

Terms of participation for students and universities



AIMIA plays a supporting role in facilitating effective communication and sharing of information among program participants, i.e. host companies, universities and students. To participate in the program, participants must agree to the following conditions.

Universities

1. A representative(s) from the University is required to support the program internally and ensure that students are happy in their placement.
2. Once a company and intern have been matched, the internship terms and conditions will be determined and agreed directly between the student and host company.
3. If a student communicates directly with a company by e-mail, correspondence must be copied and monitored by the University representative(s).
4. During the internship period, we recommend the University representative(s) check to ensure that the internship is proceeding smoothly, and the student cautioned in the event of any problems caused by the student.
5. Universities must provide appropriate insurances.
6. An appointed University representative (Department Head) should cc the AIMIA Project Manager (Anita Modok mig@aimia.com.au) where appropriate, and inform AIMIA of any changes, progress or feedback made during an internship.
7. Please complete the section below titled 'Universities' and the [course checklist](#).

Students

1. The student must be studying or have recently studied at a university or college to participate in the program.
2. Information given on the application form must be complete, truthful and accurate.
3. The student must abide by the host company's contract and safety codes, and act as instructed by their supervisor.
4. The student must endeavour to provide excellence in performing their assigned work and training.
5. Corporate confidentiality must be protected at all times.
6. The student must leave immediately upon completion of the internship. Exceptions must be pre-approved by the Host Company.
7. To apply for an internship, please complete the section below titled 'Students', along with your accompanying curriculum vitae and letter.

8. On completion of the internship:

The student is requested to submit a one-page review to AIMIA outlining their experience, views and feedback on the internship within two weeks of completion. Please send to Anita Modok, Project Manager-Mobile Industry Group at mig@aimia.com.au

AIMIA

AIMIA is unable to assist companies, universities and students to perform their above roles. In order to match companies and students swiftly and efficiently, it is recommended that maximum use is made of the AIMIA website www.aimia.com.au and electronic media.

Universities

Contact information

To be completed by a representative from your University to assist in the smooth running of the Program:

University Representative Name:

Position or Job title:

Institution:

Department:

Telephone:

Mobile:

Email:

Work address:

Student applicant's name:

Insurances in place:

In what capacity do you know the applicant? Please provide comments on student's abilities and potential.

Signature: _____

Date: _____

Please email this completed form to: mig@aimia.com.au

Students

Personal information

- Please note, all fields must be completed

Student number:

First name:

Family name:

Home Address:

Telephone:

Mobile:

Email:

Male / Female

Are you an Australian citizen? Yes / No

If NO, please provide details including country of citizenship, visa type, number and status

Education

Current University name:

Faculty or school:

Degree:

Current status: Graduated/ Currently Attending

Please provide name, and details of academic referee:

Start date: (mm/yy)

End date: (mm/yy)

Previous university name/s and degree/s:

Curriculum Vitae

Please attach a recent copy of your curriculum vitae with previous details of your employment including employer/s name, contact details, duration of employment and job title with a brief description of each position.

Covering letter

Please attach a covering letter expressing why you are interested in an AIMIA internship.

Please email completed forms with attachments to Anita Modok: mig@aimia.com.au