MOHAMED BIN ZAYED UNIVERSITY OF ARTIFICIAL INTELLIGENCE

Industry Partners
Internship Guide

2024-2025

mbzuai.ac.ae

Contents

POWER FROM KNOWLEDGE TO SERVE

About MBZUAI

The Mohamed bin Zayed University of Artificial Intelligence (MBZUAI) was established in the Emirate of Abu Dhabi, with a clear mission to drive AI knowledge creation and development, foster economic and social growth, and position the UAE as a hub for the international AI community.

The University, in addition to its academic offerings, will have a direct and indirect impact on AI advancement in the UAE in multiple ways including, but not limited to:

- Attracting international talent (faculty, students, and research staff) and establishing Abu Dhabi as a global hub of AI innovation and excellence

- Creating an active AI community and engaging in AI research and publications

- Hosting global AI conferences that attract AI experts to the UAE and the region

- Supporting the development of AI technology and AI related startups

- Supporting governments and businesses by providing AI consulting services and AI solutions/applications

- Conducting training and workshops in various AI fields for government entities and businesses

MBZUAI currently offers Ph.D. and M.Sc. programs in five AI specializations: machine learning (ML), computer vision (CV), natural language processing (NLP), robotics (ROB), and computer science (CS).

Vision, mission and strategic objectives

Vision

Drive excellence in knowledge creation, transfer and use of AI to foster economic growth and position Abu Dhabi as a hub for the international AI community.

Mission

Establish and continually evolve interdisciplinary, collaborative research and development capability in the field of AI, while educating students to be innovators and leaders with the breadth and depth to grow technology and enterprise in the UAE and globally.

Strategic objectives

As a unique institution, purpose built to lead the world in AI research, MBZUAI seeks to be a paradise for transformative research; a cradle for the best minds in computer science; and a hub for startups and high-tech innovation.

Its strategic objectives are:

- Attract the best talent focused on AI
- Develop, train, and retain talent for the UAE economy
- Lead Abu Dhabi's efforts to build and sustain an AI- based knowledge economy
- Develop real business applications in collaboration with industry and the public sector to enhance innovation, productivity, and growth
- Be the birthplace for high-tech innovation and AI startups in the UAE and the MENA region.

The internship is intended to provide the student with hands-on experience in artificial intelligence and an extension of classroom learning and the student's research (or proposed research).

Benefits of the MBZUAI internship for the host organization

- It enables you as the host organization to form a relationship with the student prior to graduation, with the possibility of full-time employment upon completion of studies.
- Alignment of future recruitment needs with an appropriate candidate pool.
- Development of AI related projects within the organization.
- Implementing MBZUAI student knowledge in business operations.

Internship agreement

Prior to student placements, the agreement shall be shared with you to sign and indicate dates including the agreement's renewal date. This is a signed agreement by you as the host organization and MBZUAI. The document outlines the expectations of all parties.

General guidelines

At least one (1) internship is mandatory for M.Sc. and Ph.D. students as a graduation requirement.

Conducted primarily during the summer months (Mid May - Mid August).

Upon offering the internship, the student shall be asked to add the opportunity to the MBZUAI Careers Portal. Upon your approval, you will be prompted to add a specific internship description, demonstrating how the MBZUAI learning outcomes shall be met.

Partner Internship Guide

Please **click here** to download and review the **Industry** Partners Internship guide and then provide your signature below

Employer Internship Description *

Employer Signature *

Length and focus

- For M.Sc. students, the internship should be six weeks in length and align with the working hours of your organization. The internship does not have to directly align with the student's research at MBZUAI.

- For Ph.D. students, the internship should be three months in length. Hours should align with the working hours of your organization.

- For Part-time internships during term time, this is allowed for ONE semester only (without the possibility to duplicate over other semesters), as long as the MBZUAI Supervisor and Provost are in agreement and the internship does not exceed X 20 hours per week.

- For international internships during term time, this shall be reviewed on a case-by-case basis and agreed in partnership with the student's MBZUAI Supervisor and Provost. In addition, feedback is to be included from the University Registrar.

