AUSTRALIA-KOREA INTERNSHIP PROGRAM

AKIP 2008

SPEND TWO MONTHS IN KOREA

Gain invaluable international experience

Enhance your knowledge of Korean culture, language and business

Network with business leaders and government officials

Complement your studies with practical on-the-job opportunities

Experience the practical aspects of international business

Other benefits include a living allowance and assistance in arranging homestay accommodation

Applications close 27 July 2007

For details visit:

www.riap.usyd.edu.au/akip

Former participating host companies
The Australia Korea Internship Program (AKIP) is an initiative of the Australia – Korea Foundation (AKF), Department of Foreign Affairs and Trade.

The program, now in its fourth year, offers exceptional opportunities for outstanding post-graduate, and third and fourth year undergraduate students who wish to pursue a business-related career in the Asia-Pacific Region.

Through a seven week internship program, the AKIP will provide students scope to develop their professional and cross-cultural skills through short-term, international on the job experience within the Republic of Korea (ROK).

This opportunity serves not only to improve the student’s knowledge of international business but also to enhance their employment prospects and contribute to closer Australia – Korea understanding and relations.

Local and multinational corporations in Korea will host students selected as interns for a period of approximately seven weeks. Interns will be unpaid in relation to their work, but will receive an allowance for living and accommodation expenses. A sufficient amount will be determined by the program’s counterparts in Seoul, the Korea-Australia Foundation (KAF), and interns will be notified of this amount prior to their departure for Korea.

Most importantly, the internship program offers a unique and valuable opportunity to experience authentic Korean culture. Through homestay accommodation and internships in Korean national and multinational companies, past interns have experienced traditional family life and observed common Korean business ethics and practices.

Applications are now open to students from all states and territories in Australia who are studying in a postgraduate coursework degree, or in their third and fourth years of an undergraduate degree in relevant fields. These fields are

- Economics
- Commerce
- Finance
- Accounting
- Business
- Marketing
- Information and Communications Technology
- International Trade

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 coursework degree, or in the 3rd/4th year of an undergraduate degree at an accredited Australian higher education institution;
3. Applicants must come from one of the following faculties/departments: economics, commerce, finance, accounting, business, marketing, information and communications technology and international trade. The selection panel will judge the appropriateness of each applicant’s degree to the program;
4. The selection panel will judge each applicant according to how they can contribute to the program, their suitability to the companies available, and their personal and academic qualities;
5. A specific interest in Korea and sensitivity to other cultures is desirable.
Program Guidelines

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

Conditions and guidelines

All interns must be Australian citizens and currently enrolled in a postgraduate coursework or 3rd/4th year undergraduate degree within Australia.

Internship programs will occur in ONE intake of EIGHT INTERNS, from JANUARY to FEBRUARY 2008. Host companies will vary but may include industries such as banking and finance, information & communications technology, international trade and resources.

The Research Institute for Asia and the Pacific (RIAP), at the University of Sydney, shall act as Project Manager for the AKF. Correspondence and applications should be directed solely to RIAP, and will not be received by the AKF.

It is expected that suitable applicants shall be studying in one of the following fields of specialization: economics, commerce, finance, accounting, business, marketing, information and communications technology and international trade or other similar fields. A selection committee will approve the suitability of the area of study, and may request applicants to engage in phone or face-to-face interviews.

A Pre-Departure Session will be held at the University of Sydney the day before departure for Korea, and successful applicants will be required to attend. RIAP will arrange and cover the cost of overnight accommodation in Sydney for interstate students, unless prior arrangements with friends or family have been made.

All interns are responsible for the cost of their own return travel between Sydney and the 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 RIAP.

Successful applicants will be placed within a multinational Korean corporation for a period of approximately seven (7) weeks. Internships will commence several days after arriving in Seoul, on Monday 14 January and will be completed by Friday 29 February 2008.

Interns will be unpaid in relation to their work, however will receive an allowance for living and accommodation expenses. A sufficient amount based on the duration of the internship (not including the Pre-Departure Session) will be determined by the program’s counterparts in Seoul, the Korea Australia Foundation, and interns will be notified of this amount prior to their departure for Korea.

Host companies will be allocated according to an intern’s educational background and interests. Curriculum Vitae’s will be provided to confirmed host companies, and interns will be notified of their allocation prior to departure for Korea.

Interns will be required to commit to full time work while in the ROK. The specific working hours are to be agreed with the host company prior to commencement of the internship placement. A representative of the host company will complete a Duty Statement outlining the objectives of the internship. This will 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.

Interns must not attempt to facilitate work-placement arrangements within the ROK. This is the sole responsibility of RIAP.
RIAP will liaise with the Korea-Australia Foundation to help facilitate homestay accommodations. The KAF’s capacity to confirm such arrangements is subject to homestay availability. As is common place in Seoul, living in close proximity to the CBD is rare and cannot be guaranteed. If homestay arrangements cannot be secured by the KAF, the intern will be advised of this with plenty of time to make their own arrangements. If a homestay arrangement is confirmed, interns will receive information about their host family and will be provided with their contact details prior to departure for Korea. Interns will be expected to contact their host families to establish mutual expectations prior to their arrival in Korea.

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 university.

Interns will have access to an online network set up by RIAP to facilitate communication with the rest of the group prior to departure for Korea.

**Facilities**

While in Korea host companies will provide interns with access to and use of:

- Workstations, computer usage and internet access (subject to availability and scheduling).
- Photocopying and printing facilities, primarily for work-related purposes.
- Communications facilities (including phones and faxes).
- Resources such as office materials that assist in the performance of work-related duties.

**Program Supervision**

During their internship, interns will liaise with their host company through RIAP, in order to ensure the smooth progression of the program.

Interns will be assigned to a senior member of staff within their host company who will provide supervision and mentorship to ensure the program objectives are met. These objectives will be established by the assigned supervisor and outlined in a Duty Statement.

Supervisors will adhere to the Duty Statement in order to accommodate the student’s expectations, interests and developmental needs as much as possible.

Supervisors will be responsible for monitoring the performance of the assigned intern, providing guidance and feedback on their work.

**Affiliation and Representation**

The 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/her program.

The AKF, KAF, RIAP and host companies are entitled to remove any intern from the program deemed to seriously misrepresent any of these organizations or the program as a whole.
How to Apply

Step 1

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.

Note: Successful applications require the following documents

A. Completed application form
B. Curriculum Vitae
C. Two letters of reference (including one academic reference) and contact details of referees
D. Copy of current Australian Passport and Student Identification Card – both signed by yourself and certified by a Justice of the Peace
E. Copy of certified academic transcript.

Step 2

Note the official program dates.

Application deadline: Friday, 27 July 2007

Latest date of contact for successful applicants: Friday, 10 August 2007

Purchase airline ticket/s by: Friday, 9 November 2007

Interns notified about host companies and homestays by: Friday, 7th December 2007

Compulsory Pre-Departure Session at the University of Sydney: Wednesday, 9 January 2008

Depart from Sydney for Korea: Thursday, 10 January 2008

Internship starts: Monday, 14 January 2008

Internship ends: Friday, 29 February 2008

Step 3

After completing the application form and including relevant supporting documents, review the checklist at the end of the application document found on:

http://www.riap.usyd.edu.au/akip/how2apply.html

If you have read the FAQ section of the website and still require further information, please contact Rachel Nolan: r.nolan@usyd.edu.au

The Australia Korea Internship Program is an Australian Government initiative funded by the Australia Korea Foundation and managed by the University of Sydney’s Research Institute for Asia and the Pacific.