

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 self-sourced 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 [GRS Internships](#)).

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



①

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.

②

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

③

Visit the [HDRhub FAQs](#) and [website](#) for information on the internship requirements and process.

④

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 supervisor | Prof | <input type="text"/> |
| Co-supervisor | Dr | <input type="text"/> |
| Graduate Research Coordinator | Prof | <input type="text"/> |
| Enrolment Status | Active | |
| Stage | Research Proposal | |
| Enrolment type | Full Time | |
| Attendance mode | On campus | |
| Course Code | 00810.2 | |
| Course Title | Doctor of Philosophy | |
| Course Type | Doctor of Philosophy | |
| Student Status | Fee-paying overseas student | |
| Total EFTSL | 1 | |
| EFTD Used | 384 | |

| |
|---|
| Absence without suspension |
| PROGRESSION |
| Research proposal |
| Interim report |
| Progress review and Confirmation of Candidature |
| DEVELOPMENT |
| Analysis |
| Training plan |
| Log |
| Supervision meetings |
| Project budget |
| Scholarships |
| Research end user engagement |
| Examinations |



Check your Training Plan is updated and you know which skills and experience you're aiming to develop through your internship

Click to open

Create Internship application

Research end user engagement overview

Miss

HDR Candidate Research Project

Create new application

| Application | Date | Status |
|-------------|------|--------|
|-------------|------|--------|

Click to start application

Begin Research end user engagement

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**

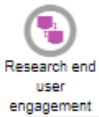
Research end user engagement - Miss



Home

The University of Western Australia

- Business School
- Conservatorium of Music
- Dental School
- Graduate School of Education
- Law School
- Medical School
- Oceans Graduate School
- School of Allied Health
- School of Biological Sciences
- School of Biomedical Sciences
- School of Design
- School of Earth Sciences
- School of Engineering
- School of Human Sciences
- School of Humanities
- School of Indigenous



Research end user engagement

| | |
|---------------|--|
| Title | Research end user engagement - Miss |
| HDR Candidate | Miss |
| Project | - - - - - |
| Date | 01 Jun 2022 |
| Supervisor | <i>Principal & Coordinating supervisor</i> Prof <i>Co-supervisor</i> Dr |
| Academic year | - - - - - |
| Course Code | 00810.2 |

Tasks

| | |
|--|-------------------------------------|
| | Research end user engagement |
| | started the workflow |
| | 01 Jun 2022, 18:14 |

STATUS
Apply for REUE

Apply for REUE
Waiting for submission

... Confirm REUE

... Report & close REUE

Click here to start application

Then Progress when ready or Cancel if you do not wish to proceed with an application. You can start again anytime

Note that the next sections are not available until you have secured an internship that you are soon to commence

STATUS
Waiting for submission

CURRENTLY WITH

Progress

Cancel

Engagement REUE Details Proposed internship Evidence Confirmation

Are you currently undertaking, or, have you already completed an Internship or other Research End User Engagement? *

Yes

No

Save and continue Save for later

Engagement REUE Details Proposed internship Evidence Confirmation

Complete each tab and save to continue to the next tab, or if still obtaining details then save for later

- REUE Details
- Start date of REUE activity
 - 05 Apr 2022
- End date of REUE activity
 - 30 May 2022
- Name of proposed programme (if known)
 - iPREP
- Type of activity
 - internship
- Name of the organisation
 - Centre for Entrepreneurial Research and Innovation
- Supervisor's name at the organisation
 - Emajinare Supervisor
- Indicate the approximate days or hours per week attending the activity.
 - 2 day
- Indicate the total number of agreed days or hours attending the activity.
 - 60 day
- Reason
 - Directly related to my research topic and provided me with industry experience and networking opportunities with completion of a small project. This was supported by my supervisor.
- Evidence
 - Upload any relevant internship application document that requires UWA approval.
 - If you are in receipt of an externally provided stipend scholarship or sponsorship, upload the provider's written approval.
 - Other supporting documentation
 - END -
- Attached files
 - Agreement.docx
 - Advertisement.docx

This view is the print version.

Enter REU Partner Organisation details and complete all fields. TIP: start typing the name of the organisation in the yellow box to select from a list, if it does not appear then make sure you Enter the full name and address of the REU partner organisation as well as the ABN and REU supervisor name. Refer to FAQs

Tip: Visit website or use [ABN Lookup](#)

TIP: PhD students in the first 18 months of their candidature (36 months for part-time), will need to apply for a minimum of 60 FTE days (to be completed over at least 3 calendar months - Refer to FAQs

Upload signed documents from all parties and click Save and Continue. Print or save your application form.

