

Building: ENGR90033 Student-Sourced International Internship Application 2020

i This form has been published and cannot be edited. To make changes you need to withdraw the form.

i **Students** can view this form at:
<https://careersonline.unimelb.edu.au/Form.aspx?id=1279242>

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Your details

Write a description to tell people what this form is for.

First Name

Id: ShortAnswer

Family Name

Id: ShortAnswer3

Course and Major

Id: CourseMajor

Do you commonly use any other name?

Please list any other names you use, for example "English name"

Id: CommonlyOther

Where is your internship taking place?

- In an overseas country, working remotely from my home
- In an overseas country, attending the workplace
- In Australia, working for an overseas company remotely from my home

Id: InternshipTaking

Where will you be undertaking your internship from (city, province/region, country)?

If you will be working remotely from Melbourne, please write Melbourne here, not the host company's location.

Id: InternshipProvinceRegionCountry

If you will be undertaking your internship outside Australia, do you have any support network in that location? A support network includes people such as friends and family.

Please provide details

Id: UndertakingInternshipOutsideAustraliaSupportNetworkLocationSupportNetworkIncludesFriends

Where are you currently located?

We need to know where you are right now - not where you plan to be in a few weeks time.

- In Melbourne
- In Melbourne, but I already have plans to leave Australia and continue my studies remotely from overseas, regardless of my internship.
- Overseas, due to travel ban, in the same location as the internship
- Overseas, due to travel ban, in a different location as the internship
- Overseas, due to reason other than travel ban, in the same location as the internship
- Overseas, due to reason other than travel ban, in different location to the internship

Id: CurrentlyLocated

If you will be located outside Australia, are you a citizen of the country where you will undertake your internship?

You will need to ensure you have access to medical care as a citizen, as the University's travel insurance may not cover you.

- Yes, I am a citizen of the country

No, I am not a citizen of the country

Id: LocatedOutsideAustraliaCitizenCountryUndertakeInternship

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Overseas Travel Risk Assessment

The following questions are used to assess the suitability of your internship, both in terms of risk and academic suitability. Certain criteria are essential requirements and we cannot approve internships where essential requirements have not been met. Meeting desirable requirements is recommended, and failure to meet several desirable

You are 18 years old or above

This is an essential requirement

Yes

No

Id: 18YearsAbove

The location of your proposed internship is not in a remote area and has ready access to local hospitals and other facilities?

This is an essential requirement

Yes

No

Id: LocationProposedInternshipRemoteAccessHospitalsFacilities

If in mainland China, your proposed place of work is located in one of the following major cities: Beijing, Shanghai, Guangzhou, Shenzhen, Chengdu, Hangzhou, Wuhan, Chongqing, Nanjing, Tianjin, Suzhou, Xi'an, Changsha, Shenyang, Qingdao, Zhengzhou, Dalian, Dongguan, Ningbo

This is a desirable requirement

Yes

No

I'm not going to China

Id: MainlandProposedLocatedFollowingCitiesBeijingShanghaiGuangzhouShenzhenChengduHangzhouChongqingNanjingTianjinSuzhouChangshaShenyangQingdaoZhengzhouDalianDongguanNingbo

If in India, your proposed place of work is located in one of the following major cities: Mumbai, New Delhi, Chennai, Hyderabad, Bangalore

This is a desirable requirement

Yes

No

I'm not going to India

Id: MainlandProposedLocatedFollowingCitiesBeijingShanghaiGuangzhouShenzhenChengduHangzhouChongqingNanjingTianjinSuzhouChangshaShenyangQingdaoZhengzhouDalianDongguanNingbo2

If in India, your proposed place of work is NOT located in any of the following states: : Assam (except Guwahati), Nagaland, Manipur, Chhattisgarh and the border areas of neighbouring states, Jammu and Kashmir and the area around the India-Pakistan border.

This is an essential requirement

No, not in these states

Yes, it is in one of these states

I'm not going to India

Id: MainlandProposedLocatedFollowingCitiesBeijingShanghaiGuangzhouShenzhenChengduHangzhouChongqingNanjingTianjinSuzhouChangshaShenyangQingdaoZhengzhouDalianDongguanNingbo3

You undertake to ensure you are up to date with all required vaccinations for the country you will undertake your internship in.

This is an essential requirement - Please consult with your medical practitioner regarding vaccinations and any other health issues relevant to your destination.

Yes

No

I'm not leaving Australia

Id: UndertakeRequiredVaccinationsDeparture

If you are overseas, you are aware that the University's travel insurance may not cover you, and you have full medical cover as a citizen of the country in which you will complete the internship.

This is an essential requirement

Yes

No

I'm not leaving Australia

Id: YourselfInsuranceProcess

If overseas, you will take responsibility for your own safety and wellbeing by monitoring developments in the area you are located in.

This is an essential requirement - Monitoring developments includes (but is not limited to) being alert to dangerous situations, terrorism or civil unrest and weather alerts

Yes

No

I'm not leaving Australia, but I'm still always careful

If overseas, you will note local and overseas emergency numbers

This is an essential requirement

- Yes
- No
- I'm not leaving Australia and I know our emergency number is 000

Id: OverseasEmergencyNumbers

If overseas, you will leave copies or scans of your key documents with friends or family and will let them know of any changes to your plans.

This is an essential requirement

- Yes
- No
- I'm not leaving Australia

Id: ItineraryContactDetailsDocumentsFriendsFamilyChanges

You undertake to familiarise yourself with the culture of your host company prior to commencing your internship.

This is an essential requirement - Familiarisation includes awareness of dangerous areas of a city, types of crimes risky modes of transport, specific cautions for vulnerable groups, etc.

- Yes
- No

Id: UndertakeFamiliariseYourselfDestinationDeparture

You will ensure awareness of the local environment, customs and cultural practices, general health and safety and workplace law requirements

This is an essential requirement

- Yes
- No

Id: Check

If overseas, you will learn the location of closest local hospital

This is an essential requirement

- Yes
- No
- I'm not leaving Australia

Id: LearnLocationClosestLocalHospital

If overseas, you will use safe air or road travel

This is a desirable requirement - You are recommended to use the safest mode of travel available in the destination country

- Yes
- No
- I'm not leaving Australia

Id: WillSafeRoadTravel

You will ensure you do not have in your possession illicit drugs or dangerous goods

This is an essential requirement

- Yes, I will ensure I don't have these items
- No

Id: PossessionIllicitDangerousTravelling

You will have a phone that is contactable and you will update the University with the number as required

This is an essential requirement - This can be a local SIM or an Australian phone with roaming set up

- Yes
- No

Id: ContactableUniversityRequired

If overseas, you will ensure you have sufficient quantities of any prescription medication

This is an essential requirement - Please note restrictions on certain medications when travelling. Please see: <http://smartraveller.gov.au/help/me/australia/planning/Pages/medication.aspx#is-my-medication-legal-in-the-country-that-im-travelling-to>

- Yes
- No
- I'm not leaving Australia

Id: SufficientQuantitiesPrescriptionMedication

You are aware of costs of living in your overseas country, and you have sufficient money

This is an essential requirement - Ensure you have a credit/debit card or travel card

- Yes
 No
 I'm not leaving Australia

Id: ResearchExpectedCostsLivingPrepareAdequateMoney

You undertake to note the contact details of your academic mentor or local pastoral care service where applicable (assigned after enrolment)

This is an essential requirement

- Yes
 No

Id: UndertakeContactDetailsAcademicMentorPastoralServiceApplicableAssignedEnrolment

You have checked the OH&S country profile for your proposed host country on the International Labour Organisation website and are familiar and comfortable with the risk profile

This is an essential requirement - See <http://www.ilo.org/safework/countries>

- Yes
 No

Id: ProposedInternationalOrganisationFamiliarComfortable

You are aware of the roles, responsibilities, obligations and code of conduct regarding student travel and the consequences for not meeting them

This is an essential requirement - See policies: <http://policy.unimelb.edu.au/MPF1209#section-5.1> and <http://policy.unimelb.edu.au/MPF1324>

