

**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).** This is not a suspension request.

**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, however, please ensure that all industry engagements including 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 online via [studentConnect](#) in addition to this LV-REU form.

Please return the completed form(s) and **attach the related agreements and approvals** to the Graduate Research School, Hackett Hall (M358 or [industryreu-grs@uwa.edu.au](mailto:industryreu-grs@uwa.edu.au)) well 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>	_____		

**DOMESTIC STUDENT**                       **INTERNATIONAL STUDENT** : Student Visa expiry date: \_\_\_/\_\_\_/\_\_\_

## 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.  Any documentation or signed agreement must be appended to, and submitted together with, this form.  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"/> PAID Internship	<input type="checkbox"/> UNPAID Internship
<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 must be appended to this form and submitted together with the Overseas Travel [OST] form.  Students must be aware of the University travel policies and provide emergency contact details to the GRS for the entire time that they are out of Australia (OST form) and update their contact details in studentConnect.	
Departure date of travel:	Return date from travel:

**3. REASONS FOR REQUEST (brief description of the intended work and the extent to which it is related to your HDR project) - Student to complete**

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.

Please make sure that all abbreviations or acronyms are spelled out in full and the address of the organisation is complete.

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

If you have held any scholarships in the past 12 months please complete the following (add rows if required):

If your scholarship is funded by a sponsor from outside UWA, you must provide formal written evidence of approval from your scholarship sponsors to undertake this REU engagement.

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

Subject to the conditions of your stipend (living allowance) scholarship, you may choose how you receive your internship payments. Please select your preference by ticking just one box below:

(i) suspend your stipend scholarship for the whole period of the internship and resume your scholarship at the end of the internship with no loss of scholarship tenure. The scholarship expiry date will be extended to account for the suspension. NB: Your scholarship will be suspended for the duration of the internship and you cannot temporarily resume your scholarship to take paid annual leave/holidays during the internship.

or

(ii) continue to receive your stipend scholarship payments 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.

Requests for extensions of scholarship will not be granted on the grounds of participation in the internship.

**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 satisfactory 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 and have elected to suspend it for the internship period; I will need to submit a Stipend Claim form to restart my payments when I return from REU-leave.

**Signature of Student:**

**Date:**

**Please mark documents you have attached on the checklist below.**

**Attached documents checklist:** Please make sure all required documents are attached when submitting LV-REU form

**Internship agreement – full signed copy**

**Overseas Travel [OST] form (if applicable)**

**Scholarship sponsor written approval (if applicable)**

**Other supporting documentation**

**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 **OR Principal & Coordinating** Supervisor – please comment on the reasons for this request, indicating approval or otherwise.

\_\_\_\_\_  
**Coordinating Supervisor signature:**

\_\_\_\_\_  
Date:

\_\_\_\_\_  
**Coordinating Supervisor name: (please print):**

#### 7. GRADUATE RESEARCH COORDINATOR 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 COORDINATOR 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

Check relevant Unit Code for Candidature team to enrol the student in \_

iPREP8900

REUI0002

REUI0006

**Actioned By:**

**Initial**

Candidature updated in Callista

Date:

Enrolled Student in the Unit

Date:

Scholarship Expiry updated

Date:

Scholarships Finance Officer  
checked

Date: