



National Trust for Nature Conservation

Internship Policy

There have been an increasing number of interns approaching NTNC for internships in recent years. The internship can provide the students with an opportunity to gain working experience and exposure to the conservation initiatives of NTNC and NTNC can also benefit from their expertise and work. More importantly, a global network of NTNC's well-wishers will automatically be developed upon the interns' return to their home countries which could be a highly valuable asset to NTNC. So, NTNC has prepared and implemented this internship policy with immediate effect.

1. Purpose

The purpose of the NTNC's internship program is to:

- a. provide a framework by which students and fresh graduates can be assigned to NTNC's program, administration or finance units, where their educational and professional experience can be enhanced through practical work assignments;
- b. expose interns to the conservation initiatives; and
- c. provide NTNC and its projects with the assistance of qualified interns specialized in various professional disciplines of NTNC's priorities.

2. Eligibility

NTNC may accept the interns who meet the following criteria:

- a. is enrolled at a graduate school or is a fresh graduate;
- b. has required academic knowledge required for the internship position;
- c. has satisfactory/good communication and writing skills in English;
- d. is computer literate in standard software applications (word processing, spreadsheet, presentations and database);
- e. is willing to work as part of a multidisciplinary team.

3. Recruitment process

- a. **Application:** Candidates willing to join NTNC for internship should apply to NTNC with the following documents:
 - Application letter
 - Recent curriculum vitae
 - Copy of university certificate(s) confirming current enrolment or graduation
 - Copy of the transcript of the most recent university/school degree

- For current students - a letter of recommendation/endorsement from the department head or the supervisor; For fresh graduates – a letter of recommendation from a faculty member who has directly supervised the candidate and is fully acquainted with his/her performance
 - A statement of interest clearly stating why the candidate is seeking internship with NTNC and what is the candidate's expectation from the internship with NTNC.
- b. **Selection:** NTNC will make a decision on the internship application based on the following criteria:
- appraisal of the application and supporting documents;
 - availability of suitable position in NTNC or its projects;
- c. **Internship Terms and Conditions:** Once the internship application is accepted by NTNC, the applicant should sign internship agreement with the NTNC upon mainly the following terms and conditions:
- The intern will be posted in suitable office(s) of NTNC or its projects.
 - Normally, the internship period will be of three months.
 - Foreign nationals shall pay a sum of US \$ 500 (US dollar five hundreds only) as internship fee to the NTNC whereas Nepali nationals shall pay NRs. 10,000/= (Nepali Rupees ten thousands only).
 - NTNC will assign a supervisor to the intern who will assign the detailed works to the intern.
 - The intern should submit periodic reports and a final report to NTNC. Intern should present report to the technical experts, if required.
 - All available facility within the project office can be used upon the payment.
 - All cost including transport and accommodation will be borne by the intern her/himself. However, accommodation may be provided within the field projects if available.
 - NTNC accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship.
 - NTNC will not be responsible for Visa arrangements.
4. **Status of the intern:** Interns are not considered staff members of NTNC and they shall not represent NTNC in any official matter.