

**Faculty and REPS Development Program
OVPAA FRDP Form 11.1**

Guidelines for Externship in Industry

A. Eligibility

1. Support for externships is available to faculty members as well as Research, Extension and Professional Staff (REPS), including those who are enrolled in a masters or PhD program.
2. The applicant must be engaged in research or creative work that is significant to the unit or department.
3. Master's and PhD students must have completed the core coursework before they can participate in UP-supported externships.
4. The type of support would depend on the location of the externship but in general would cover transportation to and from the location of placement, daily allowance and, if applicable, visa fees, airfare and accommodation. For foreign externships, placements made in the ASEAN will be prioritized.

B. Application process

1. Application for support can be filed at the Office of the Vice President for Academic Affairs (OVPAA) only upon the approval of the unit/supervising faculty member/thesis adviser *and* acceptance for externship in the industry.
2. It is the responsibility of the applicants to find a placement on their own.
3. Host company must provide a Letter of Acceptance and specify the expected duties and responsibilities of the applicant during the externship.
4. The duration of the externship, which could last from a few weeks to six months, is subject to the approval of the unit/supervising faculty member/thesis adviser.

C. Terms and conditions

1. Applicants and their unit/supervising faculty member/thesis adviser must come up with a concrete action plan based on what is expected of the applicants after the externship. The plan must also specify the applicants' immediate output upon returning to the University.
2. Applicants must be able to show in the application how they intend to continue the culture of mentoring and scholarship in the unit: by substituting for the next batch that will leave for externship, by working overtime, or through other similar ways.
3. The unit/supervising faculty member/thesis adviser shall be responsible for coordinating with the applicants on the progress of the externship. Any issue or concern that may arise during placement shall be addressed directly to the unit/supervising faculty member/thesis adviser.
4. Applicants must submit a brief written report on the experiences and important lessons gained from the externship and how such can be best applied to duties or responsibilities in the University.