



TARAYANA FOUNDATION
TARAYANA CENTRE
P.O.BOX 2003
CHUBACHU
THIMPHU, BHUTAN

Tarayana Foundation Internship Programme Contract/Agreement

Upon acceptance by The Foundation, the intern is expected to follow the terms and conditions outlined below

I accept the internship in The Foundation from to and agree to the following terms of the internship:

- a. The Foundation will not pay salary for the internship and I or my sponsoring institution must bear the cost of my expenses
- b. The Foundation will not accept the responsibility of costs arising from accidents and/or illness incurred during my internship
- c. The Foundation will be the sole owner of the work/materials produced during the course of the internship
- d. There is no expectancy of employment at the end of my internship
- e. The Foundation will designate a supervisor for the purpose of planning and coordinating and assigning the duties of the intern
- f. The supervisor may assign a counterpart for the intern
- g. The supervisor assigned will be informed of any ability to perform the duties outlined
- h. The supervisor will approve any changes in duties that may be required during the course of the internship
- i. The services/duties performed/provided shall be under the supervision of the designated supervisor
- j. The supervisor shall be available to the intern as a resource person offering counseling and guidance needed
- k. The supervisor will be responsible for evaluating the performance of the intern if required

II. I undertake the following obligation with respect to the internship programme

- a. Provide services as per the terms mutually agreed during the acceptance/offer of the internship
- b. To conduct myself at all times in a manner compatible with my responsibilities as the holder of The Foundation internship
- c. To keep confidential any and all unpublished information made known to me by the Foundation during the course of internship

Email: tarayana2003@gmail.com, Website: www.tarayanafoundation.org
www.facebook.com/TarayanaFoundation
Telephone: +975-2-329333 Fax: +975-2-331433



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- d. Not publish any reports or paper on the basis of information obtained during the programme, except with prior authorization from the Foundation
 - e. To provide written notice incase of illness or other unavoidable circumstances which might prevent me from fulfilling my obligations
 - f. During the time of the internship, will not undertake activities other that those assigned by the Foundation, without prior approval from the supervisor
 - g. To follow the codes of conduct of Tarayana Foundation
 - h. To respect the laws, customs and tradition of the Kingdom of Bhutan
 - i. I defaulting on any of the above obligations will result in the immediate termination of the internship programme
 - j. Accept that the Foundation will not be responsible for any claim by any parties where the loss or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

Name & Signature (Attach Legal Stamp)

Date

***Please Attach A Copy Of Passport Or Citizen Id Card**