



TERMS OF REFERENCE (TOR) INTERNATIONAL INTERNSHIP PROGRAM

Universiti Teknologi Malaysia (UTM)
2025

INTRODUCTION

The **International Internship Program** is a **global industry and research attachment initiative** by **Universiti Teknologi Malaysia (UTM)** under the **School of Undergraduate Studies (UGS)**. The program aims to provide students with **international work experience, cross-cultural professional exposure**, and **enhanced career development opportunities** through collaborations with **global industry partners and universities**

INTERNATIONAL INTERNSHIP PROGRAM

The Vision.

To provide students with **global industry experience**, enabling them to collaborate with **international partners** for personal and **professional growth**.

Objectives.

To offer students **practical work experience** in an **international organization setting**

To allow students to **develop cross-cultural competencies** and global industry insights



To enhance **students' employability** through **international networking opportunities**

To provide students with **research-based internship opportunities** at **international universities/industries**

To **strengthen UTM's global presence** through international academic and industrial partnerships

Program Scope & Implementation

Placement

Duration

Collaboration
with
International
Universities/
Industries

Student
Selection

Placement.

At International Universities:

- **Top 100 QS World Ranking University**
- Placement in **research centers at partner universities** relevant to students' fields of study

At International Industries

- **Multinational Companies** with **competitive salary** for fresh graduates.
- Be a legally registered company, organization, or institution in the host country.
- Provide a conducive and safe working environment.
- Comply with international labor laws and workplace standards.

Duration.

The **compulsory internship period** is **10, 12 or 20 weeks**.
– depends on academic program requirements

Collaboration with International Universities/Industries

The host must:

The University must waive students' bench fees (if applicable).

Appoint a supervisor to mentor the students during the internship

Student Selection

Selected students must meet
**academic and professional
criteria** set by UTM.

Each **faculty must
nominate 15
students** for the
program

Students must
pass an interview
conducted by **UGS**
to qualify for
sponsorship

Financial Assistance for Students

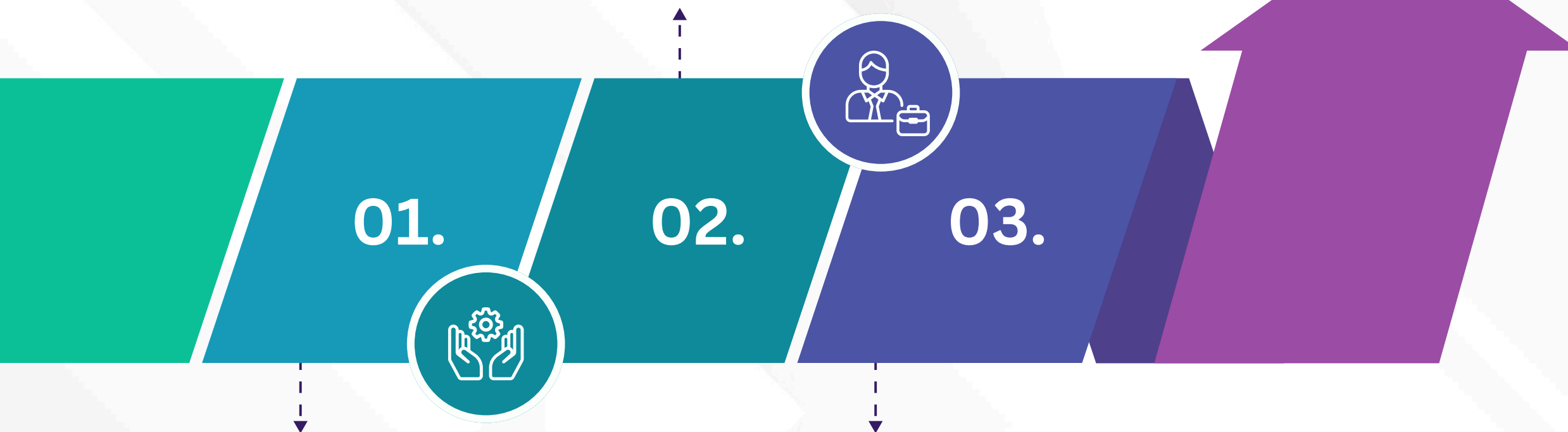
To ensure broader participation, UTM will provide financial assistance to selected students who successfully pass the UGS interview process for **internship at International University**. The financial assistance will be offered in two categories

