

**This form is an application for approval of LEAVE from higher degree by research (HDR) candidature to formally engage with a Research End-User (REU).** All HDR students; scholarship and non-scholarship holders, must complete this form and gain appropriate approvals before undertaking any internship, work-integrated learning (WIL) and/or placement, with a Research End-User.

A **Research End-User** is defined as an individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or results of the research. Organisations include businesses, government, non-governmental organisations, communities and community organisations. Universities and their affiliates or subsidiaries are not classed as research end-users.

You do not need to apply for leave to attend courses as part of your HDR candidature. Please ensure that all internships, formal training and/or other commercialisation and engagement activity/ies with a Research End-User are documented in your Annual Progress Report [APR].

Students who intend to travel overseas to engage with a Research End-User, must provide a copy of the internship agreement to the GRS and fill in the Overseas Travel form available from [www.postgraduate.uwa.edu.au/studentnet/forms](http://www.postgraduate.uwa.edu.au/studentnet/forms) in addition to this LV-REU form.

Please return the completed form(s) and related agreements to the Graduate Research School, Hackett Hall (M 358) before leave commences, as leave will not be approved retrospectively other than in exceptional circumstances.

## 1. STUDENT DETAILS

<b>FAMILY NAME:</b>	_____	<b>STUDENT ID:</b>	_____
<b>GIVEN NAMES:</b>	_____	<b>TITLE:</b> Mr, Ms, Mrs, Dr etc.	_____
<b>SCHOOL:</b>	_____	<b>TELEPHONE NO:</b>	_____
<b>DEGREE:</b>	_____		
<input type="checkbox"/> <b>DOMESTIC STUDENT</b>		<input type="checkbox"/> <b>INTERNATIONAL STUDENT</b> : Student Visa expiry date: ___/___/___	

If you have held a scholarship in the past 12 months please complete the following:

Name of scholarship/s:	Expiry date of scholarship/s:
1.	
2.	
3.	

## 2. REQUEST

<input type="checkbox"/> <b>Leave to engage with Research End-User</b> - Any period of leave will be included in the total period of candidature.  Scholarship holders must read their Scholarship conditions to determine if it is more appropriate to apply for a suspension of candidature/scholarship.	From:
	To:

<input type="checkbox"/> <b>Overseas engagement with Research End-User</b> All enrolled students must advise the GRS if they intend to travel overseas for the purposes of engaging with a Research End-User. Any documentation or signed agreement should be appended to this form and submitted together with the Overseas Travel [OST] form. Students must be aware of travel policies and provide emergency contact details to the University for the entire time that they are out of Australia (OST form).	
Departure date of travel:	Return date from travel:

**3. REASONS FOR REQUEST (brief description of the intended work) - Student to complete**

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Please provide details for the schedule of your internship, work-integrated learning or placement engagement activity/ies (add additional rows as required). **If there is an agreement detailing your attendance and the conditions of the activity with the REU, please attach a full copy of the signed agreement.**

Start date	End date	Days per week attending the activity	Total number of days attending the activity	Type/name of activity (eg internship)	Name/s and Address/es of Organisation/s

**5. DECLARATION AND SIGNATURES**

I understand that this leave to engage in an internship with a research end-user will **not** extend my candidature time limit and that, unless my candidature is suspended, I must continue to make progress in my PhD and meet all assigned milestones by the due date. This is not a request for formal suspension of my candidature. I understand that if I am in receipt of a scholarship I will need to submit a Stipend Claim form to restart my payments when I return from leave.

**Signature of Student:**

**Date:**

**International Students Only:** I am aware of the student visa implications this application may cause and that I'm required to contact the Department of Home Affairs for visa related enquiries (Please tick and sign below)

\_\_\_\_\_

(International Student signature)

\_\_\_\_\_

(Print name)

\_\_\_\_\_

Date

**6. COORDINATING SUPERVISOR APPROVAL AND COMMENTS**

To be completed by Coordinating Supervisor – please comment on the reasons for this request, indicating approval or otherwise.

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**Coordinating Supervisor OR Principal & Coordinating Supervisor signature:**

**Date:**

**Coordinating Supervisor OR Principal & Coordinating Supervisor name: (please print):**

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**7. GRADUATE RESEARCH CO-ORDINATOR APPROVAL AND COMMENTS**

To be completed by Graduate Research Coordinator – please comment on the reasons for this request, indicating approval or otherwise.

Graduate Research Coordinator signature:

Date:

Graduate Research Coordinator name: (please print)

**8. JOINT SCHOOL (if applicable):**

**COORDINATING SUPERVISOR APPROVAL AND COMMENTS**

To be completed by Coordinating Supervisor – please comment on the reasons for this request, indicating approval or otherwise.

Coordinating Supervisor signature:

Date:

Coordinating Supervisor name (please print):

**GRADUATE RESEARCH CO-ORDINATOR APPROVAL AND COMMENTS**

To be completed by Graduate Research Coordinator – please comment on the reasons for this request, indicating approval or otherwise.

Graduate Research Coordinator signature:

Date:

Graduate Research Coordinator name (please print):

**Graduate Research School Office Use Only**

Approved

Not approved

\_\_\_\_\_  
Authorised Graduate Research Officer

\_\_\_\_\_  
Date

**Actioned By:**

Manager, HDR Partnerships: List relevant Unit Code for Candidature team to enrol the student in \_\_\_\_\_

Candidature updated in Callista

Date:

Enrolled Student in the Unit

Date:

Scholarship Expiry updated

Date:

Scholarships Finance Officer checked

Date: