EMS DATABASE - INSTRUCTIONS

There are a maximum of three individual steps required to create an internship placement in the EMS database:

- **Create a Company (12 minutes)**
- **Create a Supervisor (3 minutes)**
- **Create a Placement (5 minutes)**

Creating a company and creating a supervisor can be done at the same time, then you must wait for them both to be approved before you can create a placement.

If you are undertaking your internship at an organisation where students have been previously then you may only need to enter the placement details.

The EMS Database can be accessed online at [https://ems.vet.unimelb.edu.au](https://ems.vet.unimelb.edu.au)

INTERNSHIP PLACEMENT RULES

**Can I retrospective credit for an internship placement that I have already completed?**

**VETS30028**

You must have your internship placement approved by Dr Jane Owens and in the EMS Database prior to the commencement of the internship. If you undertake an internship placement without approval this placement will not be counted and you will need to find an additional requirement to meet the course requirements.

**AGRI20024, AGRI90076, AGRI90078**

You must have your internship placement approved in the EMS Database prior to the commencement of the internship. Permission to use past internship placements for this subject is rare and will only be granted in very special circumstances. You must seek permission from the subject coordinator Ms Ros Gall (rosgall@unimelb.edu.au).

**AGRI90078**

You must have your internship placement approved by Associate Professor Brian Davidson and in the EMS Database prior to the commencement of the internship. If you undertake an internship placement without approval this placement will not be counted and you will need to find an additional requirement to meet the course requirements.

To seek approval please complete the Placement Approval Request form and email it to the Student Enrichment Officer (fvas-enrichment@unimelb.edu.au).

**What about insurance?**

You are only covered by the University of Melbourne’s public liability, professional indemnity and personal accident insurance policies if you are:

- enrolled in an internship subject,
- the placement is relevant to your study area
- you are completing the placement in the same semester in which you are enrolled or in the holiday period immediately preceding the enrolment period, and
- all details are recorded and approved in the EMS database.
If you are travelling interstate or overseas to do your internship you must also complete the relevant travel insurance application at least 7 business days prior to departure. Students should ask the Student Enrichment Officer about this if they are not sure whether it applies to them.

What if the internship placement details change?
You should notify the Student Enrichment Officer if your dates or location changes so that this information can be recorded in the database for insurance purposes.

ACCESSING EMS
1. Log into the EMS database with your University of Melbourne username and password. If you have changed your password recently you may need to wait 30 minutes before logging in.
2. The first screen you will see is the Dashboard where you will see any recent announcements and your internship subject/s listed top and centre of the page. Click on the subject for which you are creating an internship record.
3. The subject page should be empty, the exception to this will be those students enrolled in VET30028 who are logging details of their second placement. Click on ‘Companies’ at the top of the page.

4. On the ‘Find a Company’ page you will have two options; you can either select your host organisation from the list or create a new company.
   - If your host organisation is not already listed continue to step 5.
   - If your host organisation is listed click on it and see if your proposed supervisor is listed underneath the map on the right side of the page.
     - If your supervisor isn’t listed, go to step 6.
     - If your supervisor is listed, go to step 7.
5. CREATING A NEW COMPANY
   a. Click on the ‘+ New Company’ tab at the top right of the page.
   b. You need to complete all fields on the ‘Details’, ‘Location’, ‘Info’ and ‘Course Settings’ tabs.
   c. In the ‘Details’ section you should enter the generic contact details for the company as listed on their website. Personal contact details of the person you will be working with onsite should ideally be recorded under supervisor details in a later step, however if you are being hosted by a smaller organisation and/or family business please enter the details of the person with whom you’ve been liaising.
d. The ‘Location’ tab is straightforward; please don’t worry if the map locator function doesn’t work for you.

e. In the ‘Info’ tab please provide as much details as possible. Whatever you write in the company’s profile is visible by other students, so write down the activities that you will be doing, but don’t personalise it. You should indicate whether accommodation is available onsite or in a nearby town, whether the organisation is accessible by train, bus, etc. It’s not necessary to document exactly how you will get there and where you will stay.
f. The ‘Course Settings’ tab is customised for each subject so for AGRI20024 and AGRI90076 please select your course and/or major. For VETS30028 please select the species with which your host organisation works; it is fine to enter multiple species in this space.

![Course Settings tab](image)

g. After entering all of the details click on ‘save’ at the bottom left of the page and a notification will be sent to the Student Enrichment Officer to approve the company.
6. CREATING A NEW SUPERVISOR

a. You should commence this step on the ‘Find a Company’ screen. Find and click on your host organisation in the list, then click on ‘Edit’ at the top of the page; you should end up on the screen that looks like the one below.

b. Click on ‘Create Supervisor’ and this will take you to the ‘Edit Supervisor’ page. Here you need to enter the title, name, email address and phone number of your supervisor – please note that it doesn’t need to be a mobile number, a landline is fine. You do not need to enter any details relating to your supervisor’s qualifications, this information is only required for students enrolled in the Doctor of Veterinary Medicine (DVM).
c. After entering all of the details click on ‘create’ at the bottom left of the page and a notification will be sent to the Student Enrichment Officer to approve the supervisor.

7. CREATING A NEW PLACEMENT REQUEST
   a. You should commence this step on the ‘Find a Company’ screen. Find your host organisation in the list, then click on ‘+ Create Placement’ on the right side of the page.
Entering your placement details is fairly straightforward. You should:

i. select your supervisor from the drop-down list,

ii. enter the start and end date of your placement, and then

iii. alter the ‘Days’ field directly under the dates to reflect the number of days that is the minimum required for your placement. It is fine if you are actually spending more days on site; we just need to know that you are meeting the minimum requirements.

iv. only check the box for ‘historic’ if you have already taken the placement. Please note that you should only retrospectively add a placement if you have sought permission from the subject coordinator or Student Experience Officer.

b. After entering all of the details click on ‘Submit’ at the bottom left of the. The system will take you to a screen that asks for you to leave an appeal, this is not necessary, unless you feel that you need to further justify your reason for choosing this host organisation or the specified timeframe. Click on ‘Submit’ again and a notification will be sent to the Student Enrichment Officer to approve the placement.