**Partial
Financial
Assistance**



**Package
Financial
Assistance**

Designed for students who have
additional financial support
(e.g., external sponsorships, self-funding).

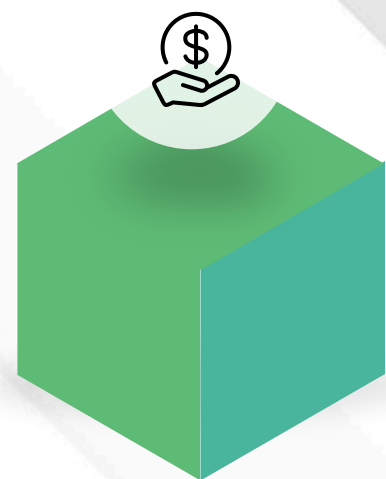


Covers **a portion of travel expenses**
(flight ticket, etc.)

Amount may vary
based on **internship location and cost of living.**

Partial Financial Assistance





Package Financial Assistance

01.

Covers **a package of travel expenses** (flight ticket, accomodation, etc.)

02.

Designed for students who have **strong academic merit and financial need.**

03.

Amount may vary based on **internship location and cost of living.**

Roles and Responsibilities

UTM

**Host
Organization /
University /
Industry**

Student

01. UTM

School of Undergraduate Studies & Faculty

UTM is responsible for:

01

Coordinating student placement with international universities.

02

Ensuring selected students meet eligibility requirements and are well-prepared.

03

Conducting briefing sessions on internship expectations, cultural adaptability, and professional conduct

04

Liaising with host institutions to finalize placement agreements and supervisory arrangements

05

Monitoring students' progress and ensuring internship objectives are met.

06

Issuing a Certificate of Completion upon successful internship completion

Providing a **structured internship experience**
aligned with the student's academic
background .

Assigning a **supervisor/mentor**
to oversee student interns

Ensuring students have **access to relevant
training, projects, and industry exposure**

Providing **constructive feedback and
evaluation** on student performance

Assisting students in **adapting to
international workplace environments.**

02. Host Organization / International University/ Industry

The host institution is responsible for:

03. Student

Demonstrate readiness for global industry exposure through **professional conduct and adaptability**

Engage actively in assigned projects, research, and professional networking.

Submit a **final internship report** reflecting on learning experiences, achievements, and future career prospects.

Students selected for the **International Internship Program** must:

Comply with the **rules and regulations** of the host organization/university/industry.

Maintain **professional ethics, workplace etiquette, and cultural sensitivity**.

Provide **feedback to UTM** on the internship experience for future program improvements.

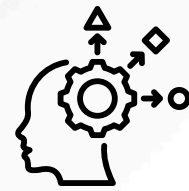
Expected Outcomes

Upon completion of the International Internship Program, students should:



Experience

Gain valuable international work and research experience.



Adaptability

Develop global industry insights and cross-cultural adaptability.



Network

Build an international network of professional contacts.



Improve

Improve employability and competitiveness in the global job market.



Skills

Enhance technical, problem-solving, and leadership skills.



Contribution

Contribute to UTM's international reputation through academic and industrial collaboration.



Conclusion

The **International Internship Program** is a **strategic initiative** by UTM to **empower students with global industry exposure, strengthen international collaborations**, and **enhance career prospects**. This program aligns with **UTM's vision for global academic excellence and industry engagement**.