Application form Confirm

Engagement REUE Details Proposed internship Evidence Confirmation

Have you checked to see whether you are eligible to undertake this industry engagement? *

Check the Experiential learning policy, reference to agreements with other parties, outstanding encumbrances, or milestones

Yes No

Experiential learning policy

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.

Yes No

Will you be applying to suspend your candidature for the duration of the internship? *

If your suspension application is not approved, your internship will not be approved. Discuss with your supervisor in the first instance.

Yes No

Do you require a supporting letter from your supervisor for your application? *

Yes No

Once approved, the supporting letter can be downloaded from this application.

Will financial support be provided to you from the REU organisation? *

Yes
 No
 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

Save and continue Save for later

Engagement REUE Details Proposed internship Evidence Confirmation

Tip: Ensure your milestones/progress reviews are up to date, encumbrances met, and policy requirements are understood

Click **i** for links or more information

Click Save & Continue (or save later)

Application form Confirm

Engagement REUE Details Proposed internship Evidence Confirmation

Please complete all the required fields.

Upload any relevant internship application document that requires UWA approval.
 eg: (i) APR Internship requires a pre-filled form from the APR Intern application portal; or (ii) letter of agreement intent signed by the REU org for a planned future internship

Drag files here or [choose file...](#)

Letter of Agreement.docx

All details including school level approvals need to be complete.
 Once approved, the supporting document can be downloaded to append to your internship application.

If you are in receipt of an externally provided stipend scholarship or sponsorship, upload the provider's written approval.
 If your scholarship is funded by a sponsor external to UWA, you will need to provide evidence of approval from the sponsor that you may undertake this REU activity.

Drag files here or [choose file...](#)

Other supporting documentation *
 eg: an email notification that describes the opportunity, or a PDF/screen shot of the internship's advertisement found on a web-site, bulletin board, newsletter, etc.

Drag files here or [choose file...](#)

Advertisement.docx

Not enough entries, 1 required

Save and continue Save for later

Engagement REUE Details Proposed internship Evidence Confirmation

Tip: Discuss with your supervisors first then gather signatures for their approval to the document, then upload signed document.

Tip: You'll receive a prompt if fields are incomplete when you attempt to click save and continue.

Use the free text boxes and notes fields to provide any additional information in support of your application

Click Save & Continue (or save for later) then Click Confirm to Submit (or Cancel).

Application form Confirm

Engagement REUE Details Proposed internship Evidence Confirmation

I acknowledge that I must continue to make satisfactory progress in my course while undertaking this REUE, and meet all assigned milestones by the due date.

Save and continue Save for later

Engagement REUE Details Proposed internship Evidence Confirmation

Application form Confirm

Submit

Cancel Confirm Submit

Notes (Notes can be seen by the applicant and all staff reviewing this application.)



Apply for REUE: Research end user engagement - M



Research and
user
engagement

| | |
|---------------|--|
| Title | Research end user engagement - [redacted] |
| HDR Candidate | [redacted] |
| Project | HDR Candidate Research Project |
| Date | 23 May 2022 |
| Supervisor | |
| | <i>Coordinating supervisor</i> [redacted] |
| | <i>Principal supervisor</i> [redacted] |
| Academic year | 2022 |
| Course Code | 01880.1 |

STATUS

Waiting for Coordinating supervisor to review application

CURRENTLY WITH

[redacted]

Cancel

APPLICATION

[Application form](#)

[Download printable PDF...](#)

Add note

Tasks

| | |
|--------------------------------------|--------------------|
| [redacted] submitted the application | 23 May 2022, 14:08 |
|--------------------------------------|--------------------|



Application now submitted to supervisor for approval, you will see if it is with Supervisor for approval and then it progresses to the Partnerships Manager to confirm your eligibility and endorse the internship. Please allow for processing time.



