

Self-sourced Industry Placement Guide

EAIT Employability

All students can source their own placements for industry or research projects. Self-sourcing a project is a great way to find a placement that aligns with your interests. You can also utilise any existing industry connections you may have. For example, you might also already be working in a discipline-related field and would like to continue working there for the duration of your placement.

Many students source their own placements every semester. If this is of interest to you, follow our step-by-step guide to help secure your placement and be on your way to enhancing your employability skills and capabilities.

“The best part of my placement was that I was based five days a week on site, so I felt that I was really given the opportunity to develop my communication skills in the site work environment while still at university.”

Cherry Wang, past BE(Hons)/ME student



Step-by-Step Guide



1. Put your best foot forward in your applications.

Utilise our online tools exclusive to EAIT students to create a standout application. Upload your resume to VMock – the AI smart resume checker, and [access our online tools and modules](#) for more employability tips.



2. Research companies that align with industries you are interested in.

Consider large, medium, small and not-for-profit organisations that align well with your career interests and specialisation. The right industry partner for you is one that aligns well with your career interests and specialisation.



3. Research and understand your placement requirements.

This includes knowing the time frame of your placement, how many days you're expected to be onsite, how the industry partner gets approval for your project and any insurance requirements. All answers to these questions can be found on the FAQs section of this guide.



4. Start contacting relevant industry partners.

You can contact them via email, phone or LinkedIn. Make sure you attach your resume and briefly explain the purpose of your industry project or placement and why you would like to do a project with that industry partner. It might also be helpful to send them across the program brochure, so they have all the information. Please email EAIT Employability for a copy of the relevant program brochure on employability@eit.uq.edu.au.



5. Once you have been successful in securing an industry partner for your placement, they will need to submit their project idea for approval.

All projects, regardless of how they are sourced, must meet course requirements. Submit the signed self placement application form via the InPlace Self Placement submission portal by the deadline.



6. Once your project is approved, a formal placement agreement will be negotiated between the industry partner and UQ.

EAIT Employability will take over the process from here and will keep you informed about the progress every step of the way. If you are employed by your host provider, a formal placement agreement is not required, as you will enter into an employment contract with them directly.



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Frequently Asked Questions

How many days am I expected to be onsite?

For ENGG7291/ ENGG7292 industry placements, you are expected to complete 120 days full-time, which equates to a full-time six-month placement across one semester. No part-time or casual arrangements will be approved for these courses.

Master of Data Science (DATA7901) and Master of Cyber Security (CYBR7901) capstone projects run over two academic semesters. For the first semester, students are required to be on site one day per week. For the second semester, students are required to be onsite three days per week.

Students are not permitted to work on their capstone project during the semester break, however you can negotiate casual paid employment with your industry partner during the vacation periods if both yourself and your supervisor wish.

I have secured an industry partner for my placement. How do I get approval for my project?

You'll need to complete an application form with input from your supervisor at your host organisation. You can download the form from the Shared Documents Tab via InPlace. You must submit your completed application on the InPlace portal by the relevant semester deadline. For further information on this process, visit the website. Prepare for your placement - Faculty of Engineering, Architecture and Information Technology - University of Queensland (eait.uq.edu.au/prepare-for-your-placementuq.edu.au)

Will I be paid while I'm on placement?

If the industry partner chooses to fund your placement with a bursary, you will be paid by UQ. If the industry partner chooses to fund your placement by employing you directly, you will be paid by the industry partner.

In some instances, payment is not available. If this is the case, it will be noted on the project application.

Who covers insurance?

If you are undertaking a placement that is either funded by a bursary or an unpaid placement, you will be covered by UQ's insurance. A placement agreement must be in place, and this will be managed by EAIT Employability.

If you are hired as an employee for your placement, you will be covered by the company's insurance. You can find more information on the [UQ's Insurance website](#).

Who owns the intellectual property (IP)?

It is common for organisations to want to negotiate IP ownership agreements. If this is the case, a separate IP agreement is needed. Students at UQ own their own IP therefore any IP agreements are negotiated between the student and the organisation directly.

You are entitled to seek independent legal advice before signing any agreement and can access [free legal advice through the UQ Union](#). EAIT Employability have an IP ownership agreement template if this is required.

For more information, please contact:

EAIT Employability

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employability@eait.uq.edu.au



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