HDRhub Support



Report & Close an Internship



Recording a Completed Internship in HDRhub

As you near the conclusion of the internship you need to work on the 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.

Also 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 also is useful to update your CV for future employment opportunities.

Internship already completed

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

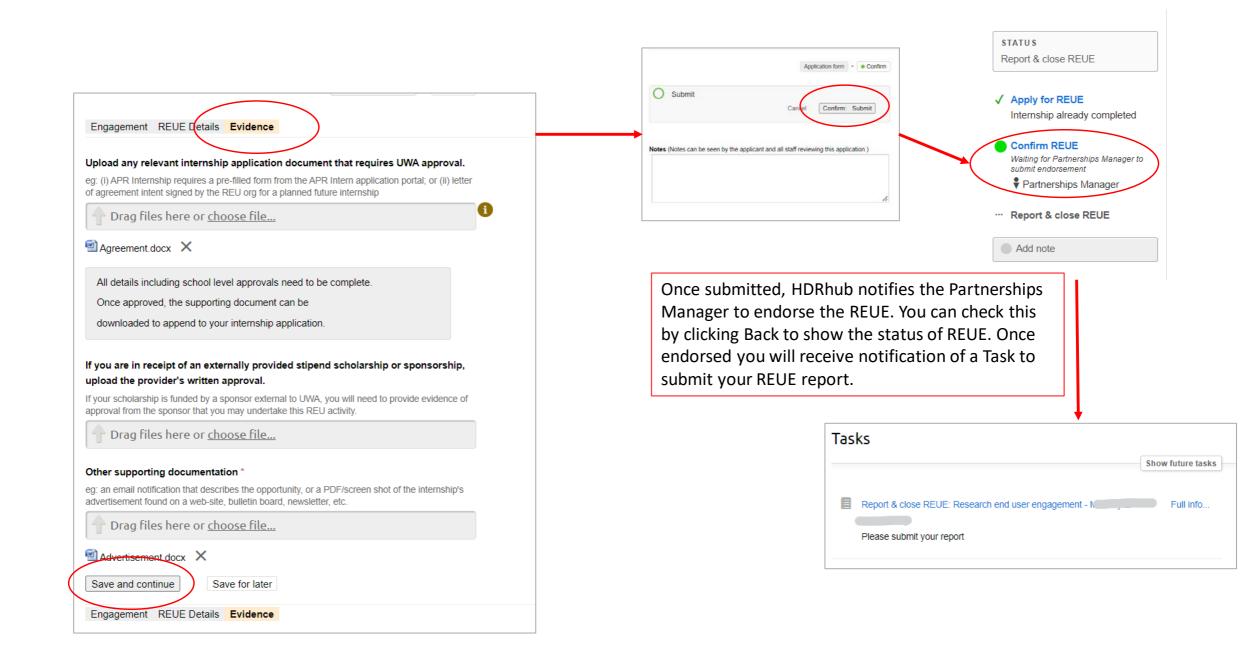
Edit Application form: Apply for user engagement - Mr	r REUE: Research end
	Application form Confirm
Engagement REUE Details Evidence	
Are you currently undertaking, or, have you alreat other Research End User Engagement? *	ady completed an Internship or
Yes No	
Save and continue Save for later	
Engagement REUE Details Evidence	

Follow the prompts and complete all fields.

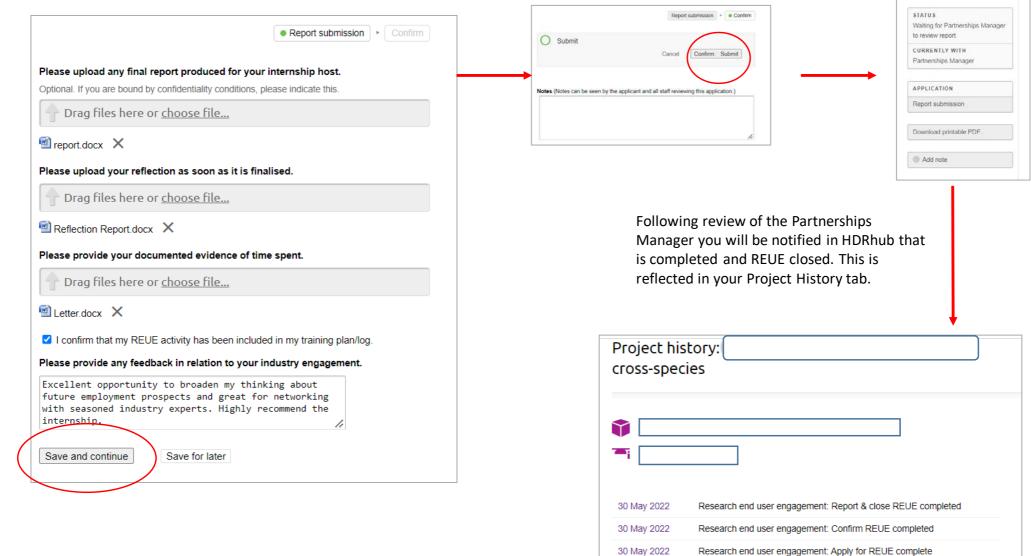
Tip: Check the REU partner website for the ABN or visit <u>ABN Look up</u>. Ensure the REU partner's location match as organisations may have more than one business entity. The name of the Research End User Engagement will turn green if known by HDRhub. If not you need to enter the name again in the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

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

Engagem	nent REUE Detalls Evidence
Start date	of REUE activity *
05 Apr 20	22
End date of	of REUE activity *
30 May 20	022
	ropocad programme (if known) em, Fonege, IPREP, Praclane, direct individual amangement, McCuaker, other
IPREP	
Type of ap	tivity
	ip, work-integrated learning, placement
internship	
Name of th	he organization
	to find and select the REU organisation, if it is not listed then complete the details
Centre for	r Entrepreneurial Research and Innovation
If the name fields.	e of the organisation does not appear above, please complete the following
Organisati	ion's name
	of abbreviale the companylorganisation's name.
Centre for	r Entrepreneurial Research and Innovation
Organicat	ion's address
Level 1/22	2 Stirling Hwy, Nedlands WA 6009
Organicat	Ion's ABN
Enler N/A If	an international organization.
93874927	/83498
Superviso	r's name at the organisation *
Emajinare	Supervisor
Indicate th	e approximate days or hours per week attending the activity.
	overall average for the entire internabip if the attendance will vary from week to week.
2	day 💙
Indicate th	te total number of agreed days or hours attending the activity.
This can be	adjusted when the activity has been confirmed.
60	day 💙
Reason*	
	excription of the intended scope of work and the extent to which it is related to your cale how your attendance will be recorded to fulfit the agreed total number of days.
Directly	related to my research topic and provided me
	Austry experience and networking opportunities pletion of a small project. This was supported.
	pervisor.
Save and	continue



Submit your final internship report



25 May 2022

Mid candidature progress review 1