- Yes
 No
 I'm not leaving Australia

Id: ResponsibilitiesObligationsRegardingConsequences

You will ensure you understand the ownership, protection and use of the intellectual property before, during and after the placement

This is an essential requirement - This will be outlined in the relevant placement agreement signed before any internship is confirmed

- Yes
 No

Id: UnderstandOwnershipProtectionIntellectualPropertyPlacement

If overseas, you will ensure that you are staying in suitable accommodation and you are aware of emergency exits and evacuation procedure. Furthermore, your accommodation should be suitable for working from home, even if your internship does not involve remote work, in the event that COVID-19 requires working from home.

This is an essential requirement

- Yes
 No
 I'm not leaving Australia, but I still know my accommodation should be safe anyway.

Id: SuitableAccommodationArrangedEmergencyEvacuationProcedure

You will complete appropriate UoM safety courses for students via TrainMe

This is an essential requirement - These will be required prior to enrolment

- Yes
 No

Id: CompleteAppropriateCoursesStudentsTrainMe

If overseas, you will ensure that you have clothing/ sunscreen and rehydration appropriate for the climate

This is a desirable requirement

- Yes
 No
 I'm not leaving Australia

Id: ClothingSunscreenRehydrationAppropriateClimate

If overseas, you will drink bottled water if quality water is not available

This is a desirable requirement

- Yes
 No
 I'm not leaving Australia

Id: BottledQualityAvailable

If overseas, you will avoid uncooked food where food preparation is poor

This is a desirable requirement

- Yes

- No
 I'm not leaving Australia
Id: UncookedPreparation

If overseas, you will ensure that that any equipment you have with you is in good working order and understand any quarantine requirements

This is a desirable requirement

- Yes
 No
 I'm not leaving Australia

Id: EquipmentWorkingUnderstandQuarantineRequirements

You will follow ALL local guidelines, laws and directives related to COVID-19 (Coronavirus), will monitor for updates daily, and will exercise extreme caution.

- Yes
 No

Id: GuidelinesDirectivesRelated19CoronavirusMonitorUpdatesExerciseExtremeCaution

You will seek immediate medical advice and/or testing where necessary, following the advice and requirements in the country where you are located. You will comply with any COVID-19 isolation or quarantine requirements, as directed by local medical staff or authorities.

- Yes
 No

Id: ImmediateMedicalTestingNecessaryFollowingRequirementsCountryLocated19IsolationQuarantineRequirementsDirectedMedicalAuthorities

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Host Company Contact Details

Please provide details of your proposed host company

Name of proposed host organisation

Id: ProposedCompany

Address of proposed host organisation

Please enter a street address. PO box addresses will not be accepted.

Id: CompanyAddress

Name of supervisor/contact person

Id: SupervisorContactPersonCompany

Does the supervisor/contact person speak English?

- Yes
 No

Id: SupervisorContact

Toggle Field

Target: AlternateContact

!@SupervisorContact.selected('No')

Id: ToggleField

Name of alternate contact who speaks English

Id: AlternateContact

Supervisor/contact person's phone number

Include international dial code and area code. If your direct supervisor does not speak English, please provide the contact details of the English-speaking alternative person here.

Id: SupervisorContactPersonNumber

Supervisor/contact person's email address

If your direct supervisor does not speak English, please provide the contact details of the English-speaking alternative person here.

Id: SupervisorContactPersonAddress

Host organisation's website

Id: CompanyWebsite

Overview of host organisation

Please provide some background information about your company, the scope of its operations, its area of business, size, etc.

Id: OverviewOrganisation

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Host Organisation General Information - Risk Assessment

This information is required in order to assess the suitability of your proposed host organisation and its organisational resilience. You may need to request some of this information from your proposed host organisation if it is not readily available online.

You have thoroughly researched your host organisation including their reputation, values, policies and practices.

