International Relations
Universitas Diponegoro

# *The flow of Taking The Internship Course*

| No. | Activity | Parties Involved | | | | | Document |
|---|---|---|---|---|---|---|---|
| | | Student | Supervisor | Head of Study Program | Academic Adviser | agency/ supervisor | |
| 1 | Students take the Internship course and carry out the consultation with the supervisor. The Internship supervisor is the Thesis supervisor | | | | | | Real credit minimum 100 KHS (study result) |
| 2 | Pre-survey or informal contact with the agency | | | | | | Assignment letter from dean |
| 3 | Students make an Internship Proposal with the guidance by supervisor | | | | | | Consultation Book |
| 4 | Students carry out Guidance of Internship Proposal with Supervisor If the Internship | | | | | | Assignment letter from Dean<br>Internship Proposal |
| 5 | If the proposal is approved by the Supervisor and Head of Study Program, students immediately carry out the internship process. If it is not approved, they should return to the first step | | | | | | 1 month |
| 6 | During the internship, students are supervised by a supervisor (agency) and supervisor (lecturer) | | | | | | |
| 7 | After the internship is complete, the supervisor (agency) gives the score | | | | | | |
| 8 | Students do consulting with their supervisor (lecturer) to compose and make the Internship Reports | | | | | | |
| 9 | Students make the internship report | | | | | | Consultation Book |
| 10 | Student submits Approved Internship report to the supervisor (lecturer) | | | | | | KKP report<br>Score by institution/company |
| 11 | The supervisor (lecturer) gives Internship score and submits it to the head of Study Program | | | | | | Score by institution/company<br>And score by supervisor |
| 12 | The head of Study Program receives the internship score by the agency supervisor and the supervisor (lecturer), and determines the final score | | | | | | |
| 13. | **Students who did not follow the procedure above or without the approval of their supervisors will not get recognition for their internship activities** | | | | | | |

**NB: Students are requested to pay attention to the stages of the internship procedure. For students who do not follow the stages according to the Internship procedure or without the approval of the Supervisor, the Internship activity will not be recognized.**