- Internship requests from industry partners, which differ from those listed above, shall be reviewed on a case-by-case basis with all relevant internal stakeholders. In particular, this must be agreed in partnership with the student's MBZUAI Supervisor to ensure ongoing priority is given to MBZUAI commitments and the necessary measures, if applicable, are put in place to ensure that course learning outcomes will be met and all assessment tasks satisfactorily completed.

- Industry partners should publish, when possible, all internship opportunities to students via the MBZUAI Student Careers Portal.

- MBZUAI students have the functionality to add the internship opportunity to the MBZUAI Student Careers Portal independently. The student will then meet with their MBZUAI Supervisor to discuss the internship and gain their approval.

- The student will record their weekly hours and weekly tasks using the MBZUAI Student Careers Portal. Industry Partners will receive a notification to approve the submitted hours via the MBZUAI Student Careers Portal.

- Industry partners should provide formal feedback of the student's performance at the end of the internship by completing the Internship Evaluation Form via the MBZUAI Careers Portal (this can also be shared via external link if necessary).

- The Career Services and Internships team shall be the organization's point of contact regarding any issues which may develop during the internship.

- Students are responsible for reporting any periods of sickness during the internship to the Internship Supervisor at the host organization.

Expectations of the host organization

Confirmation of the appropriate internship dates in line with the student's academic commitments/needs (during the summer months).

Regular formal and on-the-job feedback to the intern by an experienced supervisor.

That there are resources, equipment and facilities that support the learning objectives/goals of the internship.

Induction and clear guidelines on health and safety procedures.

The provision of an appropriate work visa for the intern if applicable.

To seek MBZUAI approval prior to using the MBZUAI name and logo on marketing or publicity material.

During the internship period to supervise the students/each student for the mutually agreed number of hours and weeks.

The right to modify planned tasks and projects during the internship period, as may be required by changes in circumstances. However, the host organization should make every reasonable effort to ensure that the student is placed in a similar position and receives access to appropriate training and guidance.

Inform the student of his/her responsibilities regarding the requirements pertaining to the internship (if overseas, this may relate to transportation, accommodation, daily expenses).

Should the organization become dissatisfied with the student's performance, they should notify the Career Services and Internships team before performing necessary disciplinary procedures.

For a global internship placement, we may require the organization to submit additional documentation prior to the start of the internship to ensure the health and safety of MBZUAI students (i.e. a copy of the company license / information such as company website and LinkedIn account).

