**Schedule - Student Undertaking**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Student Name**
 | [enter your full name here] | **S-number** | [your student number] |
| 1. **Partner**
 | [The Company name you’re interning at]  | **ABN** | [11 digit number: company website or conduct search] |
| 1. **Activity**
 | Business Internship - [enter your job title here e.g. Marketing Intern] |
| **Location** | Enter the specific physical address where your placement will take place e.g. office locationAND enter your home address to account for ‘working from home’ days |
| **Days / Hours** | [e.g. Monday – Friday, 9am – 5pm] | **Est. total hours**  | [e.g. 120 hours] |
| **Activity Details** | [Specific description of tasks – add bullet points from job ad or position description] |
| **Supervision details** | [add name of your manager/supervisor AND their email and phone number] Academic mentor check-in and visit plus on-going supervision from placement manager/supervisor. |
| 1. **RMIT Contact**
 | Mayling Lok, Senior Coordinator, Student Engagement, mayling.lok@rmit.edu.au or cobl.wil@rmit.edu.au |
| 1. **Start Date**
 | [Your start date] | **End Date** | [Your final day of the internship] |
| **Year Level** | 2 | **Semester** | [Semester 1, 2 or flex term] | **Program Code**  | [Your program code e.g. BP141]  |
| **Course Name** | [Enter course name e.g. Business Internship 1a] | **Course Codes** | [e.g. BUSM4471] | **Class No.** | NA |

|  |
| --- |
| **6 Intellectual Property (IP) ownership** |
| 1. The Student assigns all right, title & interest to the IP they create in the course of the Activity to the **Partner**, except that the Student retains their background IP, & their copyright in any thesis relating to the Activity. The Student will do all such acts to effect this assignment, including executing any required documents.
2. To the extent permitted by law, the Student consents to acts which would otherwise infringe their moral rights (eg right of attribution of authorship & integrity & right against misattribution) in relation to the assigned IP.
3. Subject to the Partner’s reasonable instructions to maintain confidentiality & privacy: the Student may submit & publish their thesis; & the Partner grants the Student a royalty-free, perpetual, non-exclusive licence to use & reproduce the assigned IP for the Student’s assessment (including projects, assignments, & reports), &, for use in the Student’s resumes or online folios.

The Partner’s instructions may include a reasonable time limit on publishing IP to the general public, or removing commercially sensitive or identifying information.1. **IP** includes intellectual property rights, inventions & improvements, trade marks, copyright materials, designs, & the right to apply for such or register such rights, & any materials, plans, drawings, models, prototypes, structures, products, specimens, software, reports, research projects, documents, publications or communications. To the extent this Agreement is inconsistent with RMIT’s IP Policy, this Agreement prevails.
 |

This Undertaking is made by the Student in favour of RMIT & the Partner. In consideration for the provision of the Activity, the Student agrees:

1. to undertake the Activity to the best of their abilities & to assign the IP as outlined above;
2. acknowledge RMIT may be required to provide their contact details to Partners for the purposes of the WIL Activities, & that such information will be kept confidential by the Partner;
3. endeavour to obtain experience, training & skills in undertaking the Activity as a part of the Program;
4. comply with the Partner’s policies & rules, including on workplace behaviour, occupational health & safety, & client or staff confidentiality & privacy, & the Partner’s reasonable directions; as well as all RMIT’s policies, & any manuals or guidelines provided in relation to the Program & materials relating to participating in WIL Activities which include placements, projects or activities;
5. not communicate, publish or release any confidential information of the Partner or RMIT & will keep all such information strictly confidential. Confidential information includes personal information or health information, & can be oral, written or in electronic format. Obligations of privacy & confidentiality continue even after the Activities or the Agreement have ended; & return to the Partner all its property & documents at the end of the Activity;
6. apply for, obtain or otherwise complete any required approvals, licences, immunisations, police checks, working with children checks or registrations if they are necessary for the Activity or reasonably required by the Partner, in accordance with the required timelines, which may be prior to starting the Activity; & I will inform RMIT if there is any relevant change in the status of these licences, registrations or approvals (including police check) during the relevant period of validity;
7. consider informing both RMIT & the Partner of any medical condition or disability that may affect work performance or require reasonable adjustments by the Partner & RMIT;
8. enter into an appropriate contract with the Partner if the Student is paid for the Activity;
9. if the Activity is located outside Australia, register & comply with the requirements of RMIT’s Global Experience Office;
10. (j) if the Student is studying in Australia under a student visa, that they have investigated whether the Activity is registered as mandatory work hours for their Program on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), they have ensured that undertaking the WIL Activity does not impact the status of their visa by exceeding the maximum working hours allowed under their visa;
11. acknowledge & accept that verification of their identity as the maker of this Undertaking is determined by reference to their email address; & the address used to electronically send this Undertaking provides the nexus to identify them.

|  |
| --- |
| [ ]  I have read & agree to this Student Undertaking.  |
| Signature / type name |  |
| Date |  |