inure to relevant learning but impede the student's desire to learn,
- vi. when the operation of the organisation ceases due to unforeseen circumstances OR
- vii. any other issue that might deem the student's continual stay with the organisation untenable.

# TYPES OF INDUSTRIAL ATTACHMENT/INTERNSHIP

KNUST offers two types of industrial attachment/internship, namely:

## **INDUSTRIAL ATTACHMENT/INTERNSHIP – ACADEMIC (PART OF PROGRAMME DESIGN)**

Departments will build on this policy by adding their existing guidelines of the industrial attachment of the respective programmes especially in areas which have effectively and efficiently achieved programme objectives.

## **INDUSTRIAL ATTACHMENT/INTERNSHIP – CAREER (NOT PART OF PROGRAMME DESIGN)**

For programmes that do not have a mandatory industrial attachment as part of the academic requirement of the programme, students must undertake a career oriented industrial attachment. (This may be offered to those offering programmes where industrial attachment is a requirement for the award of the intended degree as an additional opportunity.)

Departments shall therefore adhere to the following:

### **1. Industrial Attachment/Internship Eligibility**

In order to enrol in an industrial attachment//internship, students must have completed level 200 in their respective programmes.



## **2. Duration**

The industrial attachment should have a minimum of four weeks (non-cumulative) for all students. Although maximum duration is not capped, no student should report late when university reopens as a result of the attachment/internship.

## **3. Course code and credits to be awarded**

Course code may be assigned to the programme and may attract 2 academic credits.

## **4. Arranging for Industrial Attachment/Internship**

The respective Department will be responsible for approving organisations participating in the industrial attachment/internship programme by making arrangements prior to, during and following the attachment/internship and for ensuring that this policy is followed. Faculty or qualified staff should be involved in the planning, execution, and evaluation of the programme. Each Department will need to consider:

- i. Activities to be undertaken during the attachment/internship have educational merits in relation to tasks and duties.
- ii. The time for the attachment.
- iii. Health, safety and welfare implications.
- iv. Location of the organisations.
- v. Encouraging faculty and students to participate in the search for potential organisation for attachment/internship.

## **Coordinators<sup>1</sup>**

Each Department must nominate a coordinator who should maintain regular contact, give necessary support and provide regular feedback on performance.

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<sup>1</sup> Allowances must be paid for the position

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ISBN: 978-9988-2-8487-9



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