



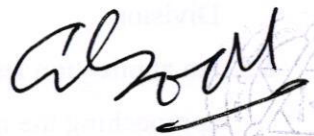
Guidelines on Internship Position At Kathmandu University, 2022

1. Short Title, Purpose and Scope of the Guidelines

- 1.1. The title of this document is "Internship Guidelines, 2022".
- 1.2. The main purpose of this Internship Guidelines, 2022 is to provide directions on eligibility criteria, appointment procedure, internship conditions, compensation and benefits, obligation as interns, and termination criteria both for Unpaid Interns as well as Paid Interns.
- 1.3. This guideline shall come into effective from the day Kathmandu University Executive Council meeting approves it as the Internship Guidelines, 2022.

2. Definitions

- 2.1. 'University when stated in this guideline shall be understood as Kathmandu University established in 1991 through an Act of Parliament with its Central Office in Dhulikhel.
- 2.2. 'Executive Council' when stated in this guideline shall be understood as Executive Council that is formed under section 6 of Kathmandu University Act, 2048.
- 2.3. 'Academic Council' when stated in this guideline shall be understood as Academic Council that is formed under section 8 of Kathmandu University Act, 2048.
- 2.4. 'Unpaid Interns' are students currently studying at Kathmandu University or visiting scholars from other academic institutions working in partial fulfillment of academic requirements.
- 2.5. 'Paid Interns' are recently graduated or currently studying students of Kathmandu University, employed as interns who are paid on the basis of actual hours worked.
- 2.6. 'Kathmandu Biswabidhyaalaya Sikchayak tathaa Karmachari sewa sarta niyam, 2050' when stated in this guideline shall be understood as regulation formed based on section 2.2 of the Kathmandu University Act, 2048.


(EC 650)

3. Paid Interns- Eligibility Criteria

- 3.1. The internship is a non-credit internship programme.
- 3.2. Interns must have graduated from Kathmandu University or currently studying and in the age group of 18 to 30 years.
- 3.3. Priority would be given to the students recommended by the Head of the Departments (HoDs) or Coordinators of programs of respective schools.
- 3.4. Consideration would be given to the students from poor economic conditions, excellent academic performance, underprivileged minority communities, differently abled and representing from remote locations.

4. Unpaid Interns- Eligibility Criteria

- 4.1. The internship is a credited internship programme in partial fulfillment of the requirements for the independent/self-studies, accomplishing theses/dissertations, etc. or for the purpose of credit transfer.
- 4.2. Interns under this category must be studying at Kathmandu University in different programmes and different levels with no restrictions in age limit.
- 4.3. Any students can participate in this programme and join in response to the announcements made by individual faculty/staff members.
- 4.4. Unpaid Interns may receive, subject to availability of external funds, service in kind of expenditure as per actual basis, whenever possible, subjected to the decision of the individual faculty/staff members employer.

5. Appointment Procedure

- 5.1. Any department/division that requires an intern (Paid or Unpaid) should fill a standard form/application stating the reasons for appointing intern.
- 5.2. The application should be approved by the dean in case of school and by the chief of the division in case of administration and should be submitted to Human Resources Division.
- 5.3. An application letter should be submitted by a prospective intern on the reason for approaching the internship at Kathmandu University. Also, the prospective intern must



submit a CV along with a copy of National ID or Citizenship Certificate and academic certificates and transcripts to the Human Resources Division.

- 5.4. An internship work agreement should be issued by the Human Resources Division on or before their commencement date. The agreement on standard format should clearly specify works/task assignments given to the intern during the internship period.

