HDRhub Support



Internships



HDRhub Internship Guidelines

These Guidelines cover the three key parts of the Research End User Engagement (REUE) in HDRhub. A Research end-user (REU) is defined as a business, government, non-government organisation, community and community organisation external to academia that will directly use or directly benefit from the output, outcome or results of the research. Specific exclusions are other universities, and the affiliates, controlled entities or subsidiaries of any university eg. medical research institutes.

As a UWA student you must be enrolled in your course and secure the appropriate levels of approvals to undertake an internship with an REU organisation. Before you commence the application in HDRhub you should discuss your REU Engagement plans with your supervisor and consider working through the skills self-assessment and getting familiar with the training plan parts of HDRhub.

Apply for an Internship

If you are applying for an advertised internship opportunity (eg. through APR.Intern or iPREP) or you wish to undertake a selfsourced internship, you must check your eligibility and have achieved your Confirmation of Candidature, with all milestones up to date. You will use the HDRhub REUE process to seek the approvals required in order to submit an application. You may request a letter of support from your supervisor here if you need one, or request endorsement of your eg. APR Student Approval form to upload to the external application portal.

If you are in the first 18 months of your candidature (or 36 months if part-time) you need to plan for a proposed future research internship, so that you can plan it into your research and training objectives. An eligible research internship must be related to the student's area of research.

You will need to obtain a written agreement stating the proposed R&D activities and the dates and duration of the internship. You will use this same HDRhub process to request university approvals and endorsement of a Letter of Agreement co-signed by the REU partner organisation and you, the Student. Your minimum commitment needs to be for a mutually agreed 60 days (full-time equivalent) spread over at least 3 calendar months (see more at <u>GRS Internships)</u>.

You can undertake the internship later in your course (subject to the Conditions outlined in the UWA Policy UP17/5) and will proceed to the next step in HDRhub in the weeks prior to the proposed start date to Confirm internship.

Confirm Internship

When you have been successfully selected to undertake an internship you will progress to the Confirm REUE internship in HDRhub. In order to proceed you will need to have formalised the arrangements with the REU organisation and secured a full Internship Agreement that details all aspects of the internship scope, dates, expectations and reporting as well as IP, confidentiality and insurance. You will need to allow at least 1 month in advance for the preparation of the formal Internship Agreement between parties. Some Internship Agreements are straightforward and use a standard agreement template but for self-sourced and bespoke internships these may not apply. When the Agreement is not a standard agreement and/or there are complex clauses that require access to legal support you should allow more time for the Parties to negotiate the terms of the Agreement.

You must upload the signed Internship Agreement and have it approved in HDRhub before you commence in the internship.

During the internship do maintain a cumulative record or timesheet of the time spent in the internship and at the conclusion of the internship have this endorsed or initialled by your REU organisation. You will be asked to upload the endorsed timesheet/engagement record along with your Reports to Close the internship event in HDRhub.

Report and Close Internship

As you near the conclusion of the internship you need to work on the final reports and reflections and time evidence with the REU organisation. HDRhub will prompt you to submit your final reports by uploading the appropriate documents to the system. The GRS will review your reports and may request more information if you have not uploaded all the required parts. Once approved the GRS will close off the internship and complete the administrative tasks to return you to your previous PhD candidature.

Please remember to update your Development profile and Training Plan in HDRhub and ensure that all your documents are in your log. Keeping this up to date will serve you well in the future as a record of your progress and activities during your candidature. It can be downloaded as a record anytime and can be used to inform your subsequent training plans as you move through your researcher training and development. It will also be useful to update your CV for future employment opportunities.

Starting a Proposed Internship Application in HDRhub





Use the Analysis tool and Training Plan in HDRhub to work out your development goals and what you're aiming to achieve from an internship.

Discuss your proposed REU partner organisations and the relevance of your intended internship with your supervisor



Visit the <u>HDRhub FAQs</u> and <u>website</u> for information on the internship requirements and process.



Obtain approval from your supervisor to apply for an internship and gather the required materials. Ready to start? Login into your HDR Project in HDRhub.

Step by step guide

Supervisor			
Principal & Coordinating	Prof	Absence without suspension	
supervisor			
Co-supervisor	Dr	PROGRESSION	
Graduate Research Co	Prof	Research proposal	
Enrolment Status	Active	Interim report	
Stage	Research Proposal	Progress review and Confirmation	
Enrolment type	Full Time	of Candidature	
Attendance mode	On campus	DEVELOPMENT	Check your Training Plan is
Course Code	00810.2	Analyzia	skills and experience you're
Course Title	Doctor of Philosophy		aiming to develop through you
Course Type	Doctor of Philosophy		internship
Student Status	Fee-paying overseas student	Log	
Total EFTSL	1	Supervision meetings	
EFTD Used	384		
		Project budget	
		Scholarships	
		Research end user engagement	Click to open
		Franciscokiese	

Create Internship application

Research end user engagement overview		Begin Research end user engagement
Miss HDR Candidate Research Project Create new application Application Date Status	Click to start application	All HDR candidates need to obtain approval before undertaking any form of Research End User Engagement (REUE), eg: internship, work integrated learning, placement. Undertaking a REUE will typically be counted as part of your candidature time. Scholarship holders should read the conditions of their scholarship to determine eligibility. Would you like to start the Research end user engagement process? Cancel Start

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	Research end u	user engagement - Miss					
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onservatorium of Music ental School	HDR Candidate Proiect	Miss		Apply for REUE Waiting for submission		Click here to start	Then Progress when ready on Cancel if you do not wish to proceed with an application
raduate School of ducation	Date	01 Jun 2022		•		application	You can start again anytime
w School	Supervisor			··· Confirm REUE			
edical School ceans Graduate School hool of Allied Health	Principal & Coordinating supervisor	Prof		··· Report & close REUE			STATUS
hool of Biological		Dr		Add note			Waiting for submission
iences hool of Biomedical	Course Code	00810.2				<u></u>	CURRENTLY WITH
iences hool of Design						Note that the next sections are not available until you	Progress
hool of Earth Sciences hool of Engineering	Tasks					have secured an internship that you	Cancel
hool of Human	Research end us	er engagement				are soon to commence	
chool of Humanities	star	ted the workflow	01 Jun 2022, 18:14				Add note



Application form F Confirm	7
Engagement REUE Details Proposed internship Evidence Confirmation	
Have you checked to see whether you are eligible to undertake this industry engagement? * Check the Experential learning policy, reference to agreements with other parties, outstanding encumbrances, or milestones • Yes O No Experential learning policy	Tip: Ensure your milestones/progress reviews are up to date, encumbrances met, and policy requirements are understood
If you are in the first 18 months of your enrolment, are you seeking pre-approval of a planned future internship agreed by 'Letter of Agreement or Intent' with an REU organisation?	
If YES, you will be asked to upload the Letter of Agreement signed by the REU organisation and you (the candidate) for approval by UWA GRS in the Evidence tab.	
Will you be applying to suspend your candidature for the duration of the internship? *	Click I for links or more information
If your suspension application is not approved, your internship will not be approved. Discuss with your supervisor in the first instance.	1
Ves (No	
Do you require a supporting letter from your supervisor for your application? *	
Once approved, the supporting letter can be downloaded from this application.	
Will financial support be provided to you from the REU organisation? *	
Yes	
○ No	
O Other	
Provide details on any financial support you will receive from the organisation or other parties to undertake this activity.	
Eg: will this be a stipend or a lump sum payment; is it over the life of the internship; is it a private arrangement; does it need to be paid via UWA?	
Organisation to pay	
	Click Save & Continue (or save later)
Save and continue Save for later	
Engagement REUE Details Proposed internship Evidence Confirmation	





Following approvals obtained, you will apply for the internship outside the HDRhub system, if you are successfully selected or the agreed start date is approaching you must log back into HDRhub and complete the next step to Confirm the REU internship.

You can still edit your application if it needs updating e.g. dates, organisation name, agreement, if you need to extend your internship.

Confirm REUE:	Research end user engagement - M.		
Research end user engagement Title HDR Candidate	Research end user engagement - M	STATUS Waiting for submission	
Project	HDR Candidate Research Project	CURRENTLY WITH	
Date	23 May 2022	Progress	
Supervisor Coordinating		Cancel	
supervisor Principal supervisor	Pre	Add note	
Academic year	2022		
Course Code	01880.1		
Tasks			

user engagem	ent - M			
			Applicati	on form) > Confirm
Internship Details	Scholarship	Suspension	Evidence	
Start date of REUE ac	tivity *			
Ensure this date is correc 23 May 2023	t and matches	the Agreement,	as it can't be cha	nged after approval.
End date of REUE act	ivity *			
Ensure this date is correc 31 Aug 2023	t and matches	the Agreement,	as it can't be cha	nged after approval.
Name of internship pr	ogramme			
IPREP				
Type of activity				
internship				
Name of organisation				
Metabolic Health Soluti	ons			
Name of supervisor at	the organis	ation *		
J				
Indicate the approxim	ate days or h] ber of days c	ours per wee	k attending the ding the activity	activity. ,.
60 day 🗸]			
Reason *				
Provide a description of th	ne intended wo	rk and the exter	t to which it is rela	ated to your project.
Internship aligned to build KSA in ke changed as can onl	to researd eping with y commence	ch topic and Training Pl internship	opportunity an. Dates now during PhD	
Save and continue	Save fo	or later		
Internship Details	Scholarship	Suspension	Evidence	

