

Professional Internships

Outcome.Life Program Agreement Form

A **Professional Internship** is a Unit of Study relevant to academic studies. An internship is typically an unpaid project that runs part-time over a 12-week period during a semester. Students complete between 120 - 140 hours in total. Students are supervised and assessed by academics with relevant disciplinary expertise.



SWINBURNE
UNIVERSITY OF
TECHNOLOGY

INSTRUCTIONS

Please complete, sign and submit **as soon as** possible.

STUDENT DETAILS (To be completed by Professional Placements Office)

Student name	S M Ragib Rezwan	Student ID	103172423
Course name	BA-CS - Bachelor of Computer Science		

TERMS AND CONDITIONS OF PROFESSIONAL INTERNSHIP PROJECT

1. INTELLECTUAL PROPERTY

Ownership in all intellectual property created as part of the Professional Internship will vest absolutely in the Host Organisation. However, should the Student wish to include their work in the academic assessment and/or a personal portfolio, the Student may seek approval from the Host Organisation.

2. CONFIDENTIALITY

All confidential information obtained by one party from another party in the course of performing the Professional Internship will be treated as confidential and will not be disclosed to any third party except with written consent or as required by law.

3. STUDENT PROJECT OBLIGATIONS

The Student must:

- undertake the Professional Internship with due care to the best of their ability
- adhere to the Host Organisation's policies and legislation covering Occupational Health and Safety and any relevant policies and procedures for the Host Organisation's workplace
- be discreet and observe the confidentiality obligations applying to the Professional Internship when discussing the project carried out
- not make any unauthorised use of the Host Organisation's information, material, facilities or equipment while undertaking the Professional Internship
- when undertaking the Professional Internship at the premises of the Host Organisation, travel to and from that location is at their own expense
- submit assessments in order to successfully pass the internship unit
- notify Swinburne as soon as practicable of an intention to discontinue participation in the Professional Internship or an absence for any reason for a period of two days or longer from the Professional Internship.

4. TERMINATION

Any party may terminate this agreement with respect to the Student on seven days written notice to the other parties where:

- Swinburne deems that the Student has behaved in a manner to be inappropriate or unprofessional, or which may tarnish the reputation of Swinburne
- the Student ceases to be a student of Swinburne
- the Student defers or withdraws from their studies at Swinburne, the program or unit in which the Professional Internship is undertaken or from the Professional Internship
- Swinburne, in consultation with the Host Organisation, terminates the Professional Internship of the Student because the Student has failed to comply with the internal rules and regulations of the Host Organisation which govern the daily operation of the Host Organisation's business
- Swinburne terminates the Professional Internship of the Student because the Student breaches or fails to comply with these terms and conditions or with relevant University policies and procedures
- the Host Organisation enters or proposes to enter into any form of insolvency administration or has a receiver or manager appointed or a resolution, application or order is made for the winding up or dissolution of the Host Organisation.

5. INSURANCE

The Student will be covered under Swinburne's public liability and personal accidents insurance policies. However, the Student is not covered by Swinburne's insurance after 140 hours are completed.

6. GENERAL

- (a) This Agreement cannot be varied except in writing signed by the parties.
- (b) This Agreement contains the entire understanding and terms agreed between the parties and supersedes any prior written or other agreement of the parties concerning the subject matter of this Agreement.
- (c) This Agreement is governed by and construed in accordance with the laws of the State of Victoria.

7. YOUR PERSONAL INFORMATION

Swinburne University of Technology collects personal information about individuals for a range of purposes to enable it to carry out its functions. Swinburne University of Technology acknowledges and respects the privacy of individuals and is committed to handling your personal and health information in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic) and other applicable legislation. The University privacy policy is available on the internet at:

- <https://www.swinburne.edu.au/privacy/>

Further details about the collection of your personal information are provided below.

Swinburne – Outcome.Life Internship Program	
Who is collecting your personal information?	Your personal information is being collected by Swinburne University of Technology (Swinburne). The main functions of Swinburne are to provide teaching and research services, together with ancillary services, which may support students and staff in their study or work at the University. Further, some information is required to be collected by Swinburne for governmental purposes.
Collection of your personal information	Your personal information is collected from you when you contact Swinburne seeking information on the Outcome.Life Internship Program.
Why does Swinburne collect your personal information?	Swinburne collects your personal information for the purpose of assessing your eligibility for the Program, enabling follow up regarding the Program, providing you with information on the Program and alternatives if you are not eligible for the Program, keeping records of the types of enquiries about the Program.
What would happen if Swinburne did not collect your personal information?	If Swinburne did not collect your personal information Swinburne could not communicate with you about the Program, Swinburne would be unable to provide your details to External organisations that Swinburne has engaged for the Program and would not be able to provide you with alternative options regarding the Program (if they are available).
Who will Swinburne disclose your personal information to?	Swinburne will disclose your personal information to External organisations directly engaged by Swinburne for the Program whose role it is to facilitate and engage with you during the Program.
Privacy Complaints	If you have any questions, issues, or concerns (or wish to lodge a complaint in respect of a privacy matter) regarding Swinburne please contact Matthew Smith, Privacy Officer – Manager, Regulatory & Integrity, Governance and Assurance, on +61 3 9214 4592. External organisations engaged by Swinburne to run a Program will have their own Privacy Policy available upon request, if you are unable to locate the Policy please contact the Program manager.
Overseas disclosure of your personal information	Swinburne may disclose your personal information to overseas recipients when necessary for your involvement in the Program. Example: when an External organisation involved in the Program is owned or operated by an Overseas organisation but operates in Australia.

STUDENT	<i>S M Ragib Rezwan</i>
	<small>S M Ragib Rezwan (Jul 7, 2022 21:08 GMT+10)</small>
	Signature
	S M Ragib Rezwan
	Name of student
	103172423
	Student ID:

	07/07/2022
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Date signed: