**Deakin University**

# Career Pathway Placement Project Plan

This form is used to capture the project plan to address a research problem within an organisation. It must be developed and mutually agreed upon by the Organisation Supervisor, Academic Mentor and Student, and supported by the Principle Supervisor. The placement is viewed as a collaborative research partnership with the aim to address a specific challenge identified by the organisation. **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 Organisation Supervisor to experience the organisation environment and develop their workplace skills.

Please return the completed form to [phdxtra@deakin.edu.au](mailto: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 |  |

# Organisation details

|  |  |
| --- | --- |
| Organisation name |  |
| ABN |  |
| Address |  |
| Contact name |  |
| Contact title/role |  |
| Contact number |  |
| Contact email address |  |

# Organisation invoicing details

|  |  |
| --- | --- |
| Entity name |  |
| Trading name *(if different from the entity name)* |  |
| Organisation address |  |
| Contact name |  |
| Contact email address |  |

# Project details

|  |  |
| --- | --- |
| Project title |  |
| Organisation Supervisor name |  |
| Expected project start date *(Date can be altered)* |  |
| Expected project end date *(Date can be altered)* |  |
| Expected project duration length *(Proposed duration of the project e.g. five months)* |  |
| Expected time commitment *(How many days per week will the student be committing to the placement? e.g. five days per week (full-time) or two days per week (part-time).* |  |
| Location of placement *(Where will the student be located during the placement? e.g. onsite five days per week, or three days per week onsite and two days remote delivery)* |  |
| Financial contribution  Stipend contribution  Cash contribution *(e.g. for consumables, travel, etc.)* | Please note all financial contributions for this placement |
| $ |
| $ |
| Project Intellectual Property Ownership Allocation *(Who will own any IP derived from this project? Please refer to Item 8.4 of the Research Internship Agreement for more information)* | Deakin University  Organisation  Other  If other, please specify details: |
| Background Intellectual Property  *(Is there any Background IP being contributed to this project by Deakin or the Organisation?)* |  |

# Project background

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

# Project Deliverables

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

# 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)*

# 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? | YesNo |
| 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 will ensure that:**   1. **The University Student Placement Procedure will be complied with.** 2. **The student will record the placement in their Individual Learning Plan.** | |
| **Signature** |  |
| **Date** |  |

# Head of Academic Unit declaration

|  |  |
| --- | --- |
| Name |  |
| I approve this application  If no, why? | YesNo |
| Other comments |  |
| **If 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.** 5. **An agreement with the Organisation will be put in place prior to the commencement of the placement outlining joint obligations including supervision and workplace, health and safety requirements.** | |
| Signature |  |
| Date |  |