Edit Application form: Confirm REUE: Research end

Edit Application form: Confirm REUE: Research end user engagement - M
Application form Confirm
Internship Details Scholarship Suspension Evidence
If you currently hold a living allowance stipend scholarship, subject to its conditions, you may choose how you receive your internship payment. Check the conditions of your scholarship.
Future requests for an extension of scholarship on the grounds of participation in the internship, will not be approved.
Do you wish to suspend your stipend scholarship until completion of the REUE?*
You may be able to suspend your stipend scholarship for the whole period of the internship and resume your scholarship at the end of the internship with no loss of scholarship tenure.
The scholarship expiry date will be extended to account for the suspension, however note that you cannot temporarily resume your scholarship to take paid annual leave/holidays during the internship.
Do you wish to continue receiving your current stipend scholarship payments for the whole period of the internship? *
✓ Yes ● No ✓ I understand that if I am in receipt of a scholarship and have elected to suspend it for the period of REUE, I will need to submit a Stipend Claim to restart my stipend on completion of the REUE.
Save and continue Save for later
Internship Details Scholarship Suspension Evidence

If you need to make changes to your Scholarship or Suspend your candidature, complete the fields in the relevant tab. Click Save & continue or Save for later.

			Application form Confirm
ternship Details	Scholarship	Suspension	Evidence
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ou are seeking to	suspend, you	will also need to	submit a suspension application.
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Edit Application form: Confirm REUE: Research end user engagement - Mr
Application form
In most circumstances you will need to upload a student deed poll and an internship agreement. If you have not uploaded these documents, detail the reasons. Upload relevant internship agreement/s
Drag files here or <u>choose file</u>
Agreement.docx × Student deed poll If required.
Drag files here or <u>choose file</u> Deed Poll.docx ×
The supporting documentation The Drag files here or <u>choose file</u>
Reason/s for not uploading these documents.
Internship Details Scholarship Suspension Evidence

Tip: Review the confidentiality and intellectual property impact of your research and/or internship with your supervisor at UWA and partner organisation. For assistance please refer to <u>intellectual property & commercial-in-confidence/confidentiality</u> requirements.

Edit Supervisor form: Apply for REUE: Research end

user engagement - N

Supervisor's view of internship applications (REUE)

Check your HDR Candidates.

Then click on Research end user engagement overview button to show the list of HDR students and the status of their internship application.



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ŀ	Research and user			
L	Title	Research end user engagement - Mr Abel Cr	awford (21981808)	STATUS Waiting for Partnerships Manager
	HDR Candidate	Mr		to review application
c	Project	HDR Candidate Research Project		CURRENTLY WITH
	Date	23 May 2022		Partnerships Manager
L	Supervisor Coordinating supervisor	Dr L		
ŀ.	Principal supervisor	Prof		Supervisor form
	Academic year	2022		
	Course Code	01880.1		Download printable PDF
	Tasks			Add note
	8		22 May 2022 44-08	

Currently with Partnerships

application and arrange for endorsement on behalf of the university. Please allow

will receive notification in

manager to progress

for processing time. Once progressed, the student and the supervisor

HDRhub.

Tasks show history of application, approvals through to completion.



Recording a Completed Internship in HDRhub



Internship already completed but not processed in HDR hub

Click on Research End User Engagement tab on the Right Hand side of the screen. Start application to progress.

Edit Application form: Apply for user engagement - Mr	REUE: Research end
	Application form Confirm
Engagement REUE Details Evidence	
Are you currently undertaking, or, have you alreat other Research End User Engagement? * • Yes	dy completed an Internship or
Save and continue Save for later	
Engagement REVE Details Evidence	

Follow the prompts and complete all fields.

Tip: Check the REU partner website for the ABN or visit <u>ABN Look up</u>. Ensure the REU partner's location match as organisations may have more than one business entity. The name of the Research End User Engagement will turn green if known by HDRhub. If not you need to enter the name again in the 2^{nd} field.

If you're unsure, then save for later and complete your details.

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