Deakin University

Internal Career Pathway Placement Project Plan

This form should be completed for Career Pathway Placements undertaken internally at Deakin University, and used to capture the project plan to address a research problem identified by the Academic Mentor. It must be developed and mutually agreed upon by the Academic Mentor and Student, and supported by the Principal Supervisor. The placement is viewed as a collaborative research partnership between the Academic Mentor and the student with the aim to address a specific challenge identified. **This is not a consultancy project delivered by the student.**

The progress of the project must be regularly monitored against the mutually agreed objectives, taking into account the student's ability, access to resources and time allocated for education and mentoring.

The student is expected to spend at least 80% of their time working on the project on-site with the Academic Mentor to experience the organisation environment and develop their workplace skills.

Please return the completed form to phdxtra@deakin.edu.au. If there are any queries, please contact the Graduate Research Academy on 03 522 73494.

Student details

Surname	
Given name	
Student ID	
Contact number	
Email address	
Degree details	☐ PhD ☐ Master by Research
Study load	☐ Full-time ☐ Part-time
Name of scholarship	
Student type If International, please provide visa details and expiry date	☐ Domestic ☐ International
Stage of candidature *(e.g. 1.5 year, 2 years, during examination)*	

Principal Supervisor details

Surname	
Given name	
Deakin title/role	
Email address	

Academic Mentor details

Same as Principal Supervisor?	Yes ☐ No☐ If no, please complete below
Surname	
Given name	
Deakin title/role	
Email address	

Placement Project details

Project title	
Expected project duration and length *(Proposed duration of the project e.g. five months)*	
Expected project start date *(This is an approx. date and can be altered)*	
Financial Contribution	Please note all financial contributions for this placement
Stipend contribution	$
Cash contribution *(e.g. for consumables, travel, etc.)*	$
Other terms and conditions of placement	

Account code

Deakin UniFi account code	
If payment is to be split-costed, provide the breakdown of amount and account codes below	
Amount 1	
Deakin UniFi account code 1	
Amount 2	
Deakin UniFi account code 2	

Project background

Briefly describe the problem the student will be addressing during the placement. Identify the expertise the Academic Mentor is seeking and explain how the student's skills and knowledge will be applied to address the outlined problem. (200 words)

Research to be conducted

Define two or three objectives that are aimed to be achieved throughout the placement. Focus on the key questions that need to be investigated in order to define the objectives. (300 words)

Expected outcomes

Outline the expected outcomes from the project. For example, a feasibility report, a prototype device or a software model. Will the end result stand-alone or be integrated into existing systems? (200 words)

Project deliverables

What deliverables will the student be providing during the placement? For example, a presentation or an outcome report.

Required skills

Outline the specific skill set required to successfully conduct the project, e.g. programming, particular software knowledge required for the project. (200 words)

Student declaration

I confirm that: 1. **The information provided in this document is true and accurate.** 2. **I will comply with the University's Student Placement Procedure.** 3. **I will comply with the required Health and Safety requirements outlined by the placement provider.** 4. **I will record this placement in my Individual Learning Plan.**	
Signature	
Date	

Principal Supervisor declaration

Principal/Executive Supervisor name	
I support this placement. If no, why?	Yes ☐ No ☐
Note, if any, the impact this placement will have on the student's anticipated thesis submission date.	
Other comments	
I will ensure that: 1. **The student will record the placement in their Individual Learning Plan.**	
Signature	
Date	

Academic Mentor declaration

Academic Mentor name	
I support this placement. If no, why?	Yes ☐ No ☐

Outline any pre-placement activities that the student will be required to undertake *(if applicable)*	
Describe the means by which the student's progress will be monitored during the placement	
Other comments	

I confirm that:

1. **The information provided in this document is true and accurate.**

2. **The University Student Placement Procedure will be complied with.**

3. **I will take responsibility of the student during their placement within my workplace.**

4. **The necessary funds are available in the nominated account code.**

Signature	
Date	

Head of Academic Unit declaration

Name	
I approve this application. If no, why?	Yes ☐ No ☐
Other comments	

By approving this application, I confirm that:

1. **The student has completed Confirmation of Candidature satisfactorily.**

2. **The student is making satisfactory progress in their studies.**

3. **Appropriate arrangements will be put in place for monitoring the student's progress.**

4. **The University Student Placement Procedure will be complied with.**

Signature	
Date	