Click to see your application



Download application to save or print with or without attachments

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 and user engagement

| | |
|-------------------------|----------------------------------|
| Title | Research end user engagement - M |
| HDR Candidate | N |
| Project | HDR Candidate Research Project |
| Date | 23 May 2022 |
| Supervisor | |
| Coordinating supervisor | D |
| Principal supervisor | Pr |
| Academic year | 2022 |
| Course Code | 01880.1 |

STATUS
Waiting for submission

CURRENTLY WITH

- Progress
- Cancel

Tasks

Edit Application form: Confirm REUE: Research end user engagement - M

Internship Details Scholarship Suspension Evidence

Start date of REUE activity *
Ensure this date is correct and matches the Agreement, as it can't be changed after approval.
23 May 2023

End date of REUE activity *
Ensure this date is correct and matches the Agreement, as it can't be changed after approval.
31 Aug 2023

Name of internship programme
iPREP

Type of activity
internship

Name of organisation
Metabolic Health Solutions

Name of supervisor at the organisation *
J

Indicate the approximate days or hours per week attending the activity.
2 day

Indicate the total number of days or hours attending the activity.
60 day

Reason *
Provide a description of the intended work and the extent to which it is related to your project.
Internship aligned to research topic and opportunity to build KSA in keeping with Training Plan. Dates now changed as can only commence internship during PhD

Internship Details Scholarship Suspension Evidence

Edit Application form: Confirm REUE: Research end user engagement - M [redacted]

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? *

Yes No



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.

Edit Application form: Confirm REUE: Research end user engagement - M [redacted]

Application form > Confirm

Internship Details Scholarship Suspension Evidence

If you are seeking to suspend, you will also need to submit a suspension application.

Will you be seeking a suspension of candidature to undertake this REUE? *

International student visa holders are not permitted to suspend to undertake a REUE.

Yes No

Save and continue

Save for later

Internship Details Scholarship Suspension Evidence


Edit Application form: Confirm REUE: Research end user engagement - Mr


Application form > ● Confirm

Internship Details Scholarship Suspension **Evidence**

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 [choose file...](#)


 Letter.docx ✕

 Agreement.docx ✕


Student deed poll

If required.

 Drag files here or [choose file...](#)

 Deed Poll.docx ✕

Other supporting documentation

 Drag files here or [choose file...](#)

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 [intellectual property & commercial-in-confidence/confidentiality](#) requirements.

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.

Apply for REUE: Research end user engagement - M...

Research end user engagement

Title: Research end user engagement - M...

HDR Candidate: ...

Project: HDR Candidate Research Project

Date: 23 May 2022

Supervisor: Coordinating supervisor Dr ... Principal supervisor Prof ...

Academic year: 2022

Course Code: 01880.1

STATUS
Waiting for Coordinating supervisor to review application

CURRENTLY WITH
Progress

APPLICATION
Application form

Download printable PDF...

Add note

Tasks
... submitted the application 23 May 2022, 14:08

Click to see your student's internship application and display details and agreements signed by supervisors. Progress to next screen to Approve or not.

Edit Supervisor form: Apply for REUE: Research end user engagement - M...

Review Supervisor form Confirm

Have you discussed this proposed industry engagement with the student and the other supervisors? *

Yes No

I understand that this proposed industry engagement will not extend the student's candidature time limit and that the student must continue to make satisfactory progress and meet all assigned milestones. *

Yes No

Comment on the relevancy of this internship for this candidate. *

approved

Evidence *
Upload all relevant documents, eg: (i) your support letter if requested by this student; (ii) existing agreement that relates to a plan for the student to undertake an internship with a REU.

Drag files here or choose file...

Letter.docx X

Save and continue Save for later

Click to progress to next screen Endorse or not.

Supervisor's view of internship applications (REUE) cont.

Apply for REUE: Research end user engagement - M

Research and user engagement

| | |
|-------------------------|--|
| Title | Research end user engagement - Mr Abel Crawford (21981808) |
| HDR Candidate | Mr [REDACTED] |
| Project | HDR Candidate Research Project |
| Date | 23 May 2022 |
| Supervisor | |
| Coordinating supervisor | Dr L [REDACTED] |
| Principal supervisor | Prof [REDACTED] |
| Academic year | 2022 |
| Course Code | 01880.1 |

STATUS
Waiting for Partnerships Manager to review application

CURRENTLY WITH Partnerships Manager

APPLICATION

Application form

Supervisor form

Download printable PDF...

Add note

Tasks

| | |
|--------------------------------------|--------------------|
| [REDACTED] submitted the application | 23 May 2022, 14:06 |
| [REDACTED] endorsed the application | 23 May 2022, 15:20 |

Tasks show history of application, approvals through to completion.

Currently with Partnerships manager to progress application and arrange for endorsement on behalf of the university. Please allow for processing time. Once progressed, the student and the supervisor will receive notification in HDRhub.

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 REUE: Research end user engagement - Mr [redacted]

Application form > Confirm

Engagement REUE Details Evidence

Are you currently undertaking, or, have you already completed an Internship or other Research End User Engagement? *

Yes
 No

Save and continue Save for later

Engagement REUE Details Evidence

Follow the prompts and complete all fields.

