*Please complete the following to register your notice of intent to undertake an industry internship during your PhD program. A letter of intent must be completed within 18 months of commencement of your candidature. Instructions are provided in italics and can be deleted prior to the letter being finalised. Please submit the completed form with your study away/internship application.*

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT DETAILS** |  | **ORGANISATION DETAILS** | |
| **Student Name** |  | **Industry Partner Name** |  |
| **Student ID** |  | **Industry Sector** |  |
| **Faculty** |  | **Industry Contact Person** |  |
| **Supervisor Name** |  | **Industry Partner Phone** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTERNSHIP INFORMATION** | | | | |
| **Project Title:** |  | | | |
| **Expected Start Date:** |  | | | |
| **Expected End Date:** |  | | | |
| **Total Expected Duration:** |  | | | |
| **Industry Partner Background:** |  | | | |
| **Sample Activities:** | *Provide a list of sample activities you will be required to complete while undertaking the internship. Sample activities could include:*   * *Prepare a brief for a systematic literature review exploring the…* * *Conduct a brief review of the evidence related to…* * *Attend workshop to review overarching goals of the product portfolio* | | | |
| **Expected Learning Outcomes:** | *Provide a list of expected learning outcomes from the internship.*  *Sample learning activities could include:*   * *To understand the sector standards and how to practically apply these standards to deliver…* * *To condense scientific / lab based public health data into…* * *To develop systematic literature review writing for the industry* | | | |
| I have discussed this internship opportunity with my supervisor, and they support the project details detailed above. | | | |
| **Student Signature:** |  | **Date:** |  | |
| **Associate Dean Graduate Research Signature:** |  | **Date:** |  | |
| (Monash University representative)  **Industry Partner Signature:** |  | **Date:** |  | |

**Disclaimer:** This letter of intent is not intended to be a binding agreement. There is no recourse if the internship does not commence or commences in a manner that differs from what is indicated on the letter above. The industry partner is under no obligation to commit to the internship project detailed above. Where an internship proceeds, the parties agree to enter into a separate binding agreement which will supersede this letter.

**Privacy Statement:** The information on this letter is collected for the primary purpose of recording your intent to complete an internship. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University’s Data Protection and Privacy Office at [dataprotectionofficer@monash.edu](about:blank)