MEMORANDUM OF UNDERSTANDING (MoU)

Employer           Supervisor
Company:  
Address:  
Tel:  
Fax:  
Website:  

Employee (Student)
Name:  
Tel:  
Mobile:  
Email:  

agrees to employ  for a period of  weeks full time. The position will commence on  20..... with a salary of  (per hour / day / week / year) plus tax and benefits.

Brief Description of Work (employer to complete)
RMIT University School of Computer Science and Information Technology

Agreement regarding the Internship Program

1. Employment is full time and will be approximately 35 / 37.5 / 40 hours (please circle) per week on average.

2. The employment period will be a minimum of 20 weeks. The employment period can be extended at the conclusion of the original placement duration, as agreed between the employer and intern.

3. During their industry placement students are employees of the host organisation, and are required to observe the same regulations and conditions of work of the company as regular employees (eg. hours, presentation, dress, etc.). Likewise host companies must arrange for the payment of tax, superannuation, Workcover, professional indemnity insurance and provide sick and annual leave benefits for students i.e. all standard employment conditions.

4. The employer agrees to ensure that the student has a mentor / supervisor throughout the internship.

5. Students must complete an assignment throughout the internship period. Assignment specifications will be provided to both students and employers and the option of modifying it in consultation with RMIT University to better suit the individual workplace is encouraged. Due dates can be negotiated if the employer wishes to do so to better fit with employer constraints.

6. The employer understands that the student will return to RMIT University to complete their final study following the internship and will not attempt to keep the student in full time employment. Students may continue working with the employer in a part time capacity during the remainder of their study. Please contact Astrid Bauers for any further information.

7. An RMIT University representative will contact the employer and student during the period to discuss progress of the internship.

8. RMIT University representatives are available to speak to students and employers regarding questions, problems or issues concerning the internship. Contact details are found on Page 1 of this document.

After reading and completing all of the above information, the following signatures are required:

Employer

Signature: ....................................................... 
Name: .............................................................. 
Date: .............................................................. 

Employee (student)

Signature: ....................................................... 
Name: .............................................................. 
Date: ..............................................................

Once complete, please send or fax this document to Astrid Bauers, on +61 3 9662 1617, who will approve, sign and forward copies to all parties.

RMIT University Representative

Signature: ....................................................... 
Name: .............................................................. 
Date: ..............................................................