The host organization shall be responsible for financially funding the international internship, including visa requirements, health insurance, flights (and other travel-related expenses), accommodation and a daily stipend.
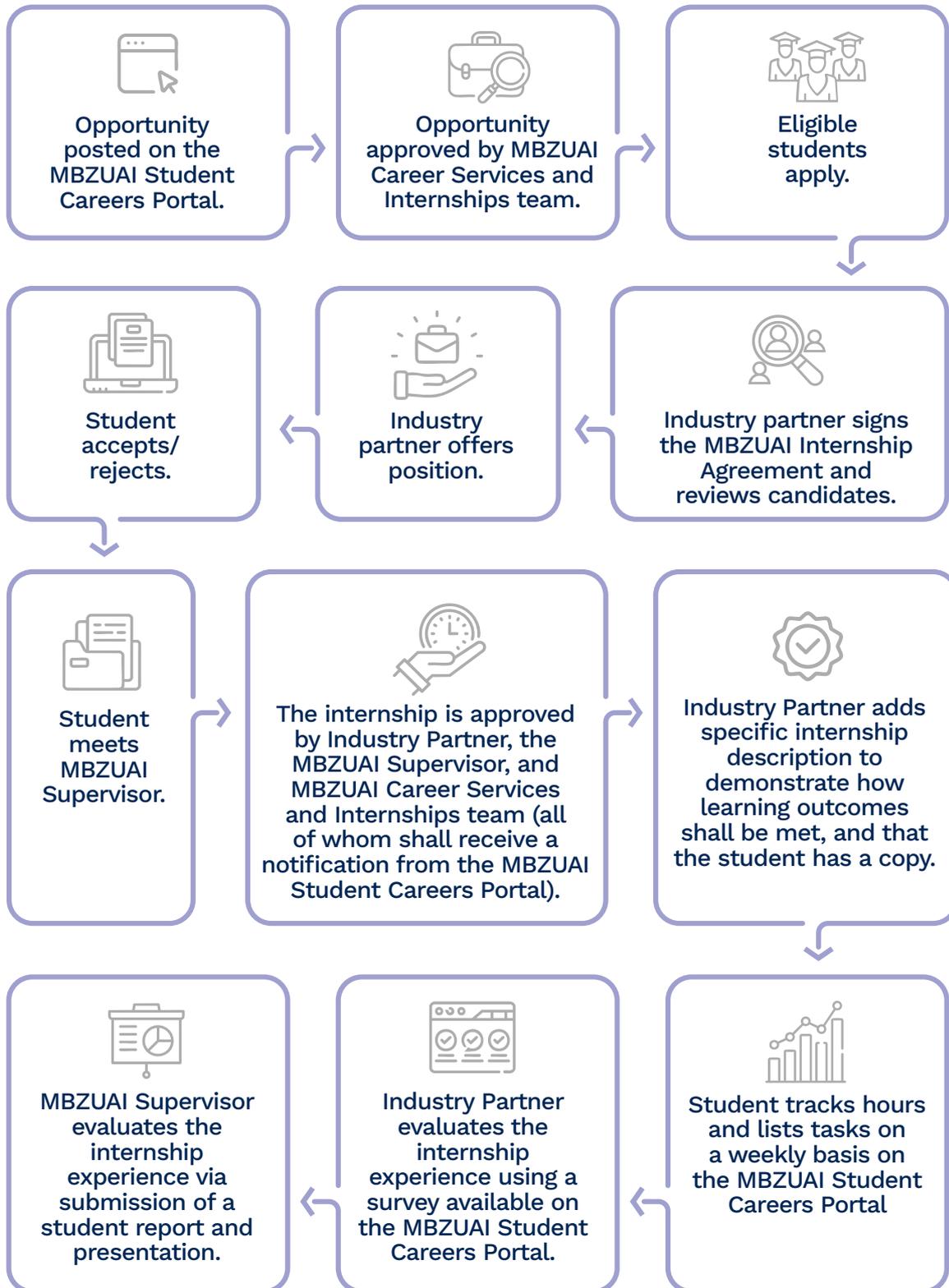
Role of the Internship Supervisor
at the host organization

- Orient the student to the work environment and establish a schedule of work activities.

- Present the student to the organization's staff as a co-worker in a manner which ensures the student's professional status.

- Provide the student with meaningful work experience throughout the period of the internship as outlined in the Learning Outcomes shared by the Careers Services and Internships team.

- Conduct with the student periodic evaluation sessions to assess the student's performance and progress, to review the projected work scheduled to discuss matters of concern.

- Notify the Career Services and Internships team immediately of any problems arising out of association with, or supervision of the student.

- Approve the weekly hours/ summary of tasks provided by the student via the MBZUAI Student Careers Portal and record any sick leave. Discuss with the intern the possibility of extending the internship period (at the end of the internship), to make up any time missed due to sick leave. Please note this must also be approved with the MBZUAI Supervisor and Career Services and Internship team.

- The Evaluation Form should be completed within one month of the student completing the internship.

Internship workflow
for the MBZUAI Student Careers Portal

Opportunity posted on the MBZUAI Student Careers Portal.

Opportunity approved by MBZUAI Career Services and Internships team.

Eligible students apply.

Student accepts/ rejects.

Industry partner offers position.

Industry partner signs the MBZUAI Internship Agreement and reviews candidates.

Student meets MBZUAI Supervisor.

The internship is approved by Industry Partner, the MBZUAI Supervisor, and MBZUAI Career Services and Internships team (all of whom shall receive a notification from the MBZUAI Student Careers Portal).

Industry Partner adds specific internship description to demonstrate how learning outcomes shall be met, and that the student has a copy.

MBZUAI Supervisor evaluates the internship experience via submission of a student report and presentation.