This is an essential requirement - Large multinational, publicly listed companies or similarly robust organisations are preferred. You can search companies' public listings online. If you are unsure of what strong values, policies and practices look like, please refer to the University of Melbourne web pages on: University's Vision University's Policies Not all organisations will have these attributes listed clearly on their websites, but it is your responsibility to ensure that you research the reputation of the host company; are aware of the sector in which they operate; the history, future plans and goals of the organisation; and that their values align with yours (ie. What products do they manufacture? Who do they partner with? Do they ensure that their supply chains are ethical? As a bare minimum, you should look to see that the following policies are in place: 1. Health and Safety 2. Appropriate Workplace Behaviour 3. Privacy

- Yes, I have thoroughly researched my host organisation
- No, I have not yet undertaken this research

Id: ResearchedProposedOrganisationProfileReputationEnsuringAlignmentPoliciesPractices

Host organisations are required to be robust and stable. How large is your proposed host organisation?

This is a desirable requirement. Large, established organisations are preferred. Please select TWO answers below: one for size of organisation and one for years of operation.

- 1-20 employees
- 20-200 employees
- 200-500 employees
- 500-1000 employees
- 1000-5000 employees
- 5000+ employees

Id: Check2

Host organisations are required to be robust and stable. How many years has your host organisation been in operation?

This is a desirable requirement. Large, established organisations are preferred. Please select TWO answers below: one for size of organisation and one for years of operation.

- Less than 1 year
- 1-5 years
- 5-10 years
- 10+ years

Id: Check3

Can your proposed host company demonstrate good governance and a strong credit rating?

This is a desirable requirement. Good governance can be demonstrated through the existence of things such as a Board of Directors and associated sub-committees e.g. Audit and Risk. This information may be available on the organisation's website as well as articles online from reputable sources. For students applying to intern in China, the TianYanCha website (天眼查) may also be of assistance. Note that a VPN is required to view this website outside China.

Id: ProposedCompanyDemonstrateGovernance

File Upload

Please upload any supporting documents relating to your host company's demonstrated good governance here

No file chosen

Id: FileUpload2

Does your host organisation have an induction program for you as an intern?

This is an essential requirement. Your host organisation must have an induction for you where you are made aware of their policies, norms and safety procedures.

- Yes, my host organisation has told me that they have a comprehensive induction for interns
- No, my host organisation does not have this

Id: ProposedCompanyStrongCreditRatingPleaseProvideDetails

Is there an English-speaking staff member at your host company who can liaise with UoM regarding any concerns?

This is an essential requirement. - This person does not have to be your direct supervisor (if you speak the local language fluently) but must be available to liaise with the University if required.

- Yes
- No

Id: MultipleChoiceQuestion

Do you have a clear understanding of your internship position, its roles, responsibilities and obligations?

This is an essential requirement

- Yes
- No

Id: UnderstandingInternshipResponsibilitiesObligations

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Workplace Safety

These questions are used to ascertain whether or not your work environment meets the University's required occupational health and safety standards. Your host company may have policies and procedures that are already available, or you may need to request that they provide you with this information.

Can you confirm that your proposed host organisation has robust Occupational Health and Safety Policy including a complaint handling procedure for inappropriate behaviour?

This is an essential requirement - Please provide details, either in the text box below or by uploading an attachment

Id: ProposedOccupationalProceduresIncludingComplaintHandlingProcedureInappropriateBehaviour

File Upload

Upload any supporting documents regarding OHS here

No file chosen

Id: FileUpload4

If your host organisation does not have a formal Occupational Health and Safety Policy, do they have a commitment to employee safety and wellbeing stated on their website or other document? This may include an employee handbook or other document which you may need to request from the organisation directly.

This is an essential requirement. Please provide evidence of this procedure. You may upload supporting documents below if preferred.

Id: ProcedureAssessReportRemedyUnsafePracticesPleaseProvideDetails

Upload any supporting documents relating to the procedure to risk assess, report and remedy unsafe work practices here.

No file chosen

Id: UploadSupportingDocumentsRelatingProcedureAssessReportRemedyUnsafePractices2

Does your host organisation have a demonstrated commitment to complying with local Labour and/or Occupational Health and Safety Law? Can you provide evidence of this?

This is an essential requirement. Please provide evidence of this procedure. You may upload supporting documents below if preferred.

