



अंग्रेज़ी एवं विदेशी भाषा विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय), हैदराबाद - ५०० ००७
The English and Foreign Languages University
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**EFL University Undergraduate Internship
Programme: Frequently Asked Questions (FAQs)**
(For Undergraduate Students Admitted from the Academic Year
2025- 2026)
Based on UGC Guidelines for Internship and Research Internship
for Undergraduate Students (2023)

Postgraduate students who wish to do an internship may please contact the Programme Coordinator for details.

DISCLAIMER

This Handbook is intended solely for the information and guidance of our students, and does not constitute a legally binding document. While every effort has been made to ensure the accuracy of the information provided, the University assumes no responsibility for any inadvertent errors or omissions.

The English and Foreign Languages University reserves the right to modify, amend, and update the information and requirements outlined in this Handbook at any time, without prior notice. Any such changes will be reflected in the version available on the University's official website. Students are advised to regularly check the website to ensure they have the most current information.

EFL University Undergraduate Internship Programme: Frequently Asked Questions (FAQs)

1. What is an internship?

The UGC document classifies internships into two types: internships for enhancing employability and internships for developing research aptitude. An internship is a structured and supervised learning experience in the professional setting. It helps undergraduate students apply what they learn in the classroom to real-world or research settings. Internships build important skills like communication, teamwork, and problem-solving. They are a formal part of the academic curriculum. At the English and Foreign Languages University (EFLU), you are expected to complete internship(s) that earn you four academic credits at the undergraduate level.

2. What are academic credits?

Academic credits are like points you earn for completing courses and academic tasks. Each course at the university has a credit value—2, 3, 4, or 5 credits—based on the number of hours spent in class and on self-study.

In order to earn an undergraduate degree/diploma/certificate at EFL University, you have to complete a set number of credits. Each degree/diploma/certificate has different credit requirements.

- 48 credits (including 4 internship credits) = UG certificate after completing 1 year (2 semesters) of study
- 88 credits (including 4 internship credits) = UG diploma after completing 2 years (4 semesters) of study
- 124 credits (including 4 internship credits) = Undergraduate Degree after completing 3 years (6 semesters)
- 164 credits (including 4 internship credits) = Undergraduate Degree (Honours) after completing 4 years (8 semesters)
- 164 credits (including 4 internship credits and a 12-credit Dissertation/Thesis/Project Work/Research project under a supervisor) = Undergraduate Degree (Honours with Research)

You must complete a minimum of 4 internship credits to be eligible for UG Certificate, UG Diploma or any undergraduate degree at EFL University.

3. How can I earn 4 internship credits?

Recently, the University Grants Commission (India) issued the *Guidelines for Internship/Research Internship for Undergraduate Students (2023)*. In response, we have revised our internship requirements to align with these national guidelines. In order to earn

one credit, students must complete 30 hours of internship work. This means that, in order to earn four internship credits, students must complete 120 hours of internship work.

4. When should I complete my internship?

Students pursuing a UG Diploma, Bachelor's Degree, Bachelor's Degree (Honours), or Honours with Research must complete their internship after the final exams of the 4th semester (April/May). Students exiting with a UG Certificate (after 2 semesters) must complete the internship after the 2nd semester.

5. How can I search for internships?

You can find internships through various channels such as internship portals like Internshala, Hello Intern, LinkedIn, LetsIntern, and Twenty19, which allow you to filter by city, duration, and mode of work. You can also check the websites of specific companies or NGOs, where opportunities are often listed under "Careers" or "Intern with Us." Additionally, use your academic network—ask professors and connect with alumni or students who have recently completed their internships, as they may be able to help or refer you.

6. Where (or with whom) can I do my internship?

You can do your internship in any professional or research organization. Most importantly, the place should match your future career goals. For example, if you want to work in advertising, you could intern at an advertising agency or the marketing department of a company.

Please be in regular conversation with your Mentor/Professors/Dept. Head/Programme Coordinator to choose the most suitable internship opportunity and to get proper guidance throughout the process.

7. A well-known writer has agreed to let me intern with her, but she is not part of a registered organisation. Can I still do the internship?

Yes, you may work with her. The UGC guidelines state that "Internship Providing Organisation (IPO) is any organisation, HEI, philanthropy, farmer, government organisation, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates providing an opportunity to the student for Internship during the programme"

This means that even if the person offering the internship is not affiliated with a registered organisation, they can still provide a valuable internship opportunity, as long as it offers meaningful learning aligned with your academic or career goals. You should discuss the opportunity with your Mentor/Professors/Dept. Head/Programme Coordinator. They will advise you accordingly.