Industry Partner evaluates the internship experience using a survey available on the MBZUAI Student Careers Portal.

Student tracks hours and lists tasks on a weekly basis on the MBZUAI Student Careers Portal

Contact: Careerservices@mbzuai.ac.ae

**M.Sc. 6 weeks
Ph.D. 3 months**

Max 20 hrs/week
for term internships
with approval

Student's course learning outcomes
for the MBZUAI M.Sc. internship

Interpersonal skills / work ethic
Demonstrate ethical conduct in the workplace and life

Business / professional skills
Describe solutions and recommend strategies that meet the business needs of the host organization to improve and enhance business processes and operations.

Technical skills
Describe and apply technical skills in a wide range of professional settings.

Professional development
Reflect on professional development, both now and for the future.

Collaboration and teamwork
Function effectively in a team to create a collaborative environment.

Communication
Demonstrate effective verbal and written communication skills in a variety of work situations.

Ability to learn
Reflect, acquire and apply new knowledge.

Student's program specific learning outcomes
for the MBZUAI M.Sc. internship

Specific learning objectives for machine learning

- Solve practical machine learning problems and articulate the solution in layman's language.

- Identify the impact of machine learning techniques on the domain of interest or human society.

Specific learning objectives for computer vision

- Demonstrate both theoretical and technical skills regarding state-of-the-art computer vision algorithms.

- Collaborate with stakeholders related to computer vision (either internal or external), along with sharing relevant findings.

- Apply critical thinking skills and present a computer vision research problem solution clearly and compellingly (in both verbal and written form).

Specific learning objectives for natural language processing

- Develop advanced skills in text processing.

- Critically analyze and evaluate various models for NLP.

- Apply statistical models to solve a practical text processing problem.

Specific learning objectives for robotics

- Identify practical problems connected to robotics in industry.

- Apply industrial experience to develop robotics solutions for practical problems.

Specific learning objectives for computer science

- Apply mathematical techniques and/or statistical methods in analyzing and improving algorithms.

- Exercise computational thinking toward the construction of a product/service.

- Collaborate with stakeholders in prototyping a product/service that meets user needs and expectations.

Student's course learning outcomes
for the MBZUAI Ph.D. internship

Analyze organizational business needs and recommend (ML, CV, NLP, Robotics, CS based) solutions to the host organization.

Implement (ML, CV, NLP, Robotics, CS based) solutions and improvements to the host organization.

Identify limitations, challenges and constraints of the host organization.

Apply (ML, CV, NLP, Robotics, CS) technical skills to solve complex organizational issues.

Student's program specific learning outcomes
for the MBZUAI Ph.D. internship

Specific learning objectives for machine learning

- Analyze practical machine learning problems and apply the proposed solution.

- Assess and reflect on the impact of machine learning techniques on domain on interest or human society.

Specific learning objectives for computer vision

- Apply research skills regarding state-of-the-art computer vision algorithms.

- Discuss and share relevant computer vision research findings with internal and external stakeholders.

- Reflect critically on computer vision research problems.

- Articulate and justify research findings in the research project.

Specific learning objectives for natural language processing

- Apply advanced skills in text processing.

- Apply various models for NLP findings in the research project.

- Generate solutions to a practical text processing problem in the research project.

Specific learning objectives for robotics

- Analyze practical challenges connected to robotics in industry.

- Formulate research findings to develop robotics solutions for practical problems.

Specific learning objectives for computer science

- Analyze and improve mathematical and/ or statistical algorithms.

- Apply computational thinking towards the construction of a product/service.

- Discuss with and justify research findings to stakeholders and prototype a product/service that meets user needs and expectations.

MBZUAI Internship Agreement Form

Please find below the link to the **MBZUAI Internship Agreement Form.** This document outlines the essential internship requirements, including duration and targeted **learning outcomes**.

Process:

01 **Partner Organization Signature:**
A representative from your organization should review and sign the form.

02 **Submission to MBZUAI:**
Email the signed form to Careerservices@mbzuai.ac.ae.

03 **MBZUAI Sign-Off:**
The form will be signed by MBZUAI's Director of Educational Affairs and returned to you via email for your records.