

Internship Host Declaration Form

Internship is a 8-week and/or 12-week full-time paid placement for currently enrolled undergraduate students. If the student withdraws, the placement with the Internship Host will be terminated.

Privacy Statement

Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at <http://www.swinburne.edu.my/privacy/>

INSTRUCTIONS

Please complete, sign and return the Declaration Form to careercentre@swinburne.edu.my within **five (5) working days after the** student has reported for internship.

INTERNSHIP HOST DETAILS

Name of Internship Host			
Office address for internship			
Postal address (if different)			
Internship Host contact name			
Contact title			
Contact email		Phone number	

STUDENT AND INTERNSHIP DETAILS

Student name			
Internship role title			
Start date		End date	

INDUSTRY SUPERVISOR DETAILS

Industry supervisor name			
Industry supervisor role title			

** Please note: Internship must be of a duration of 12 weeks to fulfill compulsory academic requirements (eg. Engineering)*

SIGNATURE - MUST BE COMPLETED (SIGNED for and on behalf of Internship Host)

<p>On behalf of the Internship Host, I confirm that:</p> <ul style="list-style-type: none"> We provide a safe work environment, observing all State and Federal legal requirements with respect to health and safety in the workplace. We ensure the student gains experience relevant to their course of study and is given meaningful work. We appoint a briefed industry supervisor who has relevant knowledge and skills to mentor and guide the student throughout the internship. We provide a suitably detailed induction. We ensure the necessary resources, training and personal protective equipment if applicable are available. 	<p>We will notify Swinburne of any issues and/or changes to the industry supervision as soon as possible, and work with Swinburne to resolve the issue.</p> <p>The information provided is true and correct to the best of my knowledge.</p> <p>Signature</p> <p>Name</p> <p>Designation</p> <p>Date</p>
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