

## HDR Internship – Student Checklist

Step	Action	What You Need to Do	✓
<b>1. Plan Early</b>	Discuss plans	Attend a HDR Internship Seminar	<input type="checkbox"/>
		Talk to your academic supervisor about your internship	<input type="checkbox"/>
	Understand requirements	Confirm how the HDR internship fits your completion plan & schedule	<input type="checkbox"/>
	Checks	Check if ethics approval is required & allow extra time to obtain	<input type="checkbox"/>
		Check IP requirements	<input type="checkbox"/>
		Check the conditions of your scholarship / grant / visa requirements	<input type="checkbox"/>
<b>2. Choose Internship Type</b>	Identify type	Select one: Self-arranged / Advertised / R&D placement	<input type="checkbox"/>
<b>3. Self-arranged: Documents – Not finalised</b>	Letter of Intent	Complete a Letter of Intent if details are not finalised	<input type="checkbox"/>
<b>3. Self-arranged: Documents – Finalised</b>	Agreement form	Complete the PhD Internship Agreement	<input type="checkbox"/>
	Signatures	Ensure signed by student, supervisor, and host	<input type="checkbox"/>
<b>3. Advertised Internship</b>	Save documents	Save the advertisement and your application as PDFs	<input type="checkbox"/>
		Wait for selection process & offer	<input type="checkbox"/>
	Approvals	Ensure agreement is approved by all parties	<input type="checkbox"/>
<b>3. R&amp;D / Employment Placement</b>	Written agreement	Obtain a written agreement describing the R&D activities / project	<input type="checkbox"/>

	Approvals	Ensure agreement is approved by all parties	<input type="checkbox"/>
<b>4. Submit Application</b>	Upload documents	Submit all documents via HDR Internship Application MS Form	<input type="checkbox"/>
<b>5. Wait for Approval</b>	GRS review	Wait for Graduate Research School approval	<input type="checkbox"/>
	Confirmation	Receive signed agreement by email	<input type="checkbox"/>
	Start date	<b>Do not start internship before GRS approval</b>	<input type="checkbox"/>
<b>6. Get Support</b>	Ask for help	Contact supervisor or GRS Internships team for support	<input type="checkbox"/>
	Understanding	If your R&D with industry is embedded in your doctorate studies, contact the GRS Internships team	<input type="checkbox"/>
	Skills support	Access help with CVs, applications, language, or workplace expectations	<input type="checkbox"/>