

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 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

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 ✕

Please upload your reflection as soon as it is finalised.

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

Reflection Report.docx ✕

Please provide your documented evidence of time spent.

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

Letter.docx ✕

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 of 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