



## Higher Degree by Research Internships Policy

### Policy UP25/3 (F25/2215)

<b>Policy Approver</b>	Academic Board
<b>Policy Sponsor</b>	Deputy Vice-Chancellor (Research)
<b>Policy Owner</b>	Pro Vice-Chancellor (Research Training)
<b>Policy Secretary</b>	Academic Secretary
<b>Policy Type</b>	Academic
<b>Policy Category</b>	Academic Governance

#### 1. Purpose and Scope

- 1.1. This policy outlines the requirements for undertaking a Higher Degree by Research (Research) internship.
- 1.2. This policy applies to doctoral candidates, supervisors and all stakeholders involved in research internships.
- 1.3. This policy is to be read in conjunction with the following instruments:
  - (a) Commonwealth Scholarships Guidelines (Research) 2017
  - (b) Examination of Higher Degree by Research Candidates
  - (c) Australian Government Research Training Program Scholarship
  - (d) Student Enrolment Policy
  - (e) Academic Progress Policy
  - (f) Research Integrity Policy
  - (g) Academic Integrity Policy
  - (h) Intellectual Property Policy
  - (i) Travel Policy
  - (j) Review and Appeal of HDR Decisions
  - (k) University Code of Ethics and Code of Conduct
  - (l) Experiential Learning Policy
  - (m) Student Support Policy
  - (n) Diversity, Equity and Inclusion Policy
  - (o) Course Rules
  - (p) Conflicts of Interest Policy
  - (q) Australian Code for the Responsible Conduct of Research (2018)
  - (r) University's Code of Ethics and Code of Conduct

#### 2. General principles

- 2.1. The University recognises research internships as a critical part of a supportive and enriching research training environment for HDR candidates.
- 2.2. All internships must be developed and conducted in a manner that:
  - (a) reflects the University's commitment to a respectful, collegial, and inclusive research culture
  - (b) upholds the highest standards of research integrity and academic conduct.

#### 3. Research Internships

- 3.1. A research internship must be related to the candidate's area of research.
- 3.2. A research internship must be formalised by an internship agreement between the candidate, University and research end-user.
- 3.3. A research end-user is an individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or results of the research.

#### 4. Internship Agreements

- 4.1. A research internship must not commence until an internship agreement has been formalised.
- 4.2. Within 18 months (FTE) of commencement of candidature:
  - (a) An internship agreement must be formalised; or
  - (b) A letter of intent must be signed by all parties.

- 4.3. The agreement must include:
- (a) Scope and objectives of the research
  - (b) Supervision arrangements (internal and external)
  - (c) Intellectual property (IP), publication, licensing, and confidentiality terms
  - (d) Insurance and travel arrangements
  - (e) Start and end dates, FTE, location, and payment terms.

**5. Eligibility Requirements**

- 5.1. To be eligible to undertake a research internship, candidates must:
- (a) be enrolled in a research doctorate.
  - (b) be making satisfactory academic progress and not subject to any academic or disciplinary investigation.
  - (c) be aware of any impacts of an internship on research timelines, milestones and scholarships.

**6. Internship Duration and Timing**

- 6.1. Internships may be undertaken full-time or part-time.
- 6.2. The minimum duration of an internship is 60 days (FTE) over three calendar months.
- 6.3. The maximum duration of an internship is 120 days (FTE).
- 6.4. An internship may commence after thesis submission but must be completed before thesis classification.

**7. Stipend Recipients**

- 7.1. A stipend scholarship extension of up to three months (FTE) is available to candidates undertaking an approved internship. Total stipend scholarship tenure cannot exceed four years.
- 7.2. Stipend recipients may:
  - (a) suspend their candidature and stipend scholarship for the full duration of the internship, with no reduction to their overall scholarship entitlement; or
  - (b) remain enrolled and continue to receive stipend payments, while additionally receiving internship payments, provided the internship payments do not exceed 75% of the stipend scholarship rate.

**8. Candidate Data Management and Records**

- 8.1. Candidates must maintain records of their internship activities in line with their responsibilities during candidature.

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