

SCHEDULE 2
STUDENT ACKNOWLEDGMENT - INTERNATIONAL

Student name:	Unit:
Host name:	Internship Period: Start Date: End Date:
Host Supervisor:	Monash Contact: WIL Team

In this Acknowledgment,

Internship means the opportunity for the Student to participate in the activities of the Host and under the supervision of the Host’s members or employees.

Internship Period means the period during which the Student will undertake the Internship.

Monash Contact means the Work Integrated Learning Team (WIL Team)

Internship Activities means the experiences and tasks agreed by Monash and the Host and arranged by the Host to provide a supervised real work experience and learning opportunities

Intellectual Property means all rights resulting from intellectual activity whether capable of protection by statute, common law or in equity and includes copyright, discoveries, inventions, patent rights, registered and unregistered trade marks, design rights, eligible circuit layout rights, plant varieties, trade secrets and domain names and all rights and interests of a like nature, together with any and all documentation relating to such rights and interests.

Project IP means Intellectual Property in all material created or prepared by the Student in undertaking the Internship.

As part of my undertaking the Unit, I understand and agree to the following:

1. Prior to commencing the Internship, I will obtain at my expense:
 - a. health insurance appropriate for the country in which the Internship is located and as directed by Monash University; and
 - b. passports and the appropriate visa/permit to enter the country of the Host for the purpose of undertaking the Internship.
2. I am responsible for arranging the following:
 - a. accommodation; transportation to and from the Host;
 - b. health insurance and medical expenses;
 - c. insurances covering travel and personal liabilities incurred while not on the Host’s premises;
 - d. visa and passport costs; and
 - e. clothing, food and all other personal expenses.
3. I will conduct myself in a safe and professional manner at all times during and in the course of undertaking the Internship and will comply with the lawful and reasonable directions of the Host.

5. I agree to work with the Host to develop suitable internship activities and will do my best to perform the agreed work in a professional and diligent manner. If by agreement with my Host Supervisor, the agreed internship activities need to be changed I will advise the Monash Contact accordingly.
6. I agree to comply with all attendance requirements and if I am unable to attend on an agreed date for a legitimate reason I will notify my Host supervisor and the Monash Contact in advance or as soon as reasonably practicable in the circumstances and arrange to attend on an alternative day.
7. I understand that if I am unable to complete the agreed Internship Period as set out in the Internship Schedule Details this may mean that I have not satisfied the requirements of this Unit and may therefore, at the discretion of the Monash Contact, fail this Unit.
8. I will keep any confidential information of the Host or Monash confidential for as long as the information remains confidential.
9. Any Project IP will be owned by the Host but I am permitted to use the Project IP to the extent required for Unit assessment purposes. The copyright in any material I create for my Unit assessment purposes will be owned by me. I will obtain prior written consent from the Host if I seek to use the Project IP for any other purpose, including publications.
10. I will immediately contact the Monash Contact if I have any concerns, issues or queries regarding the Project and/or supervision or the Host during my Internship Period or the Internship more generally.

Student signature: **Date:**