

## GRADUATE INTERNSHIP DECLARATION

*The Digital Studio internships have the following requirements*

1. The internships are open to research graduate students (Doctor of Philosophy and Masters by Research) in the Faculty of Arts, or students who have recently completed their PHD (within the last 6 months)
2. The Faculty of Arts Digital Studio Graduate internships are paid and valued at \$2,000 each (approximately 45 hours work and interns are paid as casual research assistants, schedule to be negotiated with academic supervisor)
3. Interns will be required to meet with their academic supervisor and Digital Studio mentor regularly throughout the project (minimum of four times)
4. Interns are expected to work in the Digital Studio and attend intern meet-ups to promote sharing of knowledge and collaborative learning amongst inter cohort
5. Training will be provided in basic coding of metadata, and students will have the opportunity to learn more about digital methods in the academic research environment. Preliminary data management and other relevant training sessions will be a requirement prior to commencing the internship (training is in addition to paid hours)
6. Additional mentoring and support will be provided by the SCIP and the Digital Studio throughout the internship as required
7. At the end of the internship all interns will be required to present their project as part of a showcase event

### Applicant's Name

Signature

Date

### Declaration and Authorisation by Current Supervisor

*I confirm that the applicant will have the capacity to carry out the proposed work in addition to their current program of research.*

Name

Signature

Date

### Privacy Collection Note

The information in this application is being collected by the Faculty of Arts, the University of Melbourne. The information will be used by authorised staff for the purpose for which it was collected, and will be protected against unauthorised access and use. The University of Melbourne is committed to protecting personal information provided by you in accordance with the Privacy and Data Protection Act 2014 (Vic). All information collected by the University is governed by the University's Privacy Policy. For further information about how the University deals with personal information, please refer to the University's Privacy Policy or contact the University's Privacy Officer at [privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au).