

Essential Facilities and Research Support Funds for HDR students

from 1st July 2022

June 2022

Why is the model for support funding changing?

The Government has recently announced a significant program for research students to strengthen ties with industry and research end users by widely encouraging internships for PhD students.

Internships

A research internship is defined as:

A position with a research end-user (REU) where a student has undertaken research and development (R&D) related to their higher degree by research (HDR). A research internship can be either paid or unpaid.

Who/What is an REU: ‘Research End-User’?

- An individual, community or organisation external to academia that will directly use or benefit from the output, outcome or results of the research.
- End users include: businesses, governments, non-governmental organisations, communities and community organisations.
- *Specific exclusions are:* Other higher education providers; organisations that are affiliates, controlled entities or subsidiaries (such as Medical Research Institutes) of a [higher education provider](#); Equivalents (international or domestic) of the above exclusions

What is the criteria for an 'Eligible' Internship?

- The internship must be undertaken with an appropriate [research end-user](#)
- An eligible internship must be related to the student's field of research. It does not have to be the same topic, but it must be in a cognate field.
- An agreement for the internship must be signed within 18 months of the student's course commencement (or 36 months for a part-time student)
- The internship must be for a minimum of 3 calendar months in duration, and at least 60 full-time equivalent days of engagement.
- The student can undertake the industry internship at any point throughout their course, provided they satisfy the internship requirements above before they complete their course.

Are there guidelines for the activities?

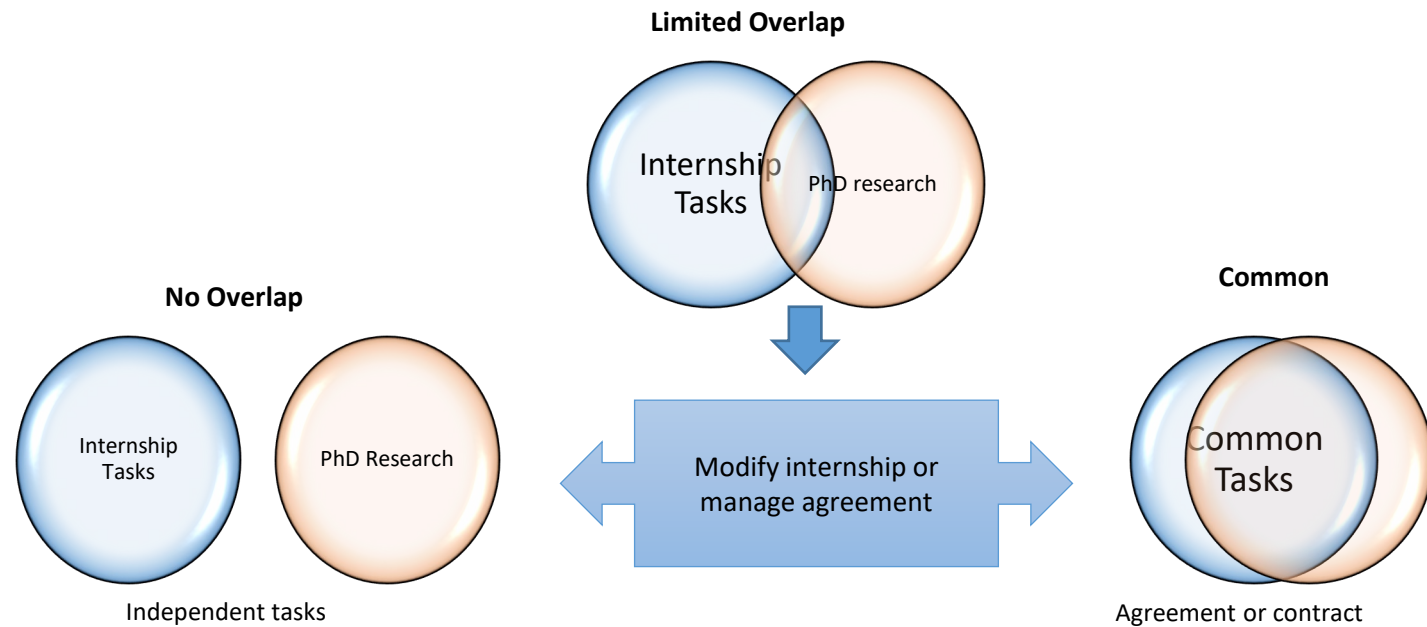
No!

