****UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA

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**APPLICATION FOR GHANA CHAMBER OF MINES (GCM) - TERTIARY EDUCATION FUND (TEF) INTERNSHIP OF FACULTY MEMBERS OF UMaT TO INDUSTRY**

 **(2021/2022 ACADEMIC YEAR)**

**Relevant Information/Instruction for the GCM-TEF Application Form for Internship of Faculty Members of UMaT to Industry**

**1. Introduction**

The objective is to provide internship placement for Faculty Members in Mining and allied firms to strengthen industry-academia linkage for mutual benefit of the industry and the University. The period will be 3-6 weeks per year within the lecturers’ leave period and the Companies’ availability as agreed upon between the UMaT GCM-TEF Committee and the Human Resources Office of the companies. The procedure for the internship will be initiated by UMaT by 16th June, 2022. The average yearly budget for the Internship Programme shall be the cedi equivalent of $7,600 to cover for transportation and other logistics.

***1.1 Eligibility Criteria***

*To be eligible for the Internship, an applicant must:*

1. Be a Faculty Member of UMaT,
2. Not have benefitted on two consecutive years, unless there are no other applicants for the same position,
3. Submit the application form before the deadline, and
4. Undertake to comply with principles set out by the Governing Board, UMaT and the Company regarding the Internship Programme.

**1.2 Accessing the Internship Programme**

1. The UMaT GCM-TEF Committee will call for application from interested Faculty for Internship Programme by 20th June, 2022.
2. Lecturers will complete the application form, indicate preferred Companies and Department/Section/Unit of their choice.
3. The form should be endorsed by their respective Heads of Department before submission by 12th July, 2022.
4. In case there is limited number of placements, preference will be given to those who have not benefited before and also lecturers below the Professorial rank.
5. The UMaT GCM-TEF Committee will make a request for available placements to the Governing Board by 31st July, 2022.
6. The Governing Board will respond with placement letters to successful applicants by 15th September, 2022.
7. Internship period will be three to six weeks during the long vacation.
8. The Host Company will take care of the Lecturers’ transportation, accommodation, feeding and other logistics within the company while UMaT takes care of transportation to and from the Host Company.
9. Upon successful completion of the internship, Lecturers will present a report and also deliver a seminar to the Company and to UMaT.

***INTERNSHIP OF FACULTY MEMBERS OF UMaT TO INDUSTRY FORM***

*Complete all the required sections in the form. Use “N/A” for fields that do not apply to you. Note that incomplete applications will not be processed*

**SECTION A – APPLICANT’S BACKGROUND INFORMATION**

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|  1. Full name, as is registered in this University: Surname: Click or tap here to enter text.Other Name(s):Click or tap here to enter text. |
|  2. Staff Number:Click or tap here to enter text. |  3. Gender: [ ]  Male [ ]  Female |
|  4. Department and Faculty/School:Click or tap here to enter text. |  5. Campus: [ ]  Tarkwa [ ]  Essikado |
|  6. Rank:Click or tap here to enter text. |
|  6. Phone Number: Click or tap here to enter text. |  7. E-mail Address:Click or tap here to enter text. |
|  8. Area(s) of Specialisation: Click or tap here to enter text. |
|  9. Preferred Company and Department/Section/Unit: Click or tap here to enter text.

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| --- | --- | --- |
| Choice | Company | Department/Section/Unit |
| 1st | Click or tap here to enter text. | Click or tap here to enter text. |
| 2nd | Click or tap here to enter text. | Click or tap here to enter text. |
| 3rd | Click or tap here to enter text. | Click or tap here to enter text. |

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|  10. Have you ever benefitted from the internship before? Yes [ ]  No [ ]  If Yes, state when and where: Click or tap here to enter text. |
| 11. State the reason(s) why you want to undertake the internship:Click or tap here to enter text. |
|  Signature of Applicant: Click or tap here to enter text. Date: Click or tap here to enter text. |
| Head of Department’s Comment: Click or tap here to enter text. Signature and Date: |

***Note: All Completed Forms should be sent to: gcmtef-sfm@umat.edu.gh***