CBE Internship Program
(CBEA3070 and CBEA6070)
Frequently asked questions

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Eligibility

What are the eligibility requirements for the CBE Internship Program?

To be eligible to apply for the CBE Internship program you must meet all of the following requirements:

- Be a current student in the ANU College of Business and Economics
- Have completed 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
- Have a GPA of 5.0 or above
- No Fail scores in the most recent semester prior to applying for the internship program
- Have at least one semester remaining in your CBE program at the time of application, and must have an available 6 unit CBE List 1 elective or ANU wide elective in your program. See below.

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

Masters Students
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 Conveners before applying.

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

Honours Students
Honours students are not eligible to undertake an internship through this program.

Students who are graduating at the end of this Semester are not eligible to apply.
How do I provide evidence of room in my program for a List 1 elective?

All students will be required to provide evidence that they have space in their program to participate in the CBE Internship Program (CBEA3070 or CBEA6070). This course is considered a CBE List 1 Elective in your CBE program. Students interested in undertaking this course will need at least 6 units CBE List 1 or ANU wide electives available in their program. Please seek advice from the CBE Student Services Team by emailing info.cbe@anu.edu.au, prior to applying for an internship.

Your email must include all of the following:
- State that you need to check how many List 1 or ANU wide electives you have available;
- Explain which course(s) you would like to undertake;
- Outline your intended study plan, listing which majors, minors or specialisations you are attempting; and
- Provide details of other majors, minors, specialisations, and any other relevant information about your program.

Note:
- CBEA3070 can be counted towards a student’s majors in the Research School of Management. In this case, CBEA3070 will count as a standalone course towards the requirements of the relevant major/specialisation. In this case, students will not require written evidence for CBE List 1 or ANU elective units available in their program.
- Masters students in the Research School Finance, Actuarial Studies and Statistics wishing to apply for the CBE Internship Program (CBEA6070) must also seek written approval from their program conveners before applying.

Attach email evidence from Student Services to your application

The CBE Engaged Learning Team will request a copy of the verification/email you receive from the Student Services Team, when you apply for the aforementioned course.

When should I seek advice from Student Services?

Please ensure that you seek advice from CBE Student Services via info.cbe@anu.edu.au well before the application deadline so that your application (including verification from Student Services) is completed before applications close.

IMPORTANT NOTE:

Student Services have requested the following deadlines for students seeking evidence to attach to their internship applications:
- For Round 1 applications: Send your email no later than Tuesday 24 October.
- For Round 2 and 3 applications: Send your email no later than Tuesday 21 November.

It is suggested that students who have an interest in applying for an internship, including those who may apply for an internship when the final round of applications open in January 2018, seek evidence of space in their program as soon as possible, or as per the deadlines/timelines detailed above.
How do I calculate 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.

Pre-application Internship Applications and Interviews workshops

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

Yes, attendance at a pre-application training workshop is compulsory prior to applying. The Internship Applications and Interviews workshops provided by Student Experience and Career Development (SECD) are offered throughout the year. Register to attend workshops through Events on the ANU CareerHub.

I have not attended the pre-application training workshop. Can I still apply?

The application system will not let you apply if you have not attended an Internship Applications and Interviews workshop. The workshop schedule is listed under Events on the ANU Careerhub website.

I have already attended an Internship Applications and Interviews workshop. Do I need to attend again?

If you have previously completed on of the Internship Applications and Interviews workshops you do not need to attend again.

Applications

How does the application process work?

Internship projects will be advertised across up to four application rounds. At the close of each application round, applications will be assessed and candidates shortlisted. These shortlisted candidates will be forwarded to the Host organisation for each project for their consideration. The Host organisation may choose to conduct interviews before making their choice of preferred candidate.
Where do I apply for the CBE Internship Program?

Apply through the ANU CareerHub dashboard.

What should my application include?

Your application will include:

- Completed application form through ANU CareerHub dashboard
- Upload CV
- Evidence of space in program for List 1 elective (as detailed above)
- Nominate up to 3 internship projects you wish to apply for
- Include a response to the Selection criteria (either a 100-word written statement or one minute video) for each nominated project

How many applications can I submit?

You can submit one application in each application 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.

What if I have some technical issues when applying?

Please email internship.cbe@anu.edu.au immediately or phone 6125 9343 or 6125 3284.
About the Internships

Do I need to have previous experience to get an 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.

Regardless, ensure that you include your previous or current work experience, casual employment, volunteering and student leadership roles held on your CV. These experiences help demonstrate to an employer you will have developed and applied valuable work related skills such as communication, teamwork and time management.

What type of organisation will I intern for?

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, the ANU and not for profit organisations.

What type of project will I undertake?

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.

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.

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 the CBE Internship 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.

CBEA3070 and CBEA6070 Course details

How is the course assessed?

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 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.

When will projects in each Semester be advertised?

Advertising of applications for internship positions will commence around October (for Semester 1 placements) and April (for Semester 2). All CBE students will be notified of the opening positions.

Is an Induction provided before I start my internship?
Successful internship applicants must be available to attend Pre-placement induction training on the Friday of Week 1 in each Semester.
Please check your student email for regular announcements and updates about the internship program.

**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 has 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 courses with practical/live projects).

Examples of other work integrated learning courses offered by 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
Refer to Programs and Courses for more information.

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

If you have any further questions please contact internship.cbe@anu.edu.au