

Internship

Host Company Guidelines



Dear Sir/Madam,

I would like to thank you for your interest in hosting a student through the University of Melbourne's Internship Program.

Currently in its pilot phase, our Internship program links our best students to industry partners, facilitating paid Internships of 10 to 15 weeks' duration. Students are carefully selected, ensuring that they are high achievers within their degree program and are close to graduation, thus bringing extensive, cutting-edge knowledge with them to their Internships. They are supervised by a dedicated member of our academic staff while on placement. This academic supervisor is also available to engage with you and your staff, should you require any assistance while hosting a student.

Our program offers flexibility to employers and we will work with you to build a placement program, aiming to meet both your operational needs and the student's program requirements. Further information about the details involved in hosting a student can be found within this document. Should you wish to discuss any aspect of this in more detail, or you have further questions about the program, please do not hesitate to contact our [Industry Placement Coordinator](#) who will be happy to assist.

Through this program, we hope to build links with industry, and work collaboratively to share skills, knowledge and expertise. I hope you will consider the benefits of hosting a student from the Melbourne School of Engineering. Thank you, once again, for your interest in our program.

Yours faithfully

Colin Burvill

Dr. Colin Burvill
Assistant Dean (Industry)

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1. INTERNSHIP Program outline

The Melbourne School of Engineering (MSE) Internship Program is offered to Master of Engineering and IT students enabling them to undertake a paid placement in industry relevant to their studies. This program aims to enable students to further progress their professional skills by applying their technical knowledge within a workplace environment. Internships are conducted individually under supervision of an industry supervisor and a dedicated member of our academic staff, who is available to work with you and the student for the duration of the placement.

The Program forms part of the subject [Internship](#), which is an elective unit for academic credit. Students are assessed on their application of engineering or IT knowledge and demonstration of professional competencies in the following areas.

- Application of established engineering or IT methods to complex engineering or IT problem solving
- Application of systematic approaches to the conduct and management of engineering or IT projects
- Ethical conduct and professional accountability
- Effective oral and written communication in professional and lay domains
- Professional use and management of information
- Effective team membership and team leadership

2. Duration and dates of Internships

Internships normally involve approximately 350 hours taken over a 10-15 week period over the summer or during the University semesters. We understand that your project may not align exactly with our semester dates and we are happy to discuss flexibility regarding start dates. Internships can be on a full-time or part-time basis, depending on your requirements, provided that they take place during a period no less than 10 weeks and no greater than 15 weeks.

Due to course structures, occasionally students in a certain discipline may not be available in a given semester. If this is the case, we will advise potential hosts accordingly.

Summer Term	early December – late February
Semester 1	early March – late June
Semester 2	mid July – late October

3. Recruitment of students

Advertising a placement

Our Industry Placement Coordinator can assist you through the process of advertising your placement. Internships can be submitted via our [online approval form](#). Once approved, the position will be advertised to eligible students via our dedicated online placement recruitment portal for a two week period. Only our highest achieving students are pre-selected and given access to this recruitment portal.

We can then shortlist the most suitable students for the position and send you a list of the top five, along with their key selection criteria responses and resumés. Alternatively, should you wish to review all applications, we can forward them all. Applications will be sent to hosts within ten working days of the application deadline for the position.

We ask that positions are submitted to us four weeks before the proposed start date, in order to ensure sufficient time for the process of recruitment and finalisation of paperwork.

Interviews and appointment

Host companies can select shortlisted students from the applications sent by the University and can arrange interview times and location with suitable candidates.

The host company then selects their preferred applicant and contacts the student directly to offer them the position. After the student has confirmed acceptance, the host company establishes a fixed term contract of employment with student covering the duration of the placement. The host should also advise the Industry Placement Coordinator.

Hosts are encouraged to identify their second preferred candidate if possible. Students are expected to apply for several Internships concurrently. Therefore, very occasionally, a host company's first choice of student may not be available.