6. Internship Terms & Conditions

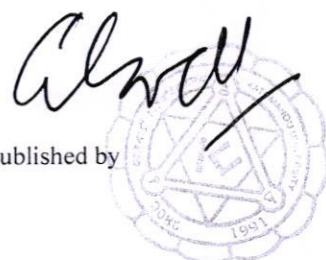
- 6.1. Internships will be for a period of not less than one month but **not more than six months**. The working hours would be determined by the line manager of department/division of the university.
- 6.2. Interns shall begin their internships only after they have agreed to the terms and conditions of internship work agreement.
- 6.3. An intern can apply for a temporary or permanent position at the university during the internship and following the end of their internship. Line managers would be able to appoint a replacement for the remainder of the unserved internship period.
- 6.4. An Intern is not considered to be a staff of the university and therefore any privileges or rules of 'Kathmandu Biswabidhyalaya Sikchhak tathaa Karmachari sewa sarta niyam, 2050' do not apply to interns.

7. Compensation and Benefits

- 7.1. Interns would be compensated as per their level of education which is highlighted in below table:

S.N.	Level/Status	Charge Out ¹ Hourly Rate	Remark
1	As Undergraduate Level Student	Rs. 160	Working Hours: Not exceeding 20 hours per week
2	As Graduate Level Student	Rs. 240	

¹ Compensation was referred from **Policy Costing and Pricing Remuneration Schemes 2016** published by Directorate of Research, Development and Innovation.



- 7.2. The time-sheet should be used for the payment to the intern. The time-sheet should be recommended by the supervisor of the intern and approved by the Dean/Chief of the Division. The time-sheet must be submitted to the Human Resources Division.
- 7.3. An intern shall receive amount/incentives as per Charge Out Rate per hour not exceeding 20 hours per week.

8. Obligation of Interns

- 8.1. Interns must maintain time-sheet during the internship period and get approval from supervisor before submission at the end of the month as per Nepali calendar for payment.
- 8.2. Intern must follow students'/employees' code of conduct where ever applicable as annexed in the KU Social Media Guidelines, 2018.
- 8.3. Interns are also required to maintain confidentiality of all information including unpublished information made known to him/her during the period of Internship.
- 8.4. Interns are required to discuss progress regularly to their supervisor(s).
- 8.5. Interns are required to follow Policy Guidelines on Academic Integrity, 2018; Suchana Sambhandhi Nirdeshika, 2076; KU Policy on Information Disclosure and Social Media Engagement (KU Social Media Guidelines, 2018) where ever applicable.
- 8.6. The Univeristy has the right to terminate intership without any prior notice if the applicable code of conduct is not met.

9. Validity of the Agreement

- 9.1. The internship work agreement shall **automatically be terminated after six months without any prior information.** The agreement cannot be renewed in any cases.



Kathmandu University
Dhulikhel, Kavre

School/Division:

Department:

Date:

[illegible]

Recommended by

Approved by



Annexure-2



**Kathmandu University
Internship Application Form**



Placement Information

Internship Start
Date:

Internship End
Date:

School/Division Information

School/Division
Name:

Department Name:

Reason for appointment of intern:

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No. of Hours to engage an intern in a day:

Supervisor Information

Full Name:

Level:

Position:

Please give a short description of task that you will assign to the intern:

--



Intern Introduction

Name

In Devanagari:

In Roman:

Permanent Address:

Correspondence Address:

Phone Number:

Email:

Date of Birth:

Citizenship Number:

Education Details

Name of enrolled institution:

Level of degree:

☐ Undergraduate

☐ Graduate

Program:

Graduation Date:

If currently enrolled in university/institution:

Estimated Graduation Date:

Recommended by

Approved by



Annexure-3

[Internship Work Agreement should be printed in letter head of the school/division]

Date:

Mr. _____

Subject: Engagement in _____ as an Intern

Dear _____,

Following your application letter dated _____, I hereby offer you the position of Intern at _____.

Please note the following:

Internship Period:

Work station:

Remuneration: NRs. _____

Major task assignments:

I look forward to your productive engagement at the University as an Intern.

Sincerely,

.....
Signature
Intern

.....
Signature
Dean/Chief
School/Division

CC:

- i) Human Resource Division