

Volume 7

Annex 7.96a: The MUSOM Academic  
Operating and Development  
Implementation Guidelines -  
2019, Internship Procedure, (pp.  
80-82).

**The MUSOM Academic  
Operating & Development Implementation  
Guidelines- 2019**

**MUSOM Operating Guide to  
Academic/Administrative/Financial/Research/Innovation**



**MU SCHOOL OF  
MANAGEMENT**

Approved by MUSOM Governing Council on 22 of the July 2019

A handwritten signature in black ink, appearing to be "P. Singh", is written over the page.

**Mid-Western University School of Management (MUSOM)  
Surkhet, Karnali Province, Nepal**

### C. Study Abroad Program

Students can also study in foreign universities after completion of BBA and MBA. The Center for MUSOM Center for International English Language Teaching and Testing System will supply and support information on the application process and other things.

### 6.15 Internship Procedures

Internships are normally in the 7th semester.

- All students must complete an internship to graduate.
- Students have two options to obtain required elective credits:
- Option 1: Do an internship to meet the elective requirement.
- Option 2: Take an elective course during 8th semester.

Students must work a minimum of 48 hours to obtain credit from an internship. Note that many companies have a formal internship program requiring at least two months so students have a more solid work experience.

### 6.16 The Internship Application Process

1. Students should check the BBA Office and bulletin boards for information on internships. Application forms should be obtained at the BBA office.
2. Students have two options when choosing their internship company:
  - a. Option 1: Contact the company on their own
  - b. Option 2: Request the BBA Office to help contact the company
3. Students must complete and submit all required documents and information specified on the application form to the BBA Office by the deadline or the internship will be delayed.
4. After receiving the completed internship application form and documents from students, the BBA Office issues an official letter and sends it out with all documents to the relevant companies.
5. Accepted students are given an internship package at the BBA Office, which includes the course outline, weekly journal form, evaluation form and list of topics for doing the internship report before starting work. These must be completed and submitted according to the instructions.

### Internship Grading Criterion

Grading of the internship course is based on four documents:(a) Evaluation Form; (c) Internship Report (d) PowerPoint Presentation and (e) Timesheet Report by internship. These four items must be submitted together to the BBA Office within one week of completing the internship.

1. Evaluation Form: Should be given to the authorized person at the company (e.g. supervisor, HR manager, etc.) at the beginning of the internship and it is to be delivered to the BBA Office in a stamped and sealed envelope. The submitted copy must be signed by the intern's supervisor.
2. Internship Report: students must submit the BBA supplied internship report. Examples of internship reports are available on request at the BBA Office. The submitted copy must be signed by the intern's supervisor.
3. PowerPoint Presentation: Students are required to give a PowerPoint presentation to course instructors. The presentation should be submitted in both hard and soft copy.
4. Timesheet Report: A record of an employee's work hours.

### 6.17 Student Grievance Policy

#### Purpose

The BBA International Program Student Grievance Policy is designed to promote honesty in and respect for the education process. This policy is applicable to all students, faculty and staff at BBA.



## Policy

A BBA International Program student who wishes to file a grievance should first attempt an informal resolution to the issue directly with the student, instructor or staff involved. If informal resolution cannot be reached, the student may use the formal grievance procedure outlined under "Procedures". There are three types of grievances:

(A) Academic Grievances related: grade disputes; academic dishonesty issues; faculty inaccessibility or unresponsiveness.

(B) Non-Academic Grievances: all other matters, such as schedules, fees, materials, property and similar administrative matters.

(C) Safety and Learning Environment: acts of violence, threat or intimidation; physical or verbal abuse or disruptive behaviors;

**Note:** It is the philosophy of BBA that the course instructor is the best judge of student performance and BBA administration will not interfere with that judgment. In a grievance involving grades, the administration will determine if the grade was arrived at fairly, i.e. that the same standards were applied to all students in a particular course.

## Procedure

### 1. Grievances:

A. Academic Grievances: A student wishing to appeal

i. a grade or,

ii. Dismissal from BBA because of insufficient academic progress or,

iii. an action involving academic dishonesty, should first attempt an informal resolution directly with the instructor. If the grade/decision involves progress, graduation or dismissal, the student will also arrange to meet with the Director of the program.

B. Non-Academic Grievances: Students wishing to appeal non-academic matters, such as decisions regarding property, scheduling, etc., should first attempt informal resolution by discussion with the faculty or staff involved.

C. Safety & Learning Environment Grievances: A student with these types of grievances should immediately report them to the BBA office / Director. In these cases BBA and the MUSOM reserve the right to take action as needed outside the normal procedures.

2. If no solution is reached in Step 1, the student, within 7 working days after failing to reach a resolution by informal resolution, should contact the Director by submitting a written detailed statement of the problem, including a summary of the results of Step 1 and the reason(s) for pursuing a grievance.

3. The Director will gather and consider appropriate information. Should the Director deem it necessary, he/she has the option of convening and chairing a committee (comprised of at least 3 faculty members) to help evaluate the student's petition. Parties involved in the grievance may be interviewed and pertinent materials gathered and reviewed. The decision at this stage of the grievance will be made by the Director based on the facts that have been gathered.

4. Within ten working days after completing the investigation, the Director will notify the student of the decision.

5. Only after the decision by the BBA Head in step 4 may the decision be appealed. The appeal is to the Dean of the Commerce and Accountancy using this same process, with the grievance being submitted directly to the. The Dean's decision will be final in all cases.

## 6.18 Personal Responsibility

Students should be responsible for their property at all times and should never leave belongings and valuables unattended as loss may result. This applies to classrooms, restrooms, eating locations, lockers and study areas. The best way to prevent loss or theft is to leave valuables at home.

## 6.19 Fine on late payment of tuition fees

Please be notified of the penalty on late payment of the tuition fees as follows:



- Payment made during the first week after the commencement of the each semester will be fined Rs. 1,000
- Payment made after the first week of after the commencement of the each semester will be fined Rs. 2,000 In order to avoid a fine on late payment, students must make the payment before the semester starts according to the stipulated schedules of each semester.

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