



THE UNIVERSITY OF
MELBOURNE

MELBOURNE
BUSINESS
SCHOOL



How to Apply

SELF-SOURCED

BUSA90525 BUSINESS AND ECONOMICS INTERNSHIP



Step 1: Check your eligibility and get approval (if required)

- If you intend to complete an internship placement as a **discipline-specific elective** or **capstone subject**, you must seek approval from your Program Director. Your Program Director's contact details are listed in the Handbook under your degree. Please use this [email template](#) as a guide when contacting your Program Director. You do **not** need to seek approval if taking the internship placement as a general elective.
- Ensure you have capacity in your study plan before submitting an internship application. Please seek [course advice](#) from [STOP 1](#) if you need further information.

INTERNATIONAL STUDENTS

Please adhere to the limit on working hours if you are on an international student visa. Your hours for BUSA90525 will count towards work hours, even if the internship is unpaid. Further information is available [here](#).

Step 2: Prepare your evidence of internship agreement

You will need to provide evidence of:

- Internship offer - this can be in the form of an internship contract or an email thread containing confirmation of an internship offered by your host organisation.

Step 3: Prepare your placement schedule

If you have an Australian-based internship with Deloitte/EY/KPMG/PwC, you are not required to provide a Placement Schedule. Please skip Step 3 and go to Step 4.

If you have an internship with any other organisation, you will need to provide:

- [Placement Schedule](#) - please ask your host organisation to complete and sign this document.



Step 4: Submit your application

This application form must only be submitted once you have confirmed an internship. Please ensure all supporting documents have been completed to avoid delays with your application assessment. Applications must be submitted by the deadline.

To submit your application, please follow the following steps:

1. Log in to [Sonia Live](#) using your University of Melbourne student credentials. Click on **Faculty of Business and Economics**.

Click on the **Placements** tab on the menu bar at the top of the page and search for the **BUSA90525 Self-Sourced Internship** placement group. Choose the relevant placement group depending on your internship host organisation:

- If you have an Australian-based internship with Deloitte/EY/KPMG/PwC, please join the placement group titled 'BUSA90525 & CMCE20001 Self-Sourced Internship (Deloitte/EY/KPMG/PwC)'.
- All other students, please join the placement group titled 'BUSA90525 Business & Economics Internship Self-Sourced – Semester 1 2024'.

Note: A placement group will only appear when applications are open for an upcoming intake. If the intake does not appear, refer to the **key dates** section on the [website](#).

2. Next, click **the green + Join** option. This will give you access to the subject application form.



3. Click on the **'Forms'** tab on the menu bar at the top of the page and click 'Edit' on the self-sourced application form:

- If you have an internship with Deloitte/EY/KPMG/PwC, please access the form titled 'Sem 1 2024 CMCE20001 & BUSA90525 Self-sourced Internship application form (Deloitte/EY/KPMG/PwC)'.
- All other students, please access the form titled 'Sem 1 2024 BUSA90525 B&E Internship Self-sourced Application Form (All other orgs)'.

4. Complete all fields in the application form and when ready, click 'Submit'.

5. Please do not leave the placement group once you have submitted your application form.

Step 5: Application assessment, outcome and subject enrolment

- Once your application form has been submitted, your eligibility will be assessed, along with the suitability of your internship and host organisation.
- We may contact you if we need more information to assess your application.
- We will send you an outcome via email once your application has been reviewed. Please keep an eye on your email inbox during this period.

Step 6: Accept your offer

1. To accept your offer, complete the acceptance form in [Sonia Live](#).
2. Depending on your internship, you may be sent a legal agreement for your host organisation to sign. Once signed and returned, you will be given instructions regarding next steps and subject enrolment.

You can add this subject to your Study Plan as **Planned**. You will be enrolled in this subject once you have completed the acceptance process.