Tip: Check the REU partner website for the ABN or visit [ABN Look up](#). 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 2nd field.

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

Engagement REUE Details Evidence

Start date of REUE activity *

05 Apr 2022

End date of REUE activity *

30 May 2022

Name of proposed programme (if known)

eg: APPE Intern, Forage, iFELP, Practera, direct individual arrangement, McCusker, other

IPREP

Type of activity

eg: Internship, work-integrated learning, placement

Internship

Name of the organisation

Start typing to find and select the REU organisation, if it is not listed then complete the details below.

Centre for Entrepreneurial Research and Innovation

If the name of the organisation does not appear above, please complete the following fields:

Organisation's name

Please do not abbreviate the company/organisation's name.

Centre for Entrepreneurial Research and Innovation

Organisation's address

Level 1/22 Stirling Hwy, Nedlands WA 6009

Organisation's ABN

Enter N/A if an international organisation.

9387482783498

Supervisor's name at the organisation *

Emajinara Supervisor

Indicate the approximate days or hours per week attending the activity.

Indicate an overall average for the entire internship if the attendance will vary from week to week.

2 day

Indicate the total number of agreed days or hours attending the activity.

This can be adjusted when the activity has been confirmed.

60 day

Reason *

Provide a description of the intended scope of work and the extent to which it is related to your project. Indicate how your attendance will be recorded to fulfil the agreed total number of days.

Directly related to my research topic and provided me with industry experience and networking opportunities with completion of a small project. This was supported by my supervisor.

Save and continue Save for later

Engagement REUE Details Evidence

Engagement REUE Details **Evidence**

Upload any relevant internship application document that requires UWA approval.
 eg: (i) APR Internship requires a pre-filled form from the APR Intern application portal; or (ii) letter of agreement intent signed by the REU org for a planned future internship

Drag files here or [choose file...](#)

Agreement.docx X

All details including school level approvals need to be complete.
 Once approved, the supporting document can be downloaded to append to your internship application.

If you are in receipt of an externally provided stipend scholarship or sponsorship, upload the provider's written approval.
 If your scholarship is funded by a sponsor external to UWA, you will need to provide evidence of approval from the sponsor that you may undertake this REU activity.

Drag files here or [choose file...](#)

Other supporting documentation *
 eg: an email notification that describes the opportunity, or a PDF/screen shot of the internship's advertisement found on a web-site, bulletin board, newsletter, etc.

Drag files here or [choose file...](#)

Advertisement.docx X

Save and continue Save for later

Engagement REUE Details **Evidence**

Application form - Confirm

Submit Cancel Confirm: Submit

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

STATUS
Report & close REUE

✓ **Apply for REUE**
Internship already completed

● **Confirm REUE**
Waiting for Partnerships Manager to submit endorsement
Partnerships Manager

... Report & close REUE

Add note

Once submitted, HDRhub notifies the Partnerships Manager to endorse the REUE. You can check this by clicking Back to show the status of REUE. Once endorsed you will receive notification of a Task to submit your REUE report.

Tasks Show future tasks

Report & close REUE: Research end user engagement - M... Full info...

Please submit your report

Report and Close REUE

Submit your final internship report

Report submission Confirm

Please upload any final report produced for your internship host.
Optional. If you are bound by confidentiality conditions, please indicate this.

Drag files here or [choose file...](#)

report.docx X

Please upload your reflection as soon as it is finalised.

Drag files here or [choose file...](#)

Reflection Report.docx X

Please provide your documented evidence of time spent.

Drag files here or [choose file...](#)

Letter.docx X

I confirm that my REUE activity has been included in my training plan/log.

Please provide any feedback in relation to your industry engagement.

Excellent opportunity to broaden my thinking about future employment prospects and great for networking with seasoned industry experts. Highly recommend the internship.

Save and continue Save for later

Report submission Confirm

Submit Cancel Confirm Submit

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

STATUS
Waiting for Partnerships Manager to review report

CURRENTLY WITH
Partnerships Manager

APPLICATION
Report submission

Download printable PDF

Add note

Following review by the Partnerships Manager you will be notified in HDRhub that is completed and REUE closed. This is reflected in your Project History tab.

Project history:

cross-species

| | |
|-------------|---|
| | <input type="text"/> |
| | <input type="text"/> |
| 30 May 2022 | Research end user engagement: Report & close REUE completed |
| 30 May 2022 | Research end user engagement: Confirm REUE completed |
| 30 May 2022 | Research end user engagement: Apply for REUE complete |
| 25 May 2022 | Mid candidature progress review 1 |