The Host is also requested to contact all unsuccessful applicants.

4. Financial matters

Paid internships

The Host is required to pay the student the appropriate [minimum hourly wage](#) as stipulated by law for time worked as a fixed-term employee. Arrangements whereby companies pay the University an amount which can be offered to the student as a stipend can also be negotiated. Please contact the Industry Placement Coordinator to discuss this if more convenient for your business.

Unpaid internships

Internships can also be unpaid. Please contact the Industry Placement Coordinator to discuss.

5. Insurance: Public Liability, Professional Indemnity & WorkCover

Students undertaking a paid placement are covered by the Host's WorkCover insurance policy.

The University maintains Public Liability and Professional Indemnity insurance that covers any liability of the University and the student in relation to the Placement. This covers students on unpaid placements.

The Host organisation is expected to also maintain appropriate Public Liability insurance.

6. Legal and ethical issues

Professional Placement Letter Agreement

As the Placement forms a component of study embedded in the student's curriculum, Internships through the Melbourne School of Engineering's Internship program satisfy the requirements of a 'professional placement' as defined under the University's [Professional Placement Policy, Procedure and Guidelines](#).

The [Professional Placement Letter Agreement](#) must be signed by the relevant University supervisor and an authorised signatory of the host organisation. An alternative agreement is available for unpaid internships.

The University sends the host an electronic version of the relevant agreement once the host has advised the Industry Placement Coordinator that the student has been offered, and has accepted, the placement.

Intellectual Property and Privacy

As mandated by Australian legislation, University staff and students must ensure the non-disclosure of Host organisations' confidential information accessed during the period of the Placement.

This is further detailed in sections B and D of the [Professional Placement Letter Agreement](#) and we are happy to discuss further if clarification is needed on any point.

Discrimination and Harassment

All Hosts are required to ensure a workplace that is free from discrimination and harassment.

Hosts are bound by human rights and anti-discrimination legislation set out in:

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986

Occupational Health and Safety

Host organisations must have a commitment to safe work practices, such as a formal Occupational Health and Safety Plan, and must comply with the Occupational Health and Safety Act (Vic) 2004. Any disagreements, incidents or near accidents must be reported promptly to the Industry Placement Coordinator and/or the Academic Supervisor

7. Host organisation responsibilities

While hosting a student, we will require host companies to undertake the following:

- Clarify the student's role and reporting structures
- Advise the University Academic Supervisor if any difficulties arise
- Be available on at least one occasion for the University Academic Supervisor to visit the Host's premises to discuss the Placement with the student and Host Supervisor
- Toward the end of the placement, complete an evaluation of the student's performance and of the Internship Program. This will be provided by the University.

8. Support from the University of Melbourne

The University of Melbourne will offer our support to you and your staff from the early stages of formulating a suitable position through to the end of the student's placement. We will:

- Promote your organisation's internships to our students
- Assist students with their applications, including providing access to resources to assist with resumé preparation and interview techniques
- Process students' applications and shortlist our best applicants based on your selection criteria
- Ensure all students complete a mandatory occupational health and safety and professional conduct induction prior to their internship
- Assign a University Academic Supervisor to each student
- Monitor students' progress during the internship including a site visit where possible
- Be responsive to your feedback and to any request for support
- Enable you to connect with the University and our students for future collaborative activity

9. Maximising placement success

Hosts are encouraged to contact the University Academic Supervisor as soon as practicably possible where concerns exist regarding any issues that potentially prevent the success of the Placement.

The Academic Supervisor will work with the host to address the specific issue(s) of concern, clarify expected standards of work performance and/or behavior, strategies to improve the situation and, if appropriate, a stated and reasonable period of time (trial period) for the student and host to trial these improvement strategies. The Academic Supervisor is available to support the host to achieve a successful placement.

10. Contacts/further information

Please feel free to contact our Industry Placement Coordinator:

eng-placements@unimelb.edu.au



Timeline for recruitment, selection and hiring of placement students

