



EQUATE Internship Terms & Conditions

Submission Timeline

Internship applications must be submitted at least two months prior to the intended start date.

General Requirements

- Internship opportunities at EQUATE are available only to students who are required to complete industrial training as part of their academic curriculum or graduation requirements.
- A formal letter from the academic institution confirming this requirement must be provided.
- Students must complete the internship application and submit all required documents as listed below.

Eligibility Criteria

- Applicants must be in their final year of study or enrolled in a course that requires internship training as part of the curriculum.
- Minimum GPA Requirements:
 - University students: 2.8 / 4.0
 - PAAET students: 2.5 / 4.0
- A complete academic transcript showing all completed courses and current GPA must be submitted.
- Only students enrolled in engineering programs within scientific disciplines are eligible.
- Applicants are subject to security screening by relevant authorities.
- If the applicant has a security record, the entry permit will be denied, and the application will be rejected automatically.

Internship Norms

- All interns must follow EQUATE's Environment, Health & Safety (EH&S) rules throughout the internship.
- Interns must always be accompanied by an EQUATE employee while inside the plant.
- Interns must maintain punctuality as per their assigned training schedule.
- Any absence must be immediately reported to the assigned EQUATE focal point.
- Smoking is strictly prohibited within EQUATE premises, except in designated areas.
- Driving within EQUATE plants is not allowed without written approval from EH&S.
- Interns must adhere to appropriate dress code:
 - Short sleeves, sleeveless shirts, skirts, shorts, and national dress (dishdasha) are not allowed.
- Interns are not permitted to perform plant-related tasks or work.
- Personal Protective Equipment (PPE) must be worn where applicable.
- Interns who violate rules related to punctuality, behavior, safety, or attendance may be dismissed from the program.
- Laptops, cameras, and mobile phones are prohibited inside EQUATE premises.
- Interns must sign a Confidentiality and Non-Disclosure Agreement before the internship begins.
- Sharing EQUATE's internal data or information is strictly prohibited.

Internship Application Form

Internship Details

University Requesting Internship	
Intern Name (as per Civil ID)	
Intern Contact Number	
Purpose of Internship	
Planned Duration	☐ Spring ☐ Summer ☐ Fall
Planned Dates (From – To)	

Intern's Details

Nationality	☐ Kuwaiti ☐ Other: _____
Academic Major (and Minor if any)	
GPA (%)	

Focal Point at Your University

Name	
Position	
Contact (Email & Phone)	

EQUATE Focal Point

Name	Hamad Al-Sayegh
Position	HR – L&D Administrator
Contact	alabduhn@equate.com +965 9923 5118

Assignment Plan

Learning Objectives (to be covered during internship):

.....

Skills and Tasks (e.g., technical, interpersonal, professional):

.....



Health Status

Do you have any health condition?	☐ No	☐ Yes	_____
Do you currently take any medications?	☐ No	☐ Yes	_____

I, the undersigned, confirm that EQUATE will not be held responsible for any incident or health issue that may occur during my internship on EQUATE premises.

Insurance Coverage

Do you have personal insurance covering oil sector training/work?	☐ No	☐ Yes
---	-----------------------------	------------------------------

Media Coverage Consent

Do you grant EQUATE the right to use your image/video for official publications, promotions, or advertising?

☐ Yes	☐ No
------------------------------	-----------------------------

Required Documents Checklist

Please ensure you submit the following with your application:

- ☐ Colored copy of Civil ID (front & back)
- ☐ Recent passport-size photograph
- ☐ Copy of attested academic transcript
- ☐ Official university letter requesting the internship

Applicant Declaration

Name (as per Civil ID)	Date

Non-Disclosure Undertaking

I understand that all information shared with me during my internship is confidential. I agree not to disclose, share, or replicate any such information during or after the internship. I accept responsibility for any violation and related consequences.

Declarations accuracy of information:

I,, hereby declare that all the information provided in this application is true and correct. I understand that providing any false or misleading information will result in the cancellation of my internship.

Signature and Date
