



# INTERNSHIP AGREEMENT

Intern's name :  
School's name :  
Student's ID :  
Period : From to  
Conductor :

The regulation for intern at TMA:

1. Do work following conductor's schedule.
2. Do not join in any business activities of TMA.
3. Do not freely go in TMA. If there's requirement to come in any TMA's room, must be taken by conductor.
4. Do not use computer, printer, photocopier, book, CD, etc., if there isn't conductor's approval.
5. Do not play game, listen to the music and use Internet for personal issue in working time.
6. Do not use office phone for personal calls.
7. Comply TMA's security procedures.
8. Do not come in TMA after working time if conductor doesn't request.
9. Do not take computer or any computer hardware component in TMA,
10. Do not copy and reveal any information relating to TMA's business under any excuse.

Confidentialities:

1. All intellectual work products (designs, source code, software builds, tools, etc) that are developed inside the company premises, or stored in the company network, shall be the intellectual properties (IP) of the company, despite of ownership of the equipments and/or materials that are used for development those work products.
2. I am under no obligations, including those to any former employer, which impose any restrictions on the activities or duties, assigned to me from time to time by the TMA. I will not disclose or make any unauthorized use of any Confidential Information or Intellectual Property of any former employer or of any other third party in connection with my internship period with the TMA.
3. Unless it is permitted by TMA in writing, I shall not at any time during or subsequent to my internship period with TMA:
  - (i) Disclose or authorize the disclosure, to anyone other than authorized officers, directors, employees or contractors of the TMA; or,
  - (ii) Use for non-TMA purposes or other non-permitted purposes; any Confidential Information or Intellectual Property of TMA and/or its Customer, or any other Confidential Information or Intellectual Property to another Customer.



I acknowledge that during the course of my internship period I may create, come into possession of, or be exposed to Intellectual Property or Confidential Information of a Customer of TMA or third parties, and that the unauthorized use or disclosure of such Intellectual Property or Confidential Information would cause irreparable harm to TMA and its Customer

4. I acknowledge that all papers, memoranda, notes, reports, charts, programs, data or other documents of any kind, or in any form, relating to or containing the Confidential Information or Intellectual Property of TMA or of any third parties who have provided to TMA, are the property of TMA, and that upon termination of my internship with TMA I shall immediately return all such materials to TMA.
5. I shall at any and all times during or subsequent to my internship with TMA reaffirm this Agreement or execute such further and other agreements with respect to the general subject matter addressed herein as TMA may require.
6. This Agreement shall supersede any and all previous oral or written communications, discussions or agreements between me and TMA relating to the subject matter addressed herein. This Agreement may not be varied, except by signature of a duly authorized signatory of TMA.
7. This Agreement shall be construed in accordance with and governed by the laws of Vietnam.

I'd like to undertake to implement the above-mentioned things strictly. If I violate any regulation, I will be fully responsible for my actions and stop practicing at TMA.

Intern's signature,

Mentor's signature