8. I wish to complete all the academic requirements for my 3-year degree so that I can receive the degree at the end of the 3 years. When should I complete my internship?

You are expected to do your internship after completing the 4th semester of your undergraduate studies at EFLU. If you were eligible to write your 4th semester exams, you must complete your internship before the end of the 6th semester to fulfil your requirements in time.

To make internships more accessible and meaningful, students are given flexibility in choosing when to complete them. For example, for a student admitted in 2025:

- You can do your internship during the summer break after the 4th semester (e.g. May–July 2027).
- Or, you can do it during the winter break (e.g. December 2027).
You may also choose to do it part-time during the August–November 2027 and January–March 2028 semesters, as long as it does not interfere with your classes or academic work. Please remember that your internship must not interfere with your academic schedule. It is your responsibility to fulfil attendance requirements. Individual teachers or departments/programmes cannot make any exceptions to accommodate your internship schedule.

If you plan to get your undergraduate degree at the end of the 6th semester, you must complete all internship requirements before the end of the 6th semester. **If you delay your internship, your evaluation will also be delayed until the next evaluation period. This means you will have to wait much longer to receive your degree.**

Always consult your Mentors/Professors/Dept. Head/Programme Coordinator before finalising your internship schedule. If you intend to pursue a four-year undergraduate degree, you must complete your internship requirements any time after the fourth semester and before the end of the eighth semester.

9. Can internships be done online? Can the internships be part-time?

Yes, your internship may be conducted in an online, offline (in-person), or hybrid mode (a combination of both), depending on the arrangements made with the host organisation.

You may even have internships that are part-time. What matters most is that the internship is meaningful and beneficial to your learning and future goals.

10. Can I work with more than one organisation?

Yes, you can. It is perfectly acceptable to complete your required internship hours by working with more than one organisation.

For instance, during the summer break, you might do a part-time, two-week online internship with ABC Company. This would typically amount to 10 working days, with 3 hours per day, adding up to 30 working hours.

Later, during the winter break, you could take up a full-time, three-week on-site internship with XYZ NGO. This would also count as 15 working days of 6 hours each, totalling 90 working hours.

Together, these two spells of internships would amount to 120 working hours, or four credits.

Remember: Be sure to collect separate internship certificates from each organisation.

11. What am I expected to do during the internship?

During your internship, you are expected to actively engage with the tasks assigned to you and treat the experience as a valuable learning opportunity. It is important to reflect on how the internship is contributing to your academic development or career goals. Try to make connections between what you're doing as part of your internship and what you've learned in your coursework. Keep track of your experiences as you go—this will help you reflect on your learning, document the skills you've gained, and prepare your final report.

12. My internship certificate only mentions the start and end dates. How will you calculate the number of hours worked?

If your certificate mentions the number of hours worked, that's ideal.

If it doesn't, then we will use a standard method:

- For full-time internships, each working day will be counted as **6 hours**.
- For part-time internships, each working day will be counted as **3 hours**.

If your internship certificate only mentions the number of weeks (and not specific dates or number of hours), we will assume each week includes 5 working days.

Make sure the certificate includes start and end dates so the total duration can be estimated accurately.

13. What should an Internship Experience Certificate include?

Ideally, each internship certificate should clearly mention the following details:

- The duration of the internship (start and end dates),
- The total number of hours completed,
- The mode of work (online/on-site/hybrid),
- A brief description of your tasks or role, and
- An evaluation of your performance during the internship.

A sample internship certificate is provided at the end of these FAQs. If your host organization does not have an established format, you may use this sample on the organization's official letterhead or stationery.

However, since organisations may follow different formats, your department/programme will accept an Internship Experience Certificate if it specifies the duration of the internship—either in terms of hours, days, or weeks.

In all cases, the final decision on the validity of the Internship Completion Certificate rests with your department/programme.

14. How and when will the internship be evaluated?

Merely completing the internship does not automatically guarantee credits. Your internship experience will be evaluated based on two components:

- A written internship report(1000-1200 words) in which you describe your activities, learning outcomes, and reflections.
- A viva-voce examination (oral interview and/or presentation) during which you will be asked to discuss what you did during your internship and how it contributed to your academic or professional growth.
- **The internship evaluation will take place during the end-semester examination period (November/December or April/May).** For example, students completing their internships during the May–July 2027 summer break will be evaluated during the end-semester examination held in November 2027. Detailed information regarding the evaluation process and submission guidelines will be communicated well in advance.

15. Can I do an additional course instead of an internship to complete my credit requirements?

No, you must earn four credits specifically through internships. Whether you wish to earn a UG Certificate (after completing two semester),UG Diploma (after completion of 2 years), a three-year undergraduate degree (after completion of 3 years), or a four-year undergraduatedegree (after completion of 4 years), you are required to complete all internship requirements. You cannot substitute an internship with any other academic course to fulfil this requirement.

