

HDR Internship Checklist

Please complete all relevant information, tick each box and sign the declaration at the bottom.

Student ID:

Student Name:

Faculty:

School:

You are prior to 18 months in your PhD enrolment (full time), or 36 months (part time)

Your academic status in good-standing

You have discussed the internship with your supervisor and ensured they have approved

You have confirmed that the internship is in the same discipline area as PhD program

You have confirmed that the internship period will be for a minimum of 60 days

You have confirmed that the Research End User is an eligible organisation

You confirm that you are aware of your personal obligation to act within the code of conduct as defined by research ethics and Curtin values and have ethics approval for the internship activities, if required

Is there any crossover between your PhD program of research and internship activities?

Yes No

Note: If yes, you must use the standard agreement.

Will any Intellectual Property be created as part of your internship?

Yes No

Note: If yes, you must use the standard agreement

Will your internship provider be paying you for the internship?

Yes No

If yes, ensure you have arranged appropriate payment processes with them and are fully aware of the work conditions and expectations if they are paying you directly.

If they intend to pay Curtin, please attach the Australian Banking Details Form here.

Will your internship be undertaken with a foreign company or organisation?

Yes No

- If yes, the standard agreement must be used and additional review process will be required – please allow for additional time.

Have you completed the Fieldwork and Work Integrated Learning (WIL) Risk Assessment Form?

Yes No

If no, please complete before you progress any further:

<https://top.curtin.edu.au/Produce/wizard/d3c69a32-685f-4167-8dfb-1b3db832955a>

This form may prompt you to complete a CHARM assessment if there are any risks or hazards identified. Please select your Primary Supervisor as the approver in the instance that this is required.

Have you completed the COVID risk assessment form? Please attach

Yes No

If no, please complete before you progress any further

Does your internship involve travel?

Yes No

If yes:

You confirm that you have completed the travel declarations here:

https://travel.curtin.edu.au/student_travel/index.cfm

Have you notified GRS of your intent to undertake an internship through your Milestone 1 form?

Yes No

If no, please ensure you complete this at Milestone 2.

I confirm that the above information is true and accurate.

Student Signature:

Date: