

## **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:



## **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: