Work-Integrated Learning (WIL)

Student Deed Poll

This form is to be completed by the student and a copy of this acknowledgement provided to the Host Organisation and CDU. It is required for each placement the student undertakes. The student should also keep a copy.

I, _____, acknowledge and agree that at all times during the placement at _____scheduled to start on _____:

- I will conduct myself in a safe and professional manner.
- I will comply with the rules, regulations, protocols, policies, procedures and by-laws of the Host Organisation.
- I will comply with the lawful and reasonable directions of the Host Organisation, including undertaking any induction training provided by the Host Organisation.
- I will not use, disclose or copy the Host Organisation's Confidential Information in any form or in any manner except to the extent necessary to perform the Placement.
- I will ensure that any material produced as part of the Placement (including any assessment material) does not contain any personal or health information of the Host Organisation or any employee, patient, client, customer or other associate of the Host Organisation, unless I have obtained appropriate consent to include that information.
- I will not remove any Host Organisation property, documents or records from the premises without the Host Organisation's consent.
- If I am required to complete a Thesis as part of my Placement, I will provide a copy of my Thesis to the Host Organisation at least one month in advance of the Thesis being submitted for examination.

I also acknowledge and agree that:

- The Placement is a requirement of the Course.
- If I do not fulfill the requirements of the Placement (including any attendance requirements), I may fail the Placement.
- CDU may, in accordance with its policies as varied from time to time, discipline me for my conduct during the Placement.
- I am not entitled to any remuneration for the work I undertake as part of the Placement (unless otherwise stated).
- If the "Host Organisation owns IP", then to the extent that I acquire any right, title or interest in any Intellectual Property which is conceived, developed, discovered, invented, written, prepared, authored or made in the course of conducting the Placement, but excluding and Student Materials, I assign all such right, title or interest, including Intellectual Property Rights, in that Intellectual Property to the Host Organisation.
- Personal Information about me is collected by the Host Organisation for the purpose of administering the Placement in accordance with the Host Organisation's privacy policy. It sets out how I can access, seek correction of or complain about the handling of Personal Information.
- As required by the Host Organisation, I will obtain a police, working with children check and vaccinations prior to the Commencement Date.

- I will contact the Faculty WIL team and Unit coordinator if I have any concerns, issues or queries regarding the Placement.
- I will return all Host property, documents or records to the Host at the end fo the Placement or at any other time requested by the Host.

Definitions

Terms used in this Poll are as specified in the *Student Placement Agreement*.

Confidential Information means of a party that is:

- by its nature confidential;
- reasonably designated in any way by the party as confidential; or
- which the other party knows or ought to know is confidential.

Course means the course the Student is enrolled in at CDU.

Intellectual Property means any subject matter, whether tangible or intangible, that attracts, or is susceptible to protection by, Intellectual Property Rights.

Intellectual Property Rights means all rights resulting from intellectual activity whether capable of protection by statute, common law or in equity and includes copyright, discoveries, inventions, patent rights, registered and unregistered trademarks, design rights, eligible circuit layout rights, plant varieties, trade secrets and domain names and all rights and interests of a like nature, together with any and all documentation relating to such rights and interests.

Personal Information has the meaning given under the Privacy Acts, which is collected or handled by either of the parties in connection with the Host Organisation Agreement.

Placement means the Placement of a Student at the premises or facilities of the Host Organisation for the purpose of undertaking the Placement.

Student means a student enrolled in an appropriate unit or course at CDU.

Student Material means any Thesis, dissertation, assessment material or other works produced by the Student for the purpose of, or to fulfill the requirements of, the Course, and the Intellectual Property rights therein.

Thesis means any written thesis or approved alternative research components that the Student is required to submit to CDU to fulfill the requirement of their Course.

Student ID Number: _____

Name: _____

Signature: _____ Date: _____