



THE UNIVERSITY OF
MELBOURNE

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How to Apply

UNIVERSITY-SOURCED

BUSA90525 BUSINESS AND ECONOMICS INTERNSHIP



Step 1: Check your eligibility

- Check available internships on the [website](#) and [Careers Online](#).
- Ensure you meet the eligibility requirements for the advertised role, can commit to the advertised hours of the position and have capacity in your study plan before you apply.
- If you intend to complete an internship placement as a **discipline-specific elective** or **capstone subject**, you must seek approval from your Program Director (see Step 2). Your Program Director's contact details are listed in the [Handbook](#) under your degree. You do not need to seek approval if taking the internship placement as a general elective.
- If you are unsure if you have the capacity or how this can fit into your study plan, please seek [course advice and enrolment assistance](#) from [STOP 1](#).

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 supporting documents

- Update your resume. Preparing your resume, online professional profile and pitch can take time and planning. Getting feedback helps improve your job portfolio, confidence and success.
- We recommend having your resume reviewed using the [Smart Resume](#) platform and achieving a green zone rating (86-100/100).
- If you have issues reaching a green zone rating, please watch the “Smart Resume demonstration video” on the [Resources page](#) in the MBS Career Elevation Canvas Community.



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- Evidence of approval from your Program Director - if you are selecting this internship subject as a **discipline-specific elective** or **capstone subject**.*

**Example: You are a Master of Management (Accounting) student wanting to credit your University-sourced internship via BUSA90525 as a discipline-specific elective. Please email your Program Director outlining the tasks and duties of your internship, and request permission to take this as a capstone subject if your application to enrol into BUSA90525 is successful.*

MASTER OF DIGITAL MARKETING STUDENTS

If a University-sourced role is advertised as a pre-approved capstone subject in the Master of Digital Marketing, you do *not* require approval from your Program Director.

Step 3: Submit your application

Read the University-sourced internship application [instructions](#), then submit your application via [SONIA](#) with the relevant supporting documents in Step 2.

Additional information:

You can only apply for **up to five** University-sourced opportunities per enrolment period, so please apply for opportunities relevant to your career goals and skill set.

A limited number of applications will be accepted per University-sourced opportunity. Once an opportunity reaches the maximum number of submissions, no further applications will be accepted. Late applications will *not* be accepted.

Please do **not** submit more than one application per opportunity. If you need to update or withdraw your application, please contact us at fbe-internships@unimelb.edu.au.



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Please ensure you have set up a professional voicemail on the phone number provided in your application and check your student email account regularly.

If you receive an offer, you will have up to 48 hours to either accept or decline. If you accept your offer, you will *not* be considered for other applications submitted.

Step 4: Application assessment, outcome and subject enrolment

- We will assess all applications according to the eligibility criteria and the host organisation's requirements.
- Students who are successful in securing an interview will be contacted directly by the host organisation.
- Students who are not contacted by the host organisation by the final date of interviews listed in the 'Key dates' section of the website should presume that they have been unsuccessful.
- Applicants who attend an interview will be provided with an outcome by the host organisation.
- Once the host organisation has notified the University of the successful applicants, students will receive an outcome email confirming permission to enrol and instructions on the 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 accepted your offer.