|  |  |  |
| --- | --- | --- |
|  |  |  |
| Public |  |  |
|  |  |  |

|  |
| --- |
| Sustain & Enhance Emiratization in Defense & Security (SEEDS) INTERNATIONAL INTERNSHIP PROGRAM GUIDELINES |
|  ECONOMIC DEVELOPMENT UNIT CAPABLITY DEVELOPMENT DEPARTMENT  |

Contents

[1. Universities List 2](#_Toc19439881)

[2. Engineering Majors 2](#_Toc19439882)

[3. prorities area 2](#_Toc19439883)

[4. selection criteria 2](#_Toc19439884)

[5. internship duration 2](#_Toc19439885)

[6. seeds internal process 2](#_Toc19439886)

[7. defense contractors term sheet 2](#_Toc19439887)

[8. professional expectations of the defense contractor (DC) 2](#_Toc19439888)

# Universities List

“This list is limited for the students only”

* 1. Khalifa University (KU)
	2. Abu Dhabi Polytechnic
	3. United Arab Emirates University (UAEU)
	4. Higher College of Technology (HCT)
1. **Engineering Majors**

“This list is limited for the students only”

* 1. Mechanical Engineering.
	2. Electrical Engineering
	3. Aerospace Engineering
	4. Cyber Security Engineering
	5. Electromechanical Engineering
	6. Communication Engineering/Science
	7. Aircraft Maintenance Engineers
	8. Computer science

# prorities area

* 1. Systems Engineering and Architectures
	2. Modelling and Simulation
	3. Materials and Structures
	4. Component and Module Technologies
	5. RF Sensor Technologies and Applications
	6. Electro-Optical & Laser Sensor Technologies and Applications
	7. Guidance, Navigation and Control Technologies & Applications (autonomous/ unmanned systems)
	8. Energy Harvesting & Management and Drive Technologies
	9. Communication & Information Technologies and Cyber Security

# selection criteria

* 1. UAE National
	2. GPA 3.00 and above
	3. Not sponsored
	4. Completed national services for the Male fresh graduates
	5. Pass the security clearance process

# internship duration

* 1. Fresh Graduates: Minimum 6 months
	2. Engineering Students: 2 to 6 months based on the university requirements

# seeds internal process

* 1. Fill & sign the intention letter “sample attached”
	2. Fill the Term sheet form (approval letter) upon the completion of the selection process, copy of the intern contracts should be provided by the defense contractor
	3. Performance Evaluation:
		1. Duration of four months and above will require two evaluations to be conducted (by end of the half duration)
		2. Durations of two months, will require one evaluation only (by end of the duration).
	4. Internship Credits award procedures/eligibility:
		1. Complete the internship duration successfully
		2. Submit the following documents:
* Attendance report received from the defense contractor
* Mentor/Supervisor’s Evaluation Report
* Intern’s evaluation & feedback
	+ 1. Company will still receive the credits even if the intern withdraws from the program due to unforeseen circumstances (medical reasons, performance etc.) on prorata basis.

# defense contractors term sheet

* 1. **Visa cost**- The visa cost is to be borne by the host organization.
	2. **Return flight tickets**- Intern is to be provide with economy class return trip tickets to the UAE by the host organization.
	3. **Monthly stipend allowance**- Intern should be provided with a monthly stipend allowance subject to adherence to the Intern’s contract and the maintenance of an excellent internship record.
	4. **Accommodation**- Intern should be provided with accommodation from the host organization which is convenient and near to the place of work maintaining proper hygiene standards and security, ensuring privacy of individual room for each intern.
	5. **Health Insurance**- Intern should be provided health insurance in accordance with the insurance scheme of host organization.

# professional expectations of the defense contractor (DC)

* 1. Provide induction program for all interns within one week of starting the internship.
	2. Provide safe and clean work environment, all the regulations related to HSE should be communicated to the intern from day one.
	3. Will not engage the intern in any significant or sensitive additional assignments without formal approval by the intern supervisor.
	4. Intern should not work at night the term "night" means a period of 12 consecutive hours at least including the period from 8pm until 6am. During working hours, intern are entitled to minimum one break for rest, meals or prayers. Total breaks shall not be less than one hour.
	5. Ensures the availability of suitable projects also for research and tasks for the intern to engage in for the duration of the internship.
	6. Monitor the progress of the intern and communicate frequently with him/her to offer constructive feedback.
	7. Provide training on the areas that were agreed and indicated in the LOI, in case of any changes defense contractors need to communicate this officially to Tawazun.
	8. Provide facilities and resources for the intern so as to enable him/her to complete the assigned tasks.
	9. Bear any work-related expenses incurred by the intern that may be necessary to complete a work place assignment.
	10. Send the Intern’s evaluation form to the Program Manager within Tawazun, upon completion of the internship.
	11. Assign Supervisor/Mentor: who the intern can contact for anything they need and who the intern responds to, without hierarchy restraints,
	12. experience certificate: The DCs shall give the interns an experience certificate at the end of internship, which shall note his/her responsibilities during the set period, and an appraisal of his/her performance
	13. DCs should notify the intern’s guardian & SEEDs program manager in case of the intern’s sickness, absence, or any conduct that requires guardian & SEEDs program manager’s knowledge during working or internship hours.

DC hereby confirms that the above terms and conditions have been reviewed, understood and accepted as a professional guideline.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defense Contractor