

# INTERNSHIP CHARTER

## PURPOSE

This Charter outlines the roles and responsibilities of interns undertaking placements at the Financial Integrity Hub (FIH). Through practical learning experiences, interns contribute to FIH's vision of delivering pioneering analysis and actionable insights. The placement enables interns to apply their academic knowledge in real-world contexts.

## ROLE TERM

Interns at FIH enjoy practical exposure to the work of FIH, allowing them to engage with key social, economic, and ethical challenges in financial crime prevention and governance. Each placement is designed to offer meaningful contributions to FIH initiatives while supporting the interns' professional development.

## RESPONSIBILITIES

In addition to unit requirements (where relevant), the key responsibilities include the following:

1. Undertaking internship as directed by the FIH Director or their delegate.
2. Interns undertaking a placement with the Financial Integrity Hub are required to complete a minimum of 80 hours over the course of their placement. This will include participation in at least two face-to-face meetings per week: one on Tuesdays at the Macquarie City Campus and one on Thursdays at the North Ryde Campus, unless otherwise agreed.
3. Participating as a member of one of FIH's committees, which are: Operation and Governance, Engagement and Development, Media, or Research and Impact, for the duration of the placement.
4. Undertaking activities as assigned by the FIH Director or delegate, which may include research, drafting, event support, administration, or communications tasks.
5. Assisting with research and analysis, and the planning, coordination, and delivery of events, publications, and other initiatives as required.
6. Supporting FIH's social media and public engagement activities as directed by the Director or their delegate.
7. Demonstrating professionalism, confidentiality, and integrity in all activities, in accordance with FIH policies.
8. Maintaining effective communication with supervisors and FIH staff, seeking feedback and responding to guidance in a timely manner.
9. Contributing to a collaborative and respectful work environment, engaging with team members, Research Fellows, and stakeholders as appropriate.
10. Participating in professional development opportunities offered by FIH and Macquarie Law School, including seminars, workshops, and networking events.
11. Adhering to ethical research and data management practices, including confidentiality agreements and intellectual property requirements.
12. Providing progress updates and reports to supervisors or the FIH Director as requested, including feedback on the placement experience.

**Approved by the Financial Integrity Hub**

28 May 2025