The remit is extremely broad as long as it meets the criteria and is undertaken in a cognate area.

However, the activity should add genuine value to the partner, and must be a research and development type activity. The student should not be sitting in a call centre, for example.

Crucial elements to be aware of

- The type of activity will determine the level of oversight, documentation and compliance required.
- The student and/or supervisor need to understand the project requirements, and from there follow appropriate steps to manage the risk
 - E.g., risk assessment/mitigation via CHARM
- There are two types of internships – those that overlap with the HDR program of research, and those that do not. This is fundamental to the actions that are then required.



Curtin has obligations and oversight of all Doctoral Research activities by candidates. If there is overlap of the Internship and these research activities then **the risk has to be managed through agreements and contracts.**

If there is a limited overlap then the internship should be redesigned and clarified to be fully separated from Doctoral Research activity. If not, it is managed through an agreement covering all applicable Obligations.

The Internship tasks and activities need to be approved and valued by the REU. The activities and tasks need to be in the same cognate area of the Doctoral research. If the internship has no overlap and the activities are low risk, a simple agreement may be appropriate.

Internship Contracts 101

1. External contracts (i.e., those provided by organisations) – always send to ROC-Excellence@curtin.edu.au for appropriate contractual review.
2. Curtin Templates
 1. Simple Agreement – Single Project
 2. Standard Agreement – Single Project
 3. Partnership Agreement – Multiple Projects
3. The ADVCRE is the delegate – students and supervisors should not sign off on University agreements.

Use of the Curtin templates

- Simple Agreement can only be used when:
 - There is no crossover between HDR research and internship activities
 - There is minimal risk in the activities and no IP likely to be created
- Standard Agreement
 - Must be used if there is any crossover in HDR research and internship activities, any level of enhanced risk (i.e. hazardous materials) and any likelihood of IP creation.
- Partnership Agreement
 - Should be used where multiple internships/projects are likely to be provided by one organisation
 - Students can be listed in the schedule for prospective internships – this is a safety net option.

Internship Work Plan

This does not stand alone. It is always attached to an agreement.
It must be completed for each individual.

Access the [Internship Work Plan](#) from the [HDR Internship website](#).

CURTIN INTERNSHIPS WORK PLAN



CRICOS Provider Code 00301J

SCHEDULE: WORK PLAN

Type of internship:	<insert>
Location of Internship:	<insert>
Internship Supervisor:	<insert>
Intern(s):	<insert name>

Internal Process (commencing on 1st July 2022)

- Milestone 1 – indicate intent to undertake an HDR internship.
 - If details are available, complete the full form requirements.
- Milestone 2 – complete details of internship if not already provided
- Milestone 3 – provide confirmation of internship completion, or near-completion (if completing after M3).
- Contracts – GRS Project Coordinator will lead and retain a record (contact via ROC-Excellence@curtin.edu.au)

Research Internships

Research internships are an excellent opportunity to apply your research skills and theory in a practical manner and expand your networks and employability by working on short-term research projects within industry. There are several pathways for research students to undertake an internship, such as those via our industry partners, or enterprises, businesses, and government agencies.

Internship benefits include:

- applying your research skills and theory in a practical manner
- boosting your employability
- expanding your networks
- contributing to industry; and
- receiving financial support

Whilst research master's students are not eligible for the support funds, they are encouraged to undertake an internship opportunity. Research master's students who transfer to a PhD and have met the research internship criterion may be approved to access the support funds.

Click on the headings below for further details.

[PhD research internships \(with funding support\)](#) >

[Securing a PhD research internship](#) >

[Internship contracts](#) >

[Support Funds](#)


[Post-internship](#) >

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Curtin University Home Student essentials On campus Curtin experience Study support Personal support Curtin Connect

Student essentials > Higher degree by research > Resources and development

Internships



Internship opportunities with industry partners are available for higher degree by research (HDR) students. Internships undertaken during candidature offer students access to industry talent, while at the same time, providing valuable work experience.

Resources and development

- Academic skills
- Professional skills
- Transferable skills
- Internships**
- Seminars and training by the Graduate
- Three Minute Thesis (3MT) competitor
- Visualise Your Thesis competition

Relevant documents

- [Guidelines – RTP Eligible HDR Internships](#) [.pdf 94 KB]
- [Contracts – RTP Internship Agreements](#)
 1. [Simple Internship Contract](#) [.docx 24 KB]
 2. [Standard Internship Contract](#) [.docx 68 KB]
 3. [Partnership Contract – Contact \[ROC-Excellence@curtin.edu.au\]\(mailto:ROC-Excellence@curtin.edu.au\)](#)
- [HDR Internship – Checklist](#) [.pdf 554 KB]
- [HDR Internship Workplan – Instructions](#) [.pdf 71 KB]
- [HDR Internship Workplan – template](#) [.docx 37 KB]
- [Milestone application forms](#)
- [Internship completion form](#)

Contact us

Email ROC-Excellence@curtin.edu.au for further information.

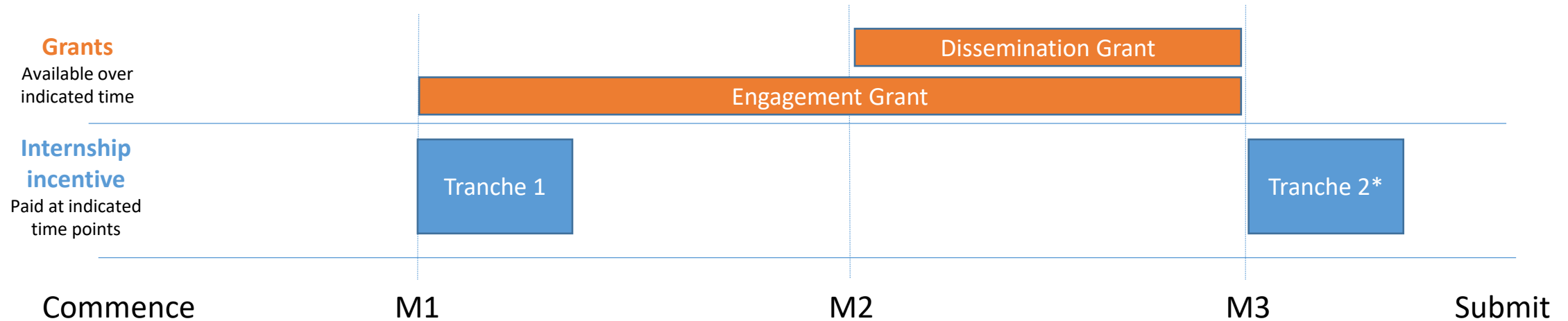
www.curtin.edu.au/students/essentials/higher-degree-by-research/resources-development/internships/

Changes to Research Support Funds

Why the changes?

- Enhance uptake of internship and provide simpler access to support funds through a grants-based approach.
- Reduce complexity and bureaucracy for all stakeholders

Summary of new support funding model



*Paid at M3 or internship commencement – whichever is latter

Internship Incentive

- No conditions on spend – only on access
- Only available to PhD students who undertake an eligible internship
- \$4,000 available to high cost students, \$3,000 to low cost students
- Paid in two tranches – 50% at Milestone 1 and 50% at Milestone 3 or commencement of internship (whichever is the latter)
- If a student receives the first tranche payment but does not complete the internship, the amount will be deducted from the total grant funding they can apply for.

Internship incentive payment options

The student and supervisor will determine one of three options for the incentive payments:

- 100% payment to the student
- 100% payment to the school
- 50:50 payment to the student and school. If this is selected, the first tranche of payment at Milestone 1 will go to the school and the second will go to the student.

