Building: ENGR90033 Student-Sourced International Internship Application

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

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Your details
Write a description to tell people what this form is for.
Edit
First Name
Id: ShortAnswer
Edit
Family Name
Id: ShortAnswer3
Edit
Course and Major
MEng (Biochemical)
Id: CourseMajor
Edit
Do you commonly use any other name?
Please list any other names you use, for example "English name"
Id: CommonlyOther
Edit
Page 2
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 requirements may result in
Edit
You are 18 years old or above
This is an essential requirement
Yes
No
Id: 18YearsAbove
Edit
The location of your proposed internship does not have a DFAT warning of “Do not travel” or “reconsider need to travel”, and is located in one of the following countries or regions: Canada, the USA, European Union member countries (including the UK), Switzerland, Norway, Iceland, China, Japan, Malaysia, Singapore, Hong Kong or New Zealand.
This is an essential requirement - Information about DFAT warnings can be found here: http://smartraveller.gov.au/resources/Pages/travel-advice-explained.aspx
Yes
No
Id: LocationProposedInternshipWarningTravelReconsiderTravelLocatedFollowingCountriesRegionsAmericaWesternEuropeMalaysiaSingaporeZealand
Edit
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
Edit
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, X'ian, Changsha, Shenyang, Qingdao, Zhengzhou, Dalian, Dongguan, Ningbo
This is a desirable requirement
Yes
No

https://careersonline.unimelb.edu.au/Admin/forms/build/1097240
I'm not going to China
Id: MainlandProposedLocatedFollowingCitiesBeijingShanghaiGuangzhouShenzhenChengduHangzhouChongqingNanjingTianjinSuzhouChangshaShenyangQingdaoZhengzhouDalianDongguanNingbo
Edit
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: MainlandProposedLocatedFollowingCitiesBeijingShanghaiGuangzhouShenzhenChengduHangzhouChongqingNanjingTianjinSuzhouChangshaShenyangQingdaoZhengzhouDalianDongguanNingbo
Edit
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

You undertake to ensure you are up to date with all required travel vaccinations prior to departure
This is an essential requirement - Please consult with your medical practitioner regarding vaccinations and any other health issues relevant to your destination.
- Yes
- No

You will make yourself aware of the insurance claim process
This is an essential requirement
- Yes
- No

You will fulfill any visa requirements and ensure your passport is valid for the duration of your internship and any required time beyond that.
This is an essential requirement - Please see https://www.passports.gov.au/using-your-passport/passport-validity-and-foreign-visas and http://safety.unimelb.edu.au/hazard-topics/travel-and-off-campus-work - International students to check with their relevant embassy/consulate/high commission
- Yes
- No

You will take responsibility for your own safety and wellbeing by monitoring developments in the area you are travelling to
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

You will note local and overseas emergency numbers
This is an essential requirement
- Yes

https://careersonline.unimelb.edu.au/Admin/forms/build/1097240
You will leave itinerary, contact details and scans of key documents with friends or family and will let them know of any changes to your plans.

This is an essential requirement

Yes

No

You undertake to familiarise yourself with your host destination prior to departure

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

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

You will learn the location of closest local hospital

This is an essential requirement

Yes

No

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

You will not have in your possession illicit drugs or dangerous goods while travelling

This is an essential requirement

Yes

No

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

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-medicine-legal-in-the-country-that-im-travelling-to

Yes

No
You will research expected costs of living and prepare adequate money
This is an essential requirement - Ensure you have a credit/debit card or travel card

Yes
No

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

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

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

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

You will ensure that suitable accommodation has been arranged and that you are aware of emergency exits and evacuation procedure
This is an essential requirement

Yes
No

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

You will ensure that you pack clothing/ sunscreen and rehydration appropriate for the climate
This is a desirable requirement

Yes
No
You will drink bottled water if quality water is not available
This is a desirable requirement
- Yes
- No
Id: BottledQualityAvailable

You will avoid uncooked food where food preparation is poor
This is a desirable requirement
- Yes
- No
Id: UncookedPreparation

You will ensure that any equipment you bring is in good working order and understand any quarantine requirements
This is a desirable requirement
- Yes
- No
Id: EquipmentWorkingUnderstandQuarantineRequirements

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

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
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

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 (i.e. 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

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

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

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

Choose File
No file chosen

Edit

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

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

Do you have a clear understanding of your internship position, its roles, responsibilities and obligations?
This is an essential requirement

Yes

No

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

Upload any supporting documents relating to OHS here

Choose File
No file chosen

Edit

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.

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

Choose File
No file chosen

Edit

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.

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

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
Edit

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
- No, my internship involves office-based work only

Id: InternshipInvolveOffice3
Edit

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
Edit

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

Edit

Internship position title

Id: InternshipPosition
Edit

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
Edit

Upload any position description document here

Choose File No file chosen
Is your internship paid?

My internship is paid
My internship is unpaid

Internship start date

Internship end date

Hours of work per week

How did you find this internship?

Email Notification
- [ ] Admin Notification
- [ ] Sends when the submission is created