Id: ProcedureAssessReportRemedyUnsafePracticesPleaseProvideDetails2

Upload any supporting documents relating to the procedure to risk assess, report and remedy unsafe work practices here.

No file chosen

Id: UploadSupportingDocumentsRelatingProcedureAssessReportRemedyUnsafePractices

Can you confirm that safety procedures, work instructions and training are in place at your host organisation?

This is an essential requirement for all internships, including those taking place in offices. You should satisfy yourself that these are in place before confirming your internship. You may need to confirm this with your supervisor or the HR representative. After commencing your internship, you must ensure that you understand the procedures and instructions.

Yes

No

Id: InternshipInvolveOffice

Can you confirm that your host company has procedures to risk assess, report and remedy any unsafe work practices?

This is an essential requirement for all internships, including those taking place in offices. You should satisfy yourself that these are in place before confirming your internship. You may need to confirm this with your supervisor or the HR representative.

Yes

No

Id: InternshipInvolveOffice2

Is any non-office-based work environment safe? Please provide further detail about the type of non-office-based work you may be undertaking within your internship. Please also provide detail about any domestic or international travel which you will undertake as part of your role.

This is an essential requirement - If your non-office-based work is higher risk (this includes but is not limited to situations such as working with heavy machinery, chemicals, environmental hazards, confined spaces, remote locations, construction sites, etc.), please provide details of specific OHS policies and procedures, safe work instructions, induction and training for the specified location or environment. If your proposed internship involves office-based work only just write "office only" in the field below. If you become aware that you are required to travel for work after you begin your internship, please inform the University as soon as possible. You may not travel to any country or region designated as Level 3 or Level 4 by DFAT. Further details on the DFAT ratings can be found here: <https://smartraveller.gov.au/resources/pages/travel-advice-explained.aspx#how-do-we-present-the-risks> You can search for countries or regions via the Smartraveller website.

Yes, I am undertaking non-office based work

Yes, I am undertaking non-office based work, working remotely from my home

No, my internship involves office-based work only, at the company premises

Id: InternshipInvolveOffice3

If you answered YES to the previous question about non-office based work, please provide details of your host organisation's relevant OHS procedures, safe work instructions, induction and training for the specified location or environment.

Id: InternshipInvolveOffice4

If you answered YES to the previous question about non-office based work, please tick to confirm that you have assessed the risks of this travel in line with the University's policy for travel and off campus work: <https://safety.unimelb.edu.au/safety-topics/travel-and-off-campus-work>

I confirm that I have read the policy

Id: InternshipInvolveOffice5

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Your position description

This section is used to determine whether or not your proposed internship meets the subject requirements for ENGR90033

Internship position title

Id: InternshipPosition

Please provide a position description which includes an overview of your responsibilities, information about the team which you would be part of and an overview of any outcomes or projects to which you would be expected to contribute. It should also outline what skills are required for the role. You can upload a position description below if that's easier.

This is an essential requirement

Id: DescriptionIdentifiesResponsibilitiesDescription

File Upload

Upload any position description document here

No file chosen

Id: FileUpload7

Is your internship paid?

Please note that the University is unable to process stipend payments for overseas internships. Any remuneration must be paid to you directly by the host company. All internships and any associated arrangements must comply with local employment law in both the country where you are located, and the country where the company is

located, including withholding of income tax (if applicable) or any other compulsory withholdings. We are unable to provide advice on legal requirements overseas, but suggest that you seek advice if you require clarification. Students may access legal advice from UMSU Legal Service. Students working in Australia for a company overseas must comply with any working hours restrictions they may have on a student visa and, if undertaking a paid internship, must be paid in line with Australian employment law (ie. Australian minimum wage, superannuation, etc.).

- My internship is paid
- My internship is unpaid

Id: Internship3

Internship start date

Id: Internship4

Internship end date

Id: Internship5

Hours of work per week

Id: HoursWorkWeek

How did you find this internship?

Id: Internship2

Email Notification

- Admin Notification
- Sends when the submission is **created**

Id: Notification