



AUSTRALIA KOREA INTERNSHIP PROGRAM

2013



THE UNIVERSITY OF
SYDNEY

The Australia Korea Internship Program is supported by the Commonwealth through the Australia-Korea Foundation, which is part of the Department of Foreign Affairs and Trade

THE 2013 AUSTRALIA KOREA INTERNSHIP PROGRAM

ABOUT THE PROGRAM

The **Australia Korea Internship Program (AKIP)** offers an exceptional opportunity for outstanding postgraduate and senior undergraduate students to experience a cultural exchange while pursuing a business-related career placement in the Asia-Pacific Region.

Through a seven week internship within national and multinational companies in the Republic of Korea, students will have the opportunity to develop their professional and cross-cultural skills and gain experience in an overseas business environment.

The internship program further offers a unique and valuable opportunity to experience authentic Korean culture. Through work placements and weekly Korean language lessons, interns will experience life in Korea, observe common Korean business ethics and practices, and learn basic Korean.

While the internship is unpaid, interns will receive an allowance for general living expenses. Students will also enhance their employment prospects and will be contributing to improved Australia-Korea relations and networking.

AKIP is an Australian Government initiative funded by the Australia-Korea Foundation (AKF) and managed by the University of Sydney's **International Leaders Program (ILP)** in collaboration with the **Korea-Australia Foundation (KAF)** in Seoul.

For further information and answers to frequently asked questions please visit:

sydney.edu.au/international/news

PROGRAM OBJECTIVES

The primary goal of the internship program is to support closer Australia-Korea engagement through meaningful people-to-people exchanges between the two countries.

The objectives of the program are:

1. To provide young Australian emerging leaders with the opportunity to gain invaluable international experience in one of the major regional centres of Asia – Korea; enhance their knowledge of Korean culture, language and business practices; develop long-term relationships with their peers, as well as business, government and community leaders in Korea; complement their studies with practical on-the-job experience; and develop their global citizenship skills.
2. To develop and enhance long-term and sustainable business, professional and personal links between Australian and Korean students and young professionals, ensuring the program's sustainability and long-term benefits to Australia-Korea relations.

SELECTION CRITERIA

The following criteria are required for selection:

1. Applicants must be an Australian citizen (permanent residency is not sufficient).
2. Applicants must be currently enrolled in either a postgraduate degree, or in their third or fourth year of an undergraduate degree at an Australian university.
3. Applicants must be undertaking a degree in one of the following fields of specialisation: economics, commerce, finance, accounting, business, marketing, information and communications technology, international trade, or other similar fields.
4. Applicants must demonstrate potential to contribute to the internship program's objectives and their personal and academic qualities that would make them suitable for living and working overseas.
5. Cultural awareness and understanding, as well as a specific interest in Korea, are desirable.

AFFILIATION AND REPRESENTATION

The University of Sydney, AKF, KAF and host companies require all interns to perform their respective duties in a professional manner and to abide by the normal work ethics and conditions as set by the host company.

No intern shall misrepresent the University of Sydney, AKF, KAF or his or her host company in any way. Inappropriate use of the institution's name and resources, either professionally or otherwise may result in the immediate termination of his or her program.

The University of Sydney, AKF, KAF, and host companies are entitled to remove any intern from the program deemed to seriously misrepresent any of these organisations or the program as a whole.



HOW TO APPLY

STEP 1

Download the Application Form in PDF format:

sydney.edu.au/international/documents/AKIP2013Application.pdf

or

MS Word Format:

sydney.edu.au/international/documents/AKIP2013Application.docx

STEP 2

Complete the application form and collect the relevant documents required for submission with the application.

If academic credit is required, please consult the relevant person at your academic institution. All arrangements are to be kept exclusively between the student and their university.

Applications require the following documents:

1. Completed application form (typed responses please)	<input type="checkbox"/>
2. Curriculum Vitae	<input type="checkbox"/>
3. Two letters of reference (must include one academic reference) and contact details of the referees	<input type="checkbox"/>
4. Copy of current Australian passport, signed by the applicant and certified by a Justice of the Peace	<input type="checkbox"/>
5. Copy of current Student Identification Card, signed by the applicant and certified by a Justice of the Peace	<input type="checkbox"/>
6. Copy of most recent university academic transcript, signed by the applicant and certified by a Justice of the Peace	<input type="checkbox"/>

STEP 3

After completing the application form, review the checklist at the end of the application document to ensure that you have included all relevant supporting documents, and then submit your application.

Applications must be submitted by **Monday 1 October** to the contact details below. Original copies of supporting documents must be mailed, however application forms may be emailed (with scans of all supporting documents).

If you have read the FAQ document and still require further information, please contact Ms. June Kim at the International Leaders Program (ILP).

