

LETTER of intent to prepare a PhD Research Internship AGREEMENT

A PhD research internship is a purposeful, organised and supervised experiential learning R&D activity that integrates the PhD student's discipline knowledge and research with the applications and impact in a professional workplace.

On this date:

This Letter records an intention by the undersigned Parties that the UWA PhD student named below will undertake an internship/placement as specified with the Research Enduser Partner Organisation who will host the internship during the student's enrolled period of candidature at UWA.

We agree that:

- The Internship/placement will be for a minimum of 60 days (FTE) over at least 3 months during the term of candidature. Details will be refined in a separate Research Internship Agreement prior to commencement of the internship.
- Time spent on the internship will be recorded by the student and endorsed by the hosting REU Organisation, a copy of this record will be required by UWA for audit purposes.
 [Nb. Participation may be counted in # hours summing to the standard definition of an FTE day equivalent for that sector (in the absence of an industry standard the max is a 38 hr week)].
- The R&D project scope is to be related to the student's Research Doctorate area of research and will be refined in a separate Internship Agreement prior to commencement of the internship.
- This Letter does not override any existing formal agreements between the University and the REU Organisation, it merely provides a mechanism to clearly define the student's proposed participation in an internship within the broader scope of the research contract.
- Student eligibility to participate in an internship will be determined by UWA in accordance with policies on research training and experiential learning.

Proposed internship plan – important for planning and goal-setting (please complete a brief indicative plan for each student):

Proposed Scope of internship project (outline the R&D activities to be undertaken and how they relate to the PhD student's research project):

Do the R&D activities to be undertaken relate to the student's research project: YES NO

Proposed dates for internship:

Commencing date:

End date:

Please define the planned work pattern expectations:

Pattern of work hours:	Full-time	Part-time
Start date:	End date:	
Approximate hours per week:		
Total hours:		
Comments:		

What is the industry standard for the number of hours in an FTE day in the Partner Organisation's sector:

Hours per FTE day:

Mode of internship (select the proposed format):

Students may be Paid or Unpaid, however, in general the arrangement to work in an internship should not involve an employment contract and all Parties agree that the student's obligations to perform tasks must relate to the learning experience and not primarily for the operational benefit of the REU Partner Organisation. Please indicate if it is anticipated that the student will be paid a stipend by the Partner Organisation for the term of the internship.

Student to receive stipend? YES NO

If yes, please indicate stipend amount:

This Letter is not an obligation but a planning tool to be used before the student reaches their 18 month full time (36 months part time) FTE commencement of studies anniversary and will expire on the completion of the PhD degree of the candidate named herein, or on the satisfactory completion of the internship proposed by this Letter, whichever is the later. The Partner Organisation will be notified if the student ceases to be enrolled at UWA for any reason.

This Letter sets out the proposed terms of an Internship Agreement between the Parties during the period of candidature (the student must be enrolled in a Research Doctorate), the details and project scope outlined in this Letter will be expanded in a UWA PhD Student Internship Agreement at any time but well before the Commencement date of the Internship.

Where there is more than one PhD student, please complete and sign a separate Letter of Agreement for each candidate. The Parties, as signatories to this Letter are detailed below:

Internship Host Research Enduser (REU) Partner Organisation

Name of Partner Organisation:

Address:

ABN:

Authorised Delegate Name:

Role title:

Date & Digital Signature:

Proposed REU Organisation Internship Supervisor Name:

Role title:

Email contact address:

UWA PhD Student

Name:

Student ID#:

Study Load:

Study Commencement Date:

Enrolment type at date of commencement

Date & Digital Signature:

UWA Academic Supervisor Name:

School:

Role title:

Email contact address:

Date & Digital Signature:

The University of Western Australia (UWA)

Address: 35 Stirling Highway, Crawley, WA 6009 Authorised Delegate Name: Professor Imelda Whelehan Role title: Dean of the Graduate Research School

Date & Digital Signature: