Frequently asked questions

What are the eligibility requirements for the CBE Internship Program?

You must meet all of the following requirements:

- You must be a current student in the ANU College of Business and Economics
- Completion of 72 units (undergraduate students) or 48 units (Master students) before commencing the internship. These include all units that you have completed in your current academic program (including Double degrees) and any exemptions received for previous units;
- GPA of 5.0 or above; and
- No Fail scores in the most recent semester prior to applying for the internship program

Students who are graduating at the end of this Semester are not eligible to apply.

Students who will undertake Honours studies in CBE in the next semester are not eligible to apply.

Master students in the Research School of Economics are not eligible to apply.

Master of Financial Management students in the Research School of Finance, Actuarial Studies & Statistics (RSFAS) are not eligible to apply. All other Master students in RSFAS must seek written approval from their Program Convenors before applying.

PhD students can only apply for a placement with written approval from the Associate Dean (HDR).

How do I know my GPA?

Please follow the ANU guidelines on calculating the GPA.

What if I have received exemptions in my academic program?

The number of exempted units will be counted towards the required 72 units (undergraduate students) or 48 units (Master students).

I only have a pass average, can I apply?

To be considered for the CBE internship program, you must have a GPA of 5.0 or above, for all units completed in your current ANU academic program.

Do I need to attend a pre-application training workshop?

Yes, attendance at a pre-application training workshop is compulsory.
I have not attended the training workshop by. Can I apply?

The system will not let you apply if you have not attended the training workshop provided by ANU Career Services. The workshop schedule is listed under Events on the ANU Careerhub website.

Students who have previously completed the training workshops do not need to do them again.

How many applications can I submit?

You only need to submit one application in each round, through which you can nominate a maximum of three projects according to your preferences.

Can I undertake more than one internship through the CBE Internship Program?

Unfortunately, no. Students can only participate in the CBE Internship Program once.

I applied in Round 1. Can I put in another application in the following Rounds?

You can only put in an application in a later Round if you:

- Do not get shortlisted for any jobs in the previous round; or
- Are not selected by any host as their successful candidate in the previous round.

I was unsuccessful in applying for the previous Semester. Can I apply for an internship in the upcoming Semester?

As long as you meet the eligibility requirements you may apply again in the following semester for placements.

Am I paid for internships?

Interns may be offered an internship stipend award valued at $500 or more, subject to contributions from their internship host.

How many hours will I need to commit?

Students commit 120 hours (12 hours per week over 10 weeks). An intern’s placement schedule will be determined through direct discussion with the internship host and based on their intern’s availability. Interns may wish to utilise the mid-semester break to work extra hours, with agreement with the internship host.
What are the assessments like?

The assessments include:

- Pre-placement training workshop (hurdle requirement)
- Meetings with academic supervisor (hurdle requirement)
- Project proposal (hurdle requirement)
- Tutorial catch ups (hurdle requirement)
- Reflective learning reports (15%)
- Final project report (35% for Postgraduate students or 45% for Undergraduate students)
- Workplace performance reviews (40%)
- Presentation (10% for Postgraduate students only)

Do citizenship requirements apply?

Australian citizenship is not required for the program. However, Australian citizenship may be required for a small number of internship projects. Please read the job descriptions carefully.

Does the internship impact an international student’s work permit?

The internship is part of the student’s academic training (i.e., it is a course at university) and the internship award (if any) is a stipend award. As such, time spent on the internship is not counted towards a student’s fortnightly work hours and has no implications on a student’s visa status and work rights.

What is the difference between CBE and ANIP internships?

CBE internships are for students enrolled in an academic program at CBE.

The Australian National Internship Program (ANIP) is another opportunity for students to undertake an internship for credit. The ANIP program gives Australian and International undergraduate and postgraduate students an opportunity to work at the heart of Australian policy and politics. ANIP is the only university program that offers Australian Commonwealth Parliamentary Internships. The internships are research-orientated and are based in Canberra and a variety of locations in NSW. You can find more information about ANIP here.

Do I have to pay course fees and enrol in a course?

As the CBE Internship Program is for course credit, students must enrol in CBEA3070 (Undergraduate) or CBEA6070 (Postgraduate). All interns will complete a series of academic assessments under the supervision of an academic supervisor. Normal tuition fees for a 6-unit course apply.

The permission code to enrol will be given to the student once (s)he accepts an internship offer.
**How many academic credits will I receive for the Internship program?**

The internship course (CBEA3070 or CBEA6070) counts as a 6-unit List 1 elective towards the relevant CBE degree.

**Do I need to have previous experience requirement for the internship?**

Previous work experience is not a requirement for eligibility to apply. Some internship hosts will seek students with previous work experience for the knowledge or expertise they can apply to the project. Other hosts will prefer to give the opportunity to students with no previous professional experience.

Previous or current work experience, casual employment, volunteering and student leadership roles can be a great addition to your CV as it demonstrates to an employer you will have developed and applied valuable work related skills such as communication, teamwork and time management.

**Types of Host Organisations**

Placements may be available in a range of industries and organisations. Previous interns have been placed in Federal and ACT Government, professional service firms, small to medium companies and not for profit organisations.

**Types of Internship Projects**

Our interns have completed a variety of projects in all academic areas offered by CBE. Please see the job ads for more details about the project description and requirements.

**When will projects in each Semester be advertised?**

Applications for internship positions will be called approximately in October (for the following Semester 1) and April (for Semester 2). All CBE students will be notified of the opening positions.

Successful internship applicants must be available to attend Pre-departure training on the Friday of Week 1 in each Semester.

Please check your student email for regular announcements and updates about the internship program.

**What if I have some technical issues when applying?**

Please email internship.cbe@anu.edu.au immediately or phone 6125 9343 or 6125 3284.
How do I arrange to drop a course so that I can do an internship?

This can be done through ISIS. Please note that permission to enrol in CBEA3070 or CBEA6070 is only offered to a student who have received an internship offer and accepted the offer.

Self-sourced internships

What are the key requirements for self-sourced internships?

Students can self-source their own internship project, subject to the following conditions:

- The internship host must be based in Canberra
- The internship project must be validated and approved by CBE and the ANU
- The student must satisfy all other eligibility requirements as stated above.

Please contact internship.cbe@anu.edu.au to discuss your ideas for a self-sourced internship before committing to an arrangement with the host organisation. It is important that you do not commit to the Host employer until the nature of the internship has been discussed and approved by CBE.

If I self-source an internship and it is accepted by CBE, will I still pay tuition fees?

Yes. All students participating in the CBE internship program (including those with self-sourced positions) must enrol in CBEA3070 or CBEA6070. Therefore, standard tuition fees for a 6-unit List 1 elective course apply.

Other questions

I am not eligible to apply for an internship in the CBE internship program. What can I do?

You should look at participating in the ANIP program or undertaking other work integrated learning courses at ANU (i.e., those course with practical/live projects).

Examples of work integrated learning courses in CBE include:

- CBEA3001 Special Industry Project
- BUSI3024 International Marketing
- FIN3XXX Student Managed Fund
- FIN3XXX Student Managed Fund Extension
- INF8202 Industry Research Project
- MGMT8242 Business Development Strategies
- MMIB8001 Applied Topics in Business Studies 1
- MMIB8002 Applied Topics in Business Studies 2
- MKTG2001 Marketing Research
- MKTG7035 Global Marketing

You can also complete the ANU+ Program and apply for various not-for-credit internship opportunities advertised on the ANU CareerHub website.