



**स्वामी राम हिमालयन विश्वविद्यालय**  
**Swami Rama Himalayan University**

**Policy on Internship/Training/Observership/Short Term  
Research Projects for International Candidates**

Approved by the Board of Governors in its 35<sup>th</sup> Meeting held on  
24<sup>th</sup> September, 2024

**Swami Rama Himalayan University**

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

# SWAMI RAMA HIMALAYAN UNIVERSITY

## Policy on Internship/Training/Observer ship/Short Term Research Projects for International Candidates

1. This Policy shall be called “Policy on Internship/Training/Observer ship/Short Term Research Projects for International Candidates”.
2. This Policy shall come into force from the date of approval of the Board of Governors.
3. Swami Rama Himalayan University, Dehradun welcomes foreign students who would like to visit the University for Internship/Training/Observer ship/Short Term Research Projects. Candidates are accepted throughout the year.
4. International candidates are required to apply for Internship/Training/Observer ship/Short Term Research Projects to the Director International Affairs, Swami Rama Himalayan University, along with the following documents and University processing fee:
  - 4.1 Duly filled in prescribed application form as per Annexure - I.
  - 4.2 Processing fee\* of INR 10000/- (Indian Rupees ten thousand only) or equivalent amount either in the form of Bank Draft in favour of “Swami Rama Himalayan University” payable at State Bank of India, Jolly Grant, Dehradun, India Or online payment can be made in the account number of the University, details of which are given hereunder:

Bank Name and Address	: State Bank of India, HIHT, Jolly Grant, Dehradun
Account Holder’s Name	: Swami Rama Himalayan University
Account No.	: 33082676422
Branch code	: 10580
SWIFT Code	: SBININBB558
  - 4.3 Recommendation Letter from the Dean of the College/ University the candidate belongs.
  - 4.4 Two passport-size coloured photographs
  - 4.5 A photocopy of valid passport
  - 4.6 A copy of curriculum being followed by the candidate in his/her parent Institution/ University
  - 4.7 A brief note as to what is desired to be pursued by the candidate during Internship/Training/Observer ship/Short Term Research Projects at Swami Rama Himalayan University
5. For foreign candidates, it is necessary to obtain formal permission from the Statutory Council in India (if any) and from their respective College/University.

6. It is the responsibility of the candidate concerned to make sure that he/she obtains an Indian Visa valid for the period of his/her stay. Travel arrangements are also to be made by the candidates themselves.
7. Once permission is granted by the University the candidate shall pay fee of INR 5,000/- (Indian Rupees five thousand only) per week for Internship/Training/Observer ship/Short Term Research Projects. The fee is subject to revision and the fee in vogue at the time of the visit will be levied.
8. Money once paid will not be refunded. The candidate should not send excess money than needed for the fees. If excess money is paid by the candidate, the University will not be able to cash the money and return the excess money to the candidate as the Foreign Exchange Regulations Act (FERA) in India prevents the University from doing so. Alternatively, the money can be paid in Indian rupees on arrival here, after encashing foreign currency at one of the banks in India. However, the processing fees should be sent with the application itself.
9. The stay and lodging expenses within the University shall be charged as actuals. At present, the charges are approximately INR 3,000/- (Indian Rupees three thousand only) per day. The charges are subject to revision from time to time.
10. The candidate must be covered under any Health Insurance Scheme/Life Insurance Scheme.
11. Swami Rama Himalayan University shall not fund the candidate on any account during the period of Internship/Training/Observer ship/Short Term Research Projects.
12. The period of Internship/Training/Observer ship/Short Term Research Projects shall normally be permitted upto a period of 08 (eight) weeks.
13. The foreign candidates should contact their travel clinic to obtain information on prophylactic measures to be taken by them during their visit to India. The candidates are required to be immunized against Hepatitis.
14. Internship/Training/Observer ship/Short Term Research Projects shall not be hands-on-experience but it will be observational experience.
15. The candidates are not permitted to do any research projects/dissertation of their own independently. One of the faculty members of the University should be the Supervisor. The Supervisor from the University should obtain the concurrence of the Head of the constituent college/school regarding feasibility of the research projects/dissertation.
16. All work, including data collection and analysis, should be done only under the supervision of the Supervisor. Raw data shall not be allowed to be carried out of the University.
17. Due acknowledgement should be given to the University on any publication arising out of research projects/dissertation work.
18. The Supervisor from the University shall be the author for publication.

19. The University shall have the Intellectual Property Rights for any scientific outcome arising out of dissertation/research projects.
20. Clearance from the Research Committee of the University and, if necessary, that of the Ethics Committee, is required for all research projects.
21. The candidate shall be required to follow the rules, regulations and code of conduct of Swami Rama Himalayan University.
22. The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any provision mentioned herein above in this policy, without any notice.



Registrar  
Swami Rama Himalayan University

**PARTICULARS TO BE FURNISHED BY INTERNATIONAL CANDIDATES TO  
UNDERGO INTERNSHIP/TRAINING/RESEARCH PROJECTS AT SWAMI RAMA  
HIMALAYAN UNIVERSITY**

S. No.	Particular	Details
1	Name of the candidate (In full and in Mr./Ms./Mrs. block Capital Letters) with address in the Native Country	
2	Nationality	
3	Father's Name	
4	Date and place of Birth	
5	Passport No. date & place of issue : (Please attach a copy of Passport)	
6	Address of communication	
7	Applicant's likely address in India during stay (local contact/address in India)	
8	Name & address of the college/University where studying	
9	Year of admission in the College	
10	Year in which studying	
11	Examinations passed	
12	Type of training the candidate desires to do	
13	Appropriate period of training in India (give exact dates)	
14	Candidate's expectation of training in India	
15	A reference letter from the Dean of the College/University of the applicant Sponsoring the candidate (please attach a photocopy of the letter)	
16	Any other relevant information on the subject	

SIGNATURE OF THE CANDIDATE  
WITH DATE, MONTH, YEAR.

  
 Registrar  
 Swami Rama Himalayan University