

INTERIM POLICY and PROCEDURES for HDR STUDENTS UNDERTAKING INTERNSHIPS

1. Eligibility

1.1 Both domestic and international HDR students are eligible to apply for internships.

1.2 Both full-time and part-time HDR students are eligible to apply for internships.

1.3 A doctoral student is eligible to apply for internships only after they have achieved Confirmation of Candidature.

1.4 Subject to 1.4.1, a Master by research student is eligible to apply for internships only after their Research Proposal has been approved.

1.4.1 Students enrolled in the Master of Research (MRes) are not eligible to apply for internships.

1.5 To be considered for an internship a student must be assessed as having made satisfactory progress in their HDR and be up to date with all milestones as well as meeting eligibility requirements for the internship.

1.6 A student must obtain the formal approval of their supervisors and Graduate Research Coordinator/s and the Graduate Research School prior to committing to an internship.

1.7 A student in receipt of sponsorships or scholarships funded from outside UWA must obtain written permission from the sponsor to undertake the internship

1.8 Insurance cover must be assured for the student during the term of the internship.

1.9 Internships overseas must be detailed in an agreement that covers the funding, travel and insurance arrangements. Students will be required to apply formally for overseas leave.

1.10 A student may not commence an internship in the last 6 months of their candidature or during any extension of candidature or scholarship, unless the intention for this was clearly indicated well beforehand, including in the application for extension if applicable, and accounted for in the completion plan.

1.11 A student may undertake an internship after they have submitted their thesis for examination but in this case the internship must commence before the thesis is classified and normally no more than six weeks after the thesis is submitted.

2. Duration and management

2.1 Except in the context of an Approved Graduate Research Program, a student may not undertake internships for more than a total of six months during candidature, and not for more than three months post-submission.

2.2 A student's candidature will normally continue without suspension while they are engaged in an internship.

2.3 A student who engages in an internship must continue to meet all agreed milestones by the due dates.

2.4 Extensions of candidature time will normally not be approved on the grounds of the internship.

2.5 Subject to the conditions of the stipend scholarship, a student may elect to either:

2.5.1 suspend their stipend scholarship for the whole period of the internship and resume their scholarship at the end of the internship with no loss of scholarship tenure; the student may not temporarily resume their scholarship to take paid annual leave/holidays during the period of internship, or

2.5.2 retain their stipend scholarship for the whole period of the internship and also receive any payment for the internship, as long as the total payment for the internship and any other top up payments does not exceed 75% of the annual value of the scholarship. The scholarship will expire in keeping with the determined schedule. Extensions of scholarship will not be granted on the grounds of the internship.

2.6 A part-time student receiving a stipend scholarship may undertake an internship only within their part-time enrolment.

2.7 A part-time student not in receipt of a stipend scholarship may undertake an internship full or part-time.

3. Additional conditions for international students

3.1 An international student may not suspend candidature to undertake an internship in Australia.

3.2 International students should not be encouraged or approved to undertake internships longer than three months unless there is a clear plan for ensuring that the internship will not compromise their PhD progress.

3.3 An international student who wishes to undertake an internship after submitting their thesis must hold a valid visa for the duration of the internship and commence the internship within 6 weeks of thesis submission.

3.4 A student will not be provided with a new Confirmation of Enrolment in order to undertake an internship.

4. Procedure

4.1 All students wishing to undertake an internship must complete an [Application for Research End User Engagement Leave \(LV-REU\)](#), addressing the requirements listed above, as applicable.