HDR Research Support Grants

- Starting on 1st July – all new students
- Grandfathering process – all current students
- Two grants available:
 - Engagement Grant
 - Dissemination Grant

Engagement Grants

- Up to \$2,500 for doctoral students
- MPhil students can use up to \$1,500 across this and the Dissemination grant
- Students can only apply **once** throughout their candidature; however, multiple items can be requested in one application to meet the total amount.
- Applicants must have successfully completed M1 and be on Good Standing.
- Can be used for: conference support, fieldwork (must be completed by M3) and general mobility.
- Students and supervisors can choose for the student to receive the funds directly, or for the funds to be transferred to the school where appropriate.
- The travel approval process is required regardless, for risk and insurance purposes.

Dissemination Grants

- Up to \$2,500 for doctoral students
- MPhil students can use up to \$1,500 across this and the Engagement grant.
- Students can only apply **once** throughout their candidature; however, multiple items can be requested in one application to meet the total amount.
- Applicants must have successfully completed M2 and be on Good Standing. Applications must be received before completing M3.
- Can be used for: thesis production costs, publication costs (open access) and creative production costs etc.
- Students and supervisors can choose for the student to receive the funds directly, or for the funds to be transferred to the school where appropriate.

Students enrolled prior to 1st July 2022

- If all Research Support Funds (RSF) and Mobility allowance has been expended, the student is **ineligible** for the grants.
- If RSF and/or Mobility allowance has not been expended and the student remains within the eligible range for claiming, they may either:
 - Choose to apply for the grants; or
 - Choose to follow the previous RSF process using Concur
- The old mobility process will not continue. Students who did not access this and meet the eligibility criteria for the Engagement Grant may apply for that instead.

Students enrolled prior to 1st July 2022

- No 'double dipping' – current students will need to choose whether they access their previous RSF/mobility allowances, or opt for the grants.
- If they choose to apply for the grants, but had a higher amount of RSF remaining than available from the grants, the difference will be forfeited.

Previous RSF arrangements for funds transferred to schools

- GRS will continue to transfer RSF directly to schools that have an existing arrangement for all or a percentage of the RSF to be sent to the school's current students.
- This recognises that many of these students may not be eligible for the internship incentive or they and their supervisors will have already made plans based on the existing arrangements.
- Direct transfers will cease for students commencing on or after 1 July 2022. These students will be encouraged to undertake an internship, and the school may choose for some or all of the incentive funding to be directed to the school, where consumable purchases are required (i.e. chemicals etc).

HDR forms, guidelines and policies

Find forms, guidelines and policies for successfully completing your HDR course.

HDR Enrolment and Supervision >

Milestones >

Collaborative / Joint HDR students >

Essential Facilities and Research Support Funds >

HDR Scholarships >

Thesis Submission >

Intellectual Property >

Policies

Find HDR policies

Essential Facilities and Research Support Funds

Guidelines

- Guidelines for Essential Facilities and Research Support for Higher Degree by Research Students
- [HDR Engagement Grant Guidelines \[.pdf 183kB\]](#)
- [HDR Dissemination Grant Guidelines \[.pdf 189kB\]](#)

Students enrolled prior to 30 June 2022 who wish to seek support via the previous research support model, should read the Guidelines for Essential Facilities for Higher Degree by Research [[.pdf 255kB](#)].

- [Research Dissemination and Engagement Grants Application Form \[.pdf 287Kb\]](#)
- [HDR Internship Completion Form \[.pdf 550kB\]](#)

Students enrolled prior to 30 June 2022 may wish to make a reimbursement request with receipts. To action, go to Concur available via student [OASIS](#). The [Research Support Fund Reimbursement List \[.pdf 285kB\]](#) should be referred to before submitting a claim. This [HDR Concur Student Guide](#) is also a useful tool.

<https://www.curtin.edu.au/students/essentials/higher-degree-by-research/hdr-forms/>

Questions?

Send further enquiries to:
ROC-Excellence@curtin.edu.au