MAIL ORIGINAL APPLICATIONS TO

Australia Korea Internship Program
c/o June Kim
Room N253
The John Woolley Building A20
The University of Sydney
NSW 2006
Australia

ELECTRONIC APPLICATIONS OR ENQUIRIES CAN BE DIRECTED TO

June Kim
T +61 2 9351 6368
F +61 2 9036 6047
E manager.ilp@sydney.edu.au

OFFICIAL PROGRAM DATES

Application deadline:

All applicants notified:

Confirmation of participation:

Airline tickets to be purchased by (group booking rate will be organised for participants):

Host companies and accommodation information provided (TBC):

Compulsory Pre-Departure Briefing at the University of Sydney:

Depart from Sydney to Korea:

Orientation Day in Seoul:

Internship starts:

Internship ends:

Depart Korea for Australia:

Monday 1 October 2012

Tuesday 9 October 2012

Friday 12 October 2012

Friday 9 November 2012

Friday 7 December 2012

Friday 4 January 2013

Saturday 5 January 2013

Sunday 6 January 2013

Monday 7 January 2013

Friday 22 February 2013

Saturday 23 February 2013

Previous participating host companies:



PROGRAM CONDITIONS AND GUIDELINES

By completing and submitting the application form you acknowledge your understanding and acceptance of the following guidelines:

- All interns must be Australian citizens and currently enrolled in a postgraduate coursework or undergraduate degree within Australia.
- Applicants shall be studying in one of the following fields of specialisation: economics, business, commerce, marketing, finance, information and communications technology, accounting, international trade or other similar fields. The selection committee will approve the suitability of the area of study, and may request applicants to engage in phone or face-to-face interviews.
- The International Leaders Program (ILP), at the University of Sydney, shall act as Project Manager for the Australia-Korea Foundation (AKF). Correspondence and applications should be directed solely to ILP, and will not be received by the AKF.
- The program allows for one intake of eight interns based on the application process, and the internships will take place from January to February 2013.
- The internship is unpaid; however interns will receive a general living allowance. A sufficient amount based on the duration of the internship (not including the pre-departure session) will be determined by the Korea-Australia Foundation (KAF).
- Interns are responsible for organising the correct visa, the cost of their return travel between Sydney and the Republic of Korea (ROK) and any travel they undertake within the ROK. Interns are also responsible for their personal travel insurance, any costs involved in communication both within and outside the ROK, and any further personal costs not outlined as covered by ILP.
- A pre-departure session will be held at the University of Sydney on **Friday 4 January 2013** and is compulsory for successful applicants to attend. ILP will arrange and cover the cost of overnight accommodation in Sydney for interstate students, unless prior arrangements are made.
- All interns will attend an Orientation Day in Seoul, organised by the KAF, on Sunday 6 January 2013. Further details about the orientation will be provided prior to departure for Korea.
- Interns will receive their living allowance on two separate occasions. The first instalment will be provided during the Orientation Day in Seoul and the second one will be provided approximately half way through the internship. Successful applicants will be notified of the amounts prior to their departure for Korea.
- Successful applicants will be placed within a multinational Korean corporation for a period of approximately seven weeks. Internships will commence on **Monday 7 January 2013** and will end at close of business on **Friday 22 February 2013**.
- Interns must not attempt to facilitate work-placement arrangements within the ROK. This is the responsibility of the KAF and ILP.
- Host companies may vary from previous years but will include industries such as banking and finance, information and communications technology, and international trade and resources. Interns will be notified of their host company prior to departure for Korea and will be expected to undertake independent research on the company and contact their supervisors before commencing the internship.
- As much as possible, interns will be allocated to host companies according to their educational background and interests however this is dependent on availability and it cannot be guaranteed that an intern's placement will be directly related to their particular area of study.
- Interns will be required to commit to full time work while in the ROK. The specific work hours are agreed with the host company prior to commencement of the internship. A representative of the host company will complete a Duty Statement outlining the main objectives of the internship. This may also include a list of the intern's main tasks and any further work obligations that can be readily identified and reviewed periodically throughout the work period.
- ILP will liaise with the Korea-Australia Foundation to help facilitate accommodation. The KAF's capacity to confirm such arrangements is subject to availability. Living in close proximity to the CBD is rare in Seoul and cannot be guaranteed. Once an accommodation arrangement is confirmed, interns will be sent information and will be provided with details prior to departure for Korea. Interns will be expected to contact their local accommodation provider to confirm arrangements prior to their arrival in Korea. If arrangements cannot be finalised by the KAF, the intern will be advised of this in advance in order to make their own arrangements.
- Interns will be required to attend Korean language classes in Seoul once per week for seven weeks. Classes will be held during the weekdays and schedules will be provided before departing Australia.
- Interns are required to complete a pro-forma internship report to ILP by **Monday 18 March 2013**. Guidelines for the internship report will be provided before departing Australia.
- Students who wish to obtain academic credit for this internship program are responsible for making arrangements in advance with their university. All arrangements are to be kept exclusively between the student and their own university.

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