



THE UNIVERSITY OF
MELBOURNE

University-Sourced Internship

If you need assistance, please contact the FEIT Internship team at: engit-placements@unimelb.edu.au.

At each step the action will be carried out by either:

Yourself



University (UoM)



Host Organisation



1

Review the [FEIT Internships website](#) and confirm your eligibility to undertake the internship subject



2

Apply for University-sourced opportunities on the [Engineering & IT Internship Portal](#)



3

UoM reviews your application to ensure you comply with requirements



4

Host organisation assesses your application and may invite you to attend an interview, approx 2-4 weeks from application



5

If successful, Host Organisation offers you an internship



6

Host Organisation signs a Placement Letter Agreement



7

If unpaid, you sign a Student Undertaking Agreement



8

Add the subject to your study plan as 'planned'



9

Complete OHS requirements



10

UoM will enrol you into the internship subject



11

Commence your internship