16. I love my internship. Can I do additional internship hours to fulfil my credit requirement?

No, the maximum number of credits that can be earned through internships towards your degree requirement is 4. However, you are welcome to continue your internship if it is meaningful and enriching. Any additional hours will not count for extra credit, but they may still be valuable for your personal growth and professional development.

17. What happens if I don't complete the internship?

Internships are part of the academic credit requirements for graduation. Failure to complete them as prescribed will affect your eligibility to graduate or earn a degree. In addition, these internships are an indispensable part of your academic journey, helping to prepare you for the transition to the professional world.

18. If I appeared for the 4th semester exam but was later found ineligible for promotion, will my internship credits still be counted?

As long as you were permitted to write your 4th semester examinations, you are allowed to proceed with your internship. If you are subsequently found ineligible for promotion, your internship credits will still be counted. You do not need to repeat the internship.

19. Will my internship credits be valid if I have backlogs?

Yes, your internship credits remain valid and will be included in your transcript.

20. What happens if I am unable to complete the internship before the end of the 6th semester?

You may complete the internship at a later date. However, please note that any delay in completing the internship will mean that you can only participate in the evaluation process in the next academic year. The award of the degree will be deferred until the evaluation is completed. **No special examination session will be arranged. You will be permitted to appear for the viva-voce during the next regular session organized by the university.**

21. Why is EFL University not offering internships to its own students?

According to the UGC Internship Guidelines, in order to fulfil their internship requirements, students are required “to participate in a work experience or professional activity, or cooperative education activity with an entity **external** to the education institution, under the supervision of an expert from the given external entity.” Consequently, internships are to be undertaken with external institutions, i.e., institutions other than the parent institution. Therefore, as per the new guidelines, EFL University is unable to offer internships to its own students. However, EFL University students who have completed internships within the university can be assured that all such internships undertaken before August 2025 will remain valid.

Proposed Internship Timeline for UG Students Admitted to EFL University in 2025

While designed for the 2025 cohort, this timeline is expected to serve as an indicative framework for future undergraduate batches.

August 2025 – April 2026	<p>Semesters 1 and 2: No internship is required during this period. If a student wishes to secure a UG Certificate, the internship must be completed after the 2nd semester, i.e., after April 2026.</p>
August 2026 – April 2027	<p>Beginning January 2027 (or even earlier), students are strongly encouraged to begin exploring internship opportunities. Once students have identified a potential internship, they must inform the HoD/Programme Coordinator before proceeding.</p>
May – July 2027	<p>Primary window to complete the internship (minimum 120 hours = 4 credits): This period is ideal for completing internship requirement. Internships can be full-time or part-time, and conducted online, offline, or in hybrid mode. Students may also split hours across multiple organisations if needed. <u>It is strongly recommended</u> that students complete their internship during this time, as postponing it to a later semester may lead to unnecessary stress and scheduling conflicts.</p>
August 2027 to March 2028	<p>Alternate Window for Internship Completion (if not completed during summer) Students may complete their internship during this alternate window, provided it does not interfere with classes in Semesters 5 and 6. The absolute deadline for internship completion is the end of March. Any delay beyond this deadline may prevent students from fulfilling the credit requirements for the three-year Bachelor's degree by May 2028.</p>
Nov/Dec 2027 & April/May 2028	<p>Evaluation Process- end of 5th and 6th semesters: Submit 1000–1200 word internship report Attend viva-voce interview/presentation</p>

Note – students intending to pursue a four-year undergraduate degree, must complete internship requirements any time after the fourth semester (May 2027) and before the end of the eighth semester (March 2029).

Sample Internship Certificate

(to be issued on the host organisation's Letterhead)

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that **[Student's Full Name]**, a student of **[Programme/Department]**, **[Semester/Year]** at the English and Foreign Languages University, has successfully completed a **[part-time/full-time]** internship at **[Name of the Host Organisation]**, located at **[Address of Host Organisation]**, from **[Start Date]** to **[End Date]**.

During this period, the student undertook internship activities totalling **[Number of Hours]** working hours, under the supervision of **[Internship Supervisor's/Mentor's Name]**. The internship was conducted in **[online/on-site/hybrid]** mode.

The internship involved work related to **[Brief Description of Tasks/Project]**.

We wish the student continued success in all future endeavours.

Head of the Department / Internship Coordinator

[Department Name]

Date: [Issue Date]

Place: [Location]

If you have further questions, please contact the Nodal Officers / Coordinators for Internships or your Programme Coordinator, or your Mentor.