

Guidelines for RTP Eligible HDR Internships

Higher Degree by Research Students

These guidelines detail the requirements and processes for RTP Eligible Higher Degree by Research Internships for HDR students at Curtin.

These Guidelines should be considered in conjunction with Higher Degree by Research Policies and Procedures. These documents are available on the [Compliance, Legislation and Policy website](#).

1. Eligible Internships

- 1.1 RTP eligible internships are those that meet the guidelines set by the federal government as follows:
 - 1.1.1 The internship is undertaken with an eligible Research End User (REU) ([Research end-user | TCSI Support](#)).
 - 1.1.2 Internship activities must be related to the student's area of research. They do not have to be the same topic, nor included as part of the PhD research but they must be in a cognate area.
 - 1.1.3 An agreement for the internship must be signed with the REU within 18 months of the student's course commencement (or 36 months for a part time student).
 - 1.1.4 The internship duration must be for a minimum of 3 months with 60 full time equivalent days of engagement. The duration does not have to be in one block and can be taken in a variety of ways over the course of candidature, as long as the minimum timeframe is met.
 - 1.1.4.1 There is no restriction on where or how the internship can be completed. Options include remotely, online, on-site, nationally or internationally.
 - 1.1.5 The internship is undertaken by a Doctoral student. Internships by Masters of Philosophy students are not considered RTP eligible.

2. Types of Internships

- 2.1 There are two types of internships, as follows:
- 2.2 A very low risk internship where there is:
 - 2.2.1 No overlap with the PhD research and no inclusion of the activities in the program of PhD research. The internship activities are entirely separate from the studies.
 - 2.2.2 Minimal level of 'risk' identified in the activities, for example, no use of hazardous materials or access to hazardous sites.
 - 2.2.3 No expectation that intellectual property will be created, no access to confidential information or similar components that might need a level of legal agreement.
- 2.3 A standard or higher risk internship where there is any level of:
 - 2.3.1 Any level of overlap (small or large) with the PhD research including any likelihood that activities or outputs from the internship will contribute towards the PhD outcomes including, but not limited to, content in the thesis.
 - 2.3.2 Any level of increased risk in the internship activities, including use of hazardous materials, for example.
 - 2.3.3 Any expectation that intellectual property will be created, access to confidential information required or similar that requires an agreement on use and future use.

3. Internship Agreements

- 3.1 To be considered an Eligible RTP Internship an agreement with the REU must be signed within 18 months of full time enrolment (or 36 months for a part-time student).
- 3.2 This can be achieved in the following manner:
 - 3.2.1 Using a Curtin template HDR internship agreement.
 - 3.2.1.1 There are three templates available:
 - A Simple Agreement that is only appropriate for low risk internships (available on the

- website [here](#))
 - A Standard Agreement that is appropriate for all standard or higher risk internships (available on the website [here](#))
 - A Partnership Agreement that is appropriate for instances where an organisation has multiple internship opportunities for multiple students (available on request only through ROC-Excellence@curtin.edu.au)
- 3.2.2 Receiving an agreement from the REU
- 3.2.3 Incorporating an internship opportunity within a research project, research partnership or HDR scholarship agreement.
- 3.3 Negotiation and execution of all internship agreements must follow Curtin's delegations. The Associated Deputy Vice Chancellor Research Excellence is Curtin's delegate for signing.
- 3.4 The Graduate Research School will facilitate negotiation and sign off on all internship agreements through ROC-Excellence@curtin.edu.au.

4. Commencing an Internship

- 4.1 The following steps should be followed to arrange and commence an internship:
- 4.2 Determine which end user/s are appropriate for to engage with or consider any existing direct connections or work arrangements that might be applicable.
- 4.3 Determine the type of internship that might best describe the internship activities (crossover with PhD program or not).
- 4.4 Complete the HDR Internship Checklist to ensure a full risk assessment of the internship opportunity is complete. Ensure payment details are attached if the internship is to be paid and Curtin is to facilitate. Provide this to ROC-Excellence@curtin.edu.au.
- 4.5 Consider what contractual documentation is appropriate and choose from a Simple, Standard or Partnership Agreement according to the type of internship activity and level of risk.
- 4.5.1 Note that a Partnership Agreement is for multiple students and should only be used with further consultation from ROC-Excellence@curtin.edu.au.
- 4.6 Discuss requirements with the REU and, once finalised, seek their signature on the agreement.
- 4.6.1 Note. If the end-user wishes to negotiate any terms, suggested changes should be sent to ROC-Excellence@curtin.edu.au for review prior to signing.
- 4.7 Provide a copy of the agreement to ROC-Excellence@curtin.edu.au to arrange Curtin's signature.
- 4.7.1 Note that students and supervisor should not sign on behalf of Curtin. The agreements must be signed by the Associate Deputy Vice-Chancellor Research
- 4.8 Ensure relevant sections in the HDR Milestone forms are completed throughout candidature to reflect the internship arrangements.
- 4.9 Ensure your student has completed relevant Curtin checklist and any associated documentation as per the internship checklist form. At Appendix F.

5. Internship Funding

- 5.1 Funding from a REU:
- 5.1.1 Internships may receive funding from the REU (a 'Paid' internship) or they may not. Paid and unpaid internships are both considered eligible RTP internships.
- 5.1.2 If a REU wishes to pay for the internship opportunity, there are two options to facilitation this:
- 5.1.2.1 The REU pays the student directly through an employment or other payment arrangement, as appropriate for their workplace. In this instance, Curtin will not be involved in the payment arrangement and the student will liaise directly with the REU as needed.
- 5.1.2.2 The REU pays Curtin to facilitate payment to the student. In this instance, the Graduate Research School will arrange the payment in the form of an allowance or top up scholarship to the student through standard scholarships processes.
- 5.1.3 In most instances existing scholarships and student stipend arrangements will continue whilst any additional funding for the internship is provided. This will need to be considered on a case by case basis, according to the individual students' enrolment type,

scholarship provisions and any other factors.

5.2 Funding from Curtin:

- 5.2.1 An internally funded incentive will be available for all students who undertake an eligible RTP internship.
- 5.2.2 This incentive is designed to encourage students to undertake internships and should be used to support their research activities.
- 5.2.3 Further details on the internship incentive are available in the Guidelines for Essential Facilities and Research Support Funds [here](#).

RELATED DOCUMENTS/LINKS/FORMS

Internal

- [Higher Degree by Research \(HDR\) Student Progression Policy](#)
- [Higher Degree by Research \(HDR\) Student Progression Procedures](#)

External

- [Higher Education Support Act 2003 \(Cth\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)](#)
- [Education Services for Overseas Students \(ESOS\) Act \(Cth\)](#)