

Student Undertaking

Faculty of Science, Engineering and Built Environment



This Student Undertaking is made by the Student named below (**I** and **my**) in favour of Deakin University (ABN 56 721 584 203) of 1 Gheringhap Street, Geelong, Victoria 3220 (**Deakin**) and the Host Organisation named below.

Student Details					
Full Name		Student Number			
Deakin Email Address		Phone			
Course Details					
Course Name/Code		Unit Code			
Trimester		Major/ Specialisation			
Host Organisation Details					
Organisation Name		ABN/ACN			
Registered Address		Placement Site Location			
Host Organisation Supervisor Details					
Full Name		Position			
Email		Phone			
Placement Details					
Placement Start Date		Placement End Date		Total Number of Placement Hours	
Placement Type	<input type="checkbox"/> Onsite <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid	Employed by Host Organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Paid Placement?	<input type="checkbox"/> Yes, paid <input type="checkbox"/> No, not paid
Approved Placement Duties					

Background

- A. I am enrolled in the Course at Deakin.
- B. I wish to participate in a placement with the Host Organisation.
- C. I agree to be bound by the provisions set out in this Student Undertaking.

Operative Provisions

1. Confidential Information

- 1.1. I undertake to:
 - (a) keep the Confidential Information strictly secret, secure and confidential;
 - (b) not disclose, directly or indirectly, any Confidential Information unless I am compelled or authorised to do so by law or with the prior written consent of the Host Organisation;
 - (c) take such steps as are reasonable to preserve the confidentiality and secrecy of the Confidential Information; and
 - (d) not make copies or duplicates of the Confidential Information.
- 1.2. Upon request from the Host Organisation, I will return or securely destroy the Confidential Information and all copies of the Confidential Information which may be in my possession or control in whatever form or media it is held. I agree to promptly provide the Host Organisation with evidence of compliance with this clause, if requested to do so by the Host Organisation.

2. Intellectual Property

- 2.1. I assign to the Host Organisation all of my present and future Intellectual Property rights in the Placement Intellectual Property.
- 2.2. I agree to execute any document and do all things that may be necessary to give effect to the assignment of rights contemplated by **clause 2.1**.
- 2.3. I agree to provide all assistance reasonably required by the Host Organisation, at the Host Organisation's cost, to enable the application for, and prosecution and enforcement of, any Intellectual Property protection of the Placement Intellectual Property.
- 2.4. I undertake not to take or permit any action or thing which is inconsistent with the assignment of rights in **clause 2.2**, and must not take any step to obtain registered Intellectual Property protection over the Placement Intellectual Property or any part of it.

3. Standards of Behaviour

- 3.1. While in attendance at the Host Organisation for the purposes of my placement, I agree to:
 - (a) comply with the rules, regulations, protocols, procedures or by-laws of the Host Organisation (as notified to me by the Host Organisation) and the legislation, policies and procedures of Deakin;

- (b) undertake my placement at the location, during the hours and for the time agreed between Deakin and the Host Organisation;
- (c) notify Deakin and the Host Organisation of any intended absences from my placement;
- (d) comply with all reasonable and lawful instructions and directions of Host Organisation staff;
- (e) where relevant, dress in a manner approved by the Host Organisation and/or display identification badges;
- (f) behave in a safe and professional manner; and
- (g) perform all allocated tasks and placement duties in a diligent and competent manner.

- 3.2. I understand that if I breach a term of this Student Undertaking, such conduct may:

- (a) result in my placement being terminated; and/or
- (b) may amount to a breach of the Student Code of Conduct.

4. Placement Costs

- 4.1. I understand that I am responsible for organising and meeting the costs of:
 - (a) any pre-placement requirements advised by the Host Organisation;
 - (b) where required, all travel to and from the Host Organisation and accommodation requirements while on placement; and
 - (c) where my placement is overseas, flights, passports, visas, vaccinations and health and travel insurance.

5. Support

- 5.1. I am aware that:
 - (a) I should consider disclosing any disability or health condition that may prevent me from meeting the requirements specified for my placement including conditions that would affect occupational health and safety. I can seek assistance from the [Disability Resource Centre](#) or the Unit Chair in deciding whether to disclose a disability or health condition;
 - (b) if I encounter difficulties, issues or grievances during my placement, I should firstly, discuss my difficulty, issue grievance directly with the person(s) concerned (without involving a third party), if I feel safe and comfortable to do so; and secondly, escalate my issue to the WIL team via email at sebe-wil@deakin.edu.au. I can seek information about student complaints at [Student complaints | Students](#); and
 - (c) Deakin provides various [Health and wellbeing](#) supports for students.

6. Survival

6.1. My obligations contained in **clauses 1 and 2** of this Student Undertaking survive termination or expiry of my placement at the Host Organisation and my enrolment at Deakin.

7. Definitions

7.1. In this Student Undertaking:

(a) **Confidential Information** means any information that is by its nature confidential or is designated by the Host Organisation as confidential or I know or ought to know is confidential, and includes information concerning the processes and policies, commercial operations, financial arrangements or affairs of the Host Organisation; the terms of this Student Undertaking and the Student Placement Agreement; information which identifies or relates to a client or customer of the Host Organisation; personal or health information; and all other material including but not limited to books, documents, information, computer software, equipment and data stored by any means disclosed or made available by the Host Organisation to me while participating in the placement, but does not include information which is or becomes public knowledge other than by breach of an obligation of confidentiality; is received by me from a third party where I have no reason to believe that there has been a breach of any obligation of confidentiality owed to

the discloser; or was independently developed by me prior to access being provided by the Host Organisation.

- (b) **Intellectual Property** means copyright (including future copyright), trademarks, designs, patents, business names and domain names, semiconductor or circuit layout rights, plant breeders rights, rights in respect of trade secrets and other confidential information, and all other rights generally falling within the scope of this term, whether registered or unregistered and whether registrable or not.
- (c) **Placement Intellectual Property** means any Intellectual Property which is created, developed or discovered by me (whether independently or in collaboration with others) as a direct result of my participation in the placement, excluding any copyright subsisting in my Student Assessment Materials.
- (d) **Student Assessment Materials** means all assignments, journals, field reports or essays submitted for assessment in fulfilment of Deakin's requirements, provided they do not contain the Host Organisation's Confidential Information or Intellectual Property, unless the Host Organisation has given its prior written consent to the use of such material.

Declaration

I declare that all information provided in this Student Undertaking is true and correct. I understand that if Deakin reasonably believes I have provided inaccurate, false or misleading information, my conduct may constitute a breach of the Student Code of Conduct and may be referred to the Student Success Division.

Signed by the Student:

.....
Signature

Date: