

## **Major Industrial Project Placement Scheme (MIPPS)**

### **School of Chemical and Biomolecular Engineering**

#### **Student Guidelines for 2027**

#### **BACKGROUND**

First established in the School of Chemical and Biomolecular Engineering at the University of Sydney in 2000, the MIPPS program provides final year undergraduate and postgraduate coursework students with the opportunity to work on a defined industry project while receiving full academic recognition.

Working for six months from January to June with an Industry Partner provides students with an excellent introduction to a professional engineering environment. However, this experience differs significantly from their recent University experience. The School seeks to prepare students for MIPPS by clearly communicating the expectations of both the University and by the Industry Partner, while also outlining the support that students can expect to receive from the University and the Industry Partner throughout their placement. Accordingly, students are required to comply with a number of specific requirements and conditions associated with their MIPPS Placement.

Students are expected to demonstrate professionalism, accountability, adaptability, and initiative throughout the Placement.

The intent of the MIPPS learning experience is for the student to be located at the Industry Partner site, with remote work only permitted with the Industry Partner's approval.

To ensure that all parties have a clear understanding of their roles, responsibilities, and expectations, the University/School provide students and Industry Partners with a range of information, agreements, policies, and support mechanisms before and throughout the MIPPS Placement, including:

- Industry Partners receive a formal set of MIPPS Guidelines before confirming their participation in the program.
- Industry Partners enter into a Scholarship Grant Agreement (SGA) with the University and pay a MIPPS fee to the University.
- The Academic Associate Supervisor (AAS) Obligations document requires AASs to advise Industry Partners of the University's specific expectations and obligations regarding their participation in the MIPPS program.
- Each MIPPS project is agreed in advance between the School and the Industry Partner and is approved by the University as being suitable for the program. Projects are established with broadly defined objectives, which are expected to be further refined and clarified as the project progresses. While minor adjustments to project direction are common and reflect the evolving nature of real industry needs, any significant changes to the objectives must be formally agreed between the Industry Partner and School, typically in consultation with the MIPPS student. The project remains the intellectual property and responsibility of the Industry Partner.
- Students receive a scholarship and sign a University Deed Poll covering intellectual property, confidentiality and compliance with the University policies. The policies include a general Student Code of Conduct, Student Project and Placement policy, MIPPS Terms and Conditions and a system (Riskware) for reporting any accident no matter how minor.
- Students are covered by the University insurance for the duration of the placement but are not an employee of the Industry Partner.
- Information sessions are provided in October of the year preceding the placement. A full-day orientation program is then delivered in January to provide students with background information on the MIPPS program, outline School and industry expectations, and offer guidance on how to successfully approach and undertake their MIPPS placements.
- Student will receive a set of MIPPS course materials prior to commencing the Placement.
- Placement allocation is determined by the School based on academic, professional, and logistical considerations. Students are invited to indicate their professional interests and any significant personal constraints; the final decision rests with the School. In making this decision the School considers all relevant factors, including University, School and Industry Partner project requirements, as well as the needs of the specific project.

## **STUDENT GUIDELINES**

1. Students should recognise that the key aim of MIPPS is to deliver real commercial and intellectual value to the Industry Partner through the successful completion of the agreed projects, as described in the Industry Partner's Project Description.
2. Students must report and comply with confidentiality requirements of the Industry Partner and adhere to both the University and Industry Partner's policies regarding the use of artificial intelligence (AI).

### **Safety & Conduct**

3. Students must comply with the Industry Partner requirements, including rules relating to attendance, conduct, and workplace behaviour. Students are required to complete the Industry Partner's induction program and adhere to all health and safety (WHS) and administrative requirements, policies and directions. This includes demonstrating a strong commitment to personal and driver safety and driving appropriately to prevailing traffic and environmental conditions at all work and personal times while undertaking the Placement.

### **Accommodation & Logistics**

4. For Placements located outside Sydney, students are responsible for arranging their local accommodation. Industry Partners are requested to subsidise any additional accommodation cost incurred beyond those normally associated with living in Sydney. Industry Partners are also requested to contribute to the additional cost associated with the student's initial travel to the Placement location and their return journey at the conclusion of the Placement.
5. For industry Placements on the outskirts of Sydney, students should attempt to minimise the daily commute time possibly by seeking local accommodation.

### **Pre-Placement Preparation**

6. Student must contact the Industry Partner before the end of the prior year to determine starting arrangements at the Industry Partner location.
7. During the initial stages of the MIPPS Placement, students should develop a detailed understanding of the project, identify possible sub-objectives and recognise areas that require further definition where flexibility in project objectives exists. These aspects should be progressively clarified and refined as the project develops. The Industry Partner, student and AAS should ensure that the requirements and expectations of the MIPPS program are reviewed and clearly understood during the first few days of the Placement.

### **Project Management**

8. The Industry Partner is expected to provide a laptop to the student for use during the Placement.
9. Students must develop, maintain, and regularly update a detailed project plan, including key milestones, decision points, and, where appropriate, contingency or alternative pathways. The project plan should be followed throughout the Placement and updated as required in consultation and agreement with the Industry Partner and Academic Associate Supervisor.

### **Communication**

10. Students should clarify before and during the Placement a detailed understanding of the support which can be both provided and not provided by the Academic Associate Supervisor and by the Industry Partner supervisor.
11. Students must initiate and maintain active and regular contact with her/his Academic Associate Supervisor and Industry Supervisor.
12. A formal progress meeting should be scheduled, typically on a monthly basis, and held at the Industry Partner's premises or, for distant Placements, via teleconference or web-conference. The meeting should be attended by the Industry Partner and Academic Associate Supervisors, and where appropriate, other relevant Industry Partner personnel. The first meeting following the Project commencement is particularly important for establishing expectations and confirming project direction.
13. Students are encouraged to circulate a one-to-two-page summary prior to each meeting. This summary should outline work completed, key findings and their implications, difficulties encountered and proposed strategies for addressing them, and the planned activities for the following month. Progress on the Case Study components should also be included.

### **Attendance & Commitment**

14. Students must attend the initial MIPPS information session in October which is held after the student has been awarded a MIPPS place but before allocation to the Industry Partner.
15. Students must attend the one-day MIPPS orientation program in January, which is held after the student has been advised the name of the Industry Partner and after the AASs have been allocated to students.
16. Students must attend two in-person presentation sessions in March and June at University, unless the MIPPS Placement is overseas. In this case students will attend and present using Webex or a similar platform.
17. Students must not undertake other employment during the MIPPS Placement.
18. The Placement duration is fixed and can only be extended under exceptional circumstances by specific application. Such extension is rarely granted.

### **THESIS REQUIREMENTS**

19. The thesis is a major output of the MIPPS project, serving both the needs of the Industry Partner and the academic requirements of the University. Accordingly, the thesis should be written in a manner that is accessible and useful to the Industry Partner and, as a result, may differ in structure from a traditional University-based research thesis.
20. The School will provide guidance on thesis structure and writing prior to the commencement of the Placement and at key stages throughout the placement. Students should seek project-specific advice from their Academic Associate Supervisor (AAS).
21. Students are required to submit draft thesis components to their Academic Associate Supervisor for feedback. While the AAS will provide guidance and comments, they will not undertake a detailed editorial review of the draft. Responsibility for the preparation, quality, and timely submission of the thesis rests with the student.
22. Requests for extensions may be considered but are granted only in exceptional circumstances. Students must also allow sufficient time for the Industry Partner to review the thesis and approve the release of any material prior to submission to the University. Permission from the Industry Partner must also be obtained for any material presented in student presentations or included in the final thesis. To facilitate this process, students should provide the draft thesis to both the Industry Partner and the AAS at least one month prior to submission of the final thesis. The final thesis must be submitted to the School by the specified due date, and a copy must also be provided to the Industry Partner.
23. At the time of submitting the draft thesis, students must also provide a 50-word summary describing the scope and key outcomes of the project. This summary must be reviewed and approved by the Industry Partner before submission.

### **CASE STUDIES**

24. A key component of MIPPS is a set of the completion of a series of Case Studies, which are designed to replace some of the course work normally undertaken during the MIPPS semester. The Case Studies consist of four areas: i) Process Design and Modelling, ii) Personal Safety, iii) Risk Management and iv) Project Management. Together they account for 10% of the total Placement effort.
25. Students are encouraged to integrate the Case Studies with their industry project wherever possible, drawing on the Industry Partner context to address best practice principles and develop competencies aligned with professional engineering standards.

### **FINAL REQUIREMENTS**

26. At the completion of the Placement, students must ensure that all relevant data, models, spreadsheets and equipment are returned to the Industry Partner. Any Industry Partner property including keys and access cards and other access devices must be returned prior to the conclusion of the Placement.
27. Students are expected to organise and deliver a presentation on their project at the Industry Partner's workplace. This presentation will normally occur towards the end of the Placement/ although it may be scheduled after the industry period, where necessary. Students should ensure that their Academic Associate Supervisor, the MIPPS Coordinator (Tim Langrish) and the Director of External Relations (David Hind) are invited to attend.
28. Students are required to present a poster at the MIPPS poster session held at the end of Semester 2. In addition, students may be required to present a short video summary of their project. Details of these requirements will be provided in the MIPPS information and assessment materials for 2027.



## PROCESS

- The existence of and link to these Guidelines is mentioned in the MIPPS student application flyer loaded in August each year.
  - The Guidelines will be referenced in the student interviews.
  - The contents of the Guidelines will be confirmed and discussed at the Student Information Session and Orientation Day.
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