

AUSTRADE – PARIS

The Austrade Internship is part of an agreement between Bond University and Australian Trade Commission Paris, whereby students from Bond University attend at the embassy for a 3 month period in order to gain experience in trade and cultural international relations.

Whilst it is anticipated that Austrade Paris will accept one intern per semester, placements will be confirmed based on Austrade Paris' operational needs.

REQUIREMENTS OF THE AUSTRADE INTERNSHIP

- Undergraduate and Postgraduate students from the Faculties of Humanities & Social Sciences, Law and Business.
- Students must be current Australia Passport holders.
- You must have French language ability – Intermediate level *French Language 4* (Undergraduates: FRNL12-210, Postgraduates: FRNL71-210) or equivalent. You will need to provide documentation as evidence.
- Only students with an excellent academic record need apply. Students must hold a minimum GPA of 2.0 or above for the whole degree to date.
- Demonstrated high level of interest and the potential for excellence in this field.
- You must have completed a prerequisite subject INTR13-309 *Introduction to Diplomacy* (Undergraduates) or INTR71-330 *Global Statecraft* (Postgraduates) with **at least a distinction (75-84%)**. You will need to provide documentation as evidence.
- You must be able to meet all expenses incurred (i.e. travel, insurance, accommodation etc). Students need only apply if they can full commit to covering ALL costs.
- Only open to Australian citizens

THE APPLICATION PROCESS

- The application deadline is **4pm Friday of Week 6 TWO semesters prior to the internship semester**. Applications received after this date will be reviewed in the next semester's round of applications.
- Applicants will be interviewed by a panel of Bond staff from the participating faculties. **Part of the interview will be conducted in French.**
- The shortlisted applicant(s) details will be passed to the Senior Trade Commissioner in Paris for consideration. A member of staff from the Commission will then be in contact with the student(s) to make the final selection and verify their level of French language proficiency.

INTERNSHIP ASSESSMENT ITEMS

Refer assessment guidelines available from the Internship & Industry Placement office.

An Employer Evaluation will be provided to the representative by the Internship and Industry Placement Coordinator. Interns must receive a satisfactory report from the representative. If a student is graded by the representative as unsatisfactory, they will NOT be awarded a pass grade REGARDLESS of the mark given for the previous assessment item. For example, if the intern behaves inappropriately during the placement, the representative's report will likely be unsatisfactory.

AUSTRADE INTERNSHIP APPLICATIONS – CHECKLIST

The application deadline is **4pm Friday of Week 6**.

CHECKLIST – BEFORE YOU HAND IN YOUR AUSTRADE APPLICATION YOU MUST:

- ☐ Be a currently enrolled or ongoing student from the Faculty of Humanities and Social Sciences, Law or Business, Technology and Sustainable Development. Students are advised to complete their internships in their final or penultimate semesters.
- ☐ Ensure you have French language ability – Intermediate level *French Language 4* (Undergraduates: FRNL12-210, Postgraduates: FRNL71-210) or equivalent. You will need to provide documentation as evidence.
- ☐ Have completed a prerequisite subject INTR13-309 *Introduction to Diplomacy* (Undergraduates) or INTR71-330 *Global Statecraft* (Postgraduates) with at least a distinction (75-84%). You will need to provide documentation as evidence.
- ☐ Hold a GPA of 2.0 (HSS Students) / 2.5 (Business students) or above for your whole degree to date. Please provide a copy of your Academic Transcript from e-Student including your current GPA to ensure it is at the required level.
- ☐ Obtain an academic staff member from International Relations to supervise your internship and assess your final report. If you are successful in securing an internship with Austrade you will need to notify your Program Advisor about your intentions and enrol in the internship subject (UG: INTR13-700 International Relations Practicum/PG: INTR71-700 International Relations Internship). Take your 'Subject History' with you to this meeting.
- ☐ For visa purposes, organise a National Police Check via Australian Federal Police (see attached information for application procedures) or go to:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>
- ☐ Ensure you have an up-to-date copy of your resume, including referees/references, and a motivation letter explaining why you should be considered as a worthy candidate; taking into account your achievements, your skills and your future career plans as well as what you would offer as an Austrade intern.
- ☐ Be able to meet all expenses incurred (i.e. travel, insurance, accommodation etc). Students need only apply if they can fully commit to covering ALL costs.



AUSTRADE INTERNSHIP APPLICATION FORM – Paris

PERSONAL DETAILS

Student Name: _____

SID: _____

Address: _____

Phone Numbers: Home: _____

Mobile: _____

Bond Email: _____

Alternative Email: _____

Degree Program: _____

Cumulative (GPA): _____

****Subject History must be attached to this application****

Academic Supervisor: _____

Austrade Internship prerequisite subjects	Semester	Grade
UG - INTR13-309 Introduction to Diplomacy *		
UG – FRNL12-210 French Language 4 *		
PG - INTR71-330 Global Statecraft *		
PG – FRNL71-210 French Language 4 *		

**You will need to provide documentation with your application as evidence*

Preferred Semester: 1st Preference _____2nd Preference _____

Anticipated Final Semester: _____

CONFIDENTIALITY AGREEMENT

This is to confirm that I agree to respect the confidentiality of all materials specified as confidential during the Bond University Internship Program placement and to comply with all other reasonable and lawful stipulations and conditions during the duration of my internship. In addition, I undertake not to publish any information related to the internship or internship partner without prior approval from Bond University or the internship partner.

Student Signature

Print Name

Date:

PROGRAM ADVISOR: Your signature in the box below confirms that:

- You have sighted the student's Academic Transcript, including their Cumulative GPA: HSS ≥ 2.0 / Business ≥ 2.5
- You confirm the student has the degree capacity to undertake the **10** credit point internship subject
- You have discussed with the student subject sequencing implications

I confirm the student has attended a consultation and the internship program fits into the degree structure:

Program Advisor Signature

Print Name

Date:

Subject code:

ACADEMIC SUPERVISOR: Your signature in the box below confirms:

- You have sighted the student's Academic Subject History and they have met the minimum subject and Cumulative GPA (HSS ≥ 2.0 / Business ≥ 2.5) requirements
- You approve the student to undertake the Bond University 10 credit point AIC Internship Program and agree to be their Academic supervisor for the subject
- You give the Internship & Industry Placement Coordinator permission to process the application

I approve the abovementioned student to undertake the Bond University AIC Internship Program:

Academic Supervisor Signature

Print Name

Date:

Please forward the completed checklist, application form and supporting documents to:

HSS Internship Office

Attn: Paulina Guttormsen (nee Willis)

Ph: 07 5595 2690 / Email: pguttorm@bond.edu.au

Business Internship Office

Attn: Sara Comi

Ph: 07 55952234 / Email: scomi@bond.edu.au

Incomplete applications WILL NOT be processed.

OFFICE USE ONLY

The student has met the academic GPA requirements to be eligible for an Austrade Internship

Y [] N []

If no, I have received written approval from academic supervisor confirming eligibility

Y [] N []

Once placement is confirmed, I will supply the company with Personal Accident & Public Insurance for the time specified by the organisation.

.....
Internship & Industry Placement Coordinator

.....
Print Name

Date: