AUSTRADE – SINGAPORE

The Austrade Internship is part of an Agreement between Bond University and the Australian Embassy Singapore, whereby students from Bond University attend at the embassy for a 12 week period in order to gain experience in trade and cultural international relations.

There are three vacancies per year. The internships may take place in the January, May and September semester. Specific dates within these semesters will be directed by an appropriate Austrade representative. A maximum of one student will work as an intern for Austrade Singapore during any particular semester. Applications can be accepted well in advance, and expressions of interest are welcome at any stage.

REQUIREMENTS OF THE AUSTRADE INTERNSHIP

- Undergraduate and Postgraduate students from the Faculty of Humanities and Social Sciences, Law and Business, Technology and Sustainable Development are eligible to apply.
- Students must be current Australia Passport holders.
- 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 or INTR12-210 East-West International 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 fully commit to covering ALL costs.

THE APPLICATION PROCESS

- The application deadline is 4pm Friday of Week 6. 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.
- The shortlisted applicant(s) details will be passed to the Senior Trade Commissioner in Singapore for consideration. A member of staff from the Commission will then be in contact with the student(s) to make the final selection.

ASSESSMENT ITEMS

All students attending in an Austrade office during their internship will be allocated a grade based on the following assessment items:

Part A – Submitted by the intern upon completion of the internship. (UG: 3000-4000 words/PG: 5000 words)

A written report specific to the intern’s overall experience during the internship. Topics may vary according to the location and responsibilities of the intern throughout the internship and are NOT limited to the following:

- describe the functions and duties carried out by you on a daily basis;
- describe how the internship differed from your expectations prior to commencement;
- describe specific challenges and the strategies you used to overcome these challenges.

Interns should provide email updates to their Academic Supervisor on a regular basis.

Part B – Submitted by the appropriate Austrade representative at the completion of the internship.

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. The interviews with the shortlisted applicants will be conducted in Week 7. All students will be advised of their status, successful or not, by the end of Week 7.

Applications can be accepted well in advance and expressions of interest are welcome NOW for placements during future semesters.

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 an internship in their final or penultimate semesters.

☐ Have completed a prerequisite subject INTR13-309 Introduction to Diplomacy or INTR12-210 East-West International 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 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.

☐ Organise National Police Check via Australian Federal Police (see attached information for application procedures) or go to:


☐ 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. Students seeking additional grant money can apply to the Student Opportunity Fund through the Office of the Pro Vice-Chancellor (Students and Academic Support). See the following link for more information:


When you have completed the requirements of the application process, please return your forms to HSS Internships and Industry Placements, Level 2 – Faculty of Humanities and Social Sciences.

AUSTRADE INTERNSHIP CONTACT DETAILS

Paulina Willis
Internship and Industry Placement Coordinator
HSS Faculty
Ph: 07 5595 2690  /  Email: pwillis@bond.edu.au

For an electronic copy of this document:
AUSTRADE INTERNSHIP APPLICATION FORM – Singapore

PERSONAL DETAILS

Student Name: ______________________________________________________________

SID: ______________________________________________________________________

Address: __________________________________________________________________

_________________________________________________________________________

Phone Numbers:

Home:  ________________________________________________

Mobile:  ________________________________________________

Bond Email:  _______________________________________________

Alternative Email: ___________________________________________

Degree Program: ___________________________________________________________

Cumulative (GPA) Grade Point Average (Requirement 2.0)*: ____________________

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

Academic Supervisor: _______________________________________________________

<table>
<thead>
<tr>
<th>Austrade Internship prerequisite subjects</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
<tr>
<td>UG - INTR13-309 Introduction to Diplomacy *</td>
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<tr>
<td>UG – INTR12-210 East-West International Diplomacy *</td>
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<tr>
<td>PG - INTR71-330 Global Statecraft *</td>
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</tbody>
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*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 my Austrade Internship and to comply with all other reasonable and lawful stipulations and conditions during the duration of my Austrade Internship. In addition, I undertake not to publish any article which deals with the Austrade Internship in any way, without prior approval of the company involved.

Student Signature .......................................................... Print Name ..........................................................
Date: ..................................................

ACADEMIC SUPERVISOR:

Please look over this document carefully.
Your signature in the box below confirms that:
➢ You have sighted the student’s Academic Subject History, including their Cumulative GPA
➢ You approve the student to undertake an Austrade Internship; and finally
➢ You give the Internship and Industry Placement Coordinator permission to source and secure the Internship.

If you are satisfied that the student has met most requirements for the Austrade Internship, but fails to meet the required GPA (2.0), you will be requested to provide approval to proceed with this application in writing.

I approve the abovementioned student to undertake an Austrade Internship:

Internship Supervisor .......................................................... Print Name ..........................................................
Date: ..................................................

Please forward this completed application form with resume and motivation letter to:

Paulina Willis
Internship and Industry Placement Coordinator
Faculty of Humanities and Social Sciences
Ph: 07 5595 2690
Fax: 07 5595 2545
Email: pwillis@bond.edu.au
The student has met the academic GPA requirements to be eligible for an Austrade Internship
\[ \text{Y [ ] N [ ]} \]
If no, I have received written approval from academic supervisor confirming eligibility
\[ \text{Y [ ] N [ ]} \]

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

\[ \text{……………………………………………….              ………………………………………………….} \]

\text{Internship & Industry Placement Coordinator} \quad \text{Print Name}

\text{Date: …………………….}