

HIGHER DEGREE BY RESEARCH INTERNSHIPS PROCEDURES 2018

Issued by: Deputy Vice-Chancellor (Education)
Dated: 27 November 2018 (commencing 1 January 2019)
Signature:
Name: Prof Philippa Pattison

1 Purpose and application

- (1) These procedures are to give effect to Part 4 of the [Student Placement, and Project Policy 2015](#) (“the policy”).
- (2) These procedures apply to:
 - (a) staff; and
 - (b) higher degree by research students.
- (3) These procedures apply to all higher degree by research internships organised by the University. They do not apply to internships organised by external organisations.

2 Commencement

These procedures commence on 1 January 2019.

3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

Note: See clause 6 of the [Student Placement and Project Policy 2015](#)

Dean	means the Dean of a faculty or the Head of School and Dean of a University School
information package	means a written document setting out all the information required by clause 10.
internship program	means a program undertaken by HDR students while working in industry on discrete projects that differ from their own research questions

internship schedule	means a schedule in the format specified for the relevant SIA, which provides details of each placed student, as required by clause 8.
letter of intent	means an agreement between the University and an individual or organisation arranging internships for HDR students by acting as a broker for client organisations who are potential internship providers. Note: See clause 6.
post-internship forum	means a forum organised after completion of an internship as required by clause 12.
pre-internship seminar	means a seminar organised prior to commencement of an internship as required by clause 9 of these procedures.
research period	means a research period set by the University and published on its website. Note: Research periods are published at: http://sydney.edu.au/study/study-dates.html
student internship agreement (SIA)	means a written agreement between the University and an internship provider, relating to one or more students, as required by clause 7 of these procedures and clause 18 of the policy.
supervisor	means, in relation to a higher degree by research student, a person appointed to discharge the responsibilities set out in clause 14 of the Supervision of Higher Degree by Research Students Policy 2013

4 HDR internship process overview

- (1) Each internship program must follow the sequence specified in subclauses 4(2) to 4(25).
- (2) For a new internship, the HDR internship coordinator will determine:
 - (a) the required learning outcomes, career development opportunities and the types of tasks necessary to achieve them;
 - (b) the type of external organisation which may provide internship opportunities (which may or may not be organisations which have an existing relationship with the University); and
 - (c) indicative timing and events necessary to select students for internships during the year.

Note: Timing for internships will be determined by research periods.

- (3) For a new or existing internship program, the HDR internship coordinator will contact potential internship providers and arrange for discussions, in which the relevant HDR internship administration officer may also participate.

Note: These discussions may take place with individual internship providers and or with a broker organisation acting on behalf of a number of potential internship providers.

- (4) For new internship providers, the HDR internship administration officer and the HDR internship coordinator will arrange for a new SIA to be negotiated and executed.
- (5) If a broker is arranging the internships on behalf of client organisations, the HDR internship coordinator and the HDR internship administration officer will also arrange for a letter of intent to be negotiated and executed.
- (6) For organisations with whom a current SIA exists, the HDR internship administration officer will confirm the duration of the SIA with the HDR internship coordinator.
- (7) Internships will be advertised to all HDR students through existing University communication channels, including but not limited to:
 - (a) HDR Administration Centre communication lists;
 - (b) faculty and University school Associate Deans (Research Education) or equivalent;
 - (c) student news publications; and
 - (d) other relevant means.
- (8) The HDR internship coordinator will ask for expressions of interest from students.
- (9) The HDR internship coordinator will:
 - (a) request all necessary information from each student; and
 - (b) select appropriate students for each internship program on the basis of the expressions of interest received.
- (10) Selected students must meet with their supervisor to:
 - (a) discuss the possibility of undertaking an internship during their candidature; and
 - (b) obtain approval to undertake the internship.
- (11) If the supervisor declines approval, the student may request that the relevant postgraduate coordinator review and, if thought appropriate, grant the approval.
- (12) If approval is not given by the supervisor or the postgraduate coordinator, then the student must inform the HDR internship coordinator immediately so that:
 - (a) another student can be offered a place; and
 - (b) the internship provider can be informed.
- (13) Selected students will provide the HDR internship coordinator with the information specified in clause 5.
- (14) If there are more applicants for a particular internship provider than available internships, the HDR internship coordinator will:
 - (a) request permission from the students to pass their information to the internship provider; and
 - (b) the internship provider will make a final selection from those students who have agreed to provide their information.
- (15) Once the internship provider has selected the students, they will pass the names to the HDR internship coordinator and the HDR internship administration officer.
- (16) The HDR internship coordinator will ask selected students for permission to provide the internship provider with their contact details.

- (17) As required, the HDR internship coordinator or the HDR internship administration officer will liaise with relevant University professional services units about:
- (a) intellectual property arrangements;
 - (b) insurance coverage;
 - (c) scholarships (if applicable);
 - (d) student internship agreements;
 - (e) letters of intent (if applicable); and
 - (f) any other relevant matters.
- (18) Before commencing the internship each student must complete a deed poll assigning their intellectual property to the University for the duration of the internship.
- Note:** see clause 8 of the [Intellectual Property Policy 2016](#)
- (19) The HDR internship coordinator and the HDR internship administration officer will hold a pre-internship seminar for the selected students, and provide them each with an information package.
- Note:** If it is not possible to hold a pre-internship seminar, the HDR internship administration officer will send the information packages by email.
- Note:** See also clause 7(1) of these procedures for internships where a single student is placed with an internship provider.
- (20) The HDR internship administration officer will complete an internship schedule for each student undertaking an internship.
- (21) The HDR internship coordinator will inform the internship provider of the requirements for:
- (a) each placed student to receive a work health and safety induction;
 - (b) informing the HDR internship coordinator of any work health or safety issues which arise during an internship; and
 - (c) providing any relevant workplace adjustments for particular students.
- (22) The student will undertake the internship, monitored by the HDR internship coordinator.
- (23) At the conclusion of the internship the student must complete, and return to the HDR internship administration officer, an evaluation form about their experiences before and during the internship.
- (24) The HDR Internship coordinator will obtain written feedback from the internship provider, as required by the student internship agreement.
- (25) The HDR internship coordinator and the HDR internship administration officer will arrange a post-internship forum to:
- (a) obtain feedback from students and the internship provider; and
 - (b) provide members of the University HDR community with information about internships.

5 Information required from students

- (1) Students providing expressions of interest for internships must:
 - (a) provide them to the HDR internship coordinator; and
 - (b) include details of:
 - (i) field of research and or topic of thesis;
 - (ii) faculty, school or discipline in which they are undertaking their candidature;
 - (iii) name of current supervisor(s);
 - (iv) year of candidature;
 - (v) any scholarships or grants which they are currently receiving;
 - (vi) any publications;
 - (vii) predicted date of thesis submission, or date on which thesis was submitted; and
 - (viii) reasons for applying for the internship.
- (2) Students undertaking internships must inform the HDR internship coordinator of the following before commencing:
 - (a) Full name and preferred given name;
 - (b) student ID;
 - (c) mobile phone number;
 - (d) email address.
 - (e) any requirements relating to a disability;
 - (f) any health issues which may have a work health and safety significance for the internship; and
 - (g) details of any pre-existing relationship between the student and the internship provider or any member of the internship provider's staff, including board members.

Note: See [External Interests Policy 2010](#) and [External Interests Guidelines](#)

6 Letters of intent

- (1) The HDR internship coordinator must not take any steps toward placing students with internships providers sourced through a third party broker until a letter of intent between the University and the broker has been executed.
- (2) The letter of intent must specify:
 - (a) the objectives of the program;
 - (b) the obligations of the parties;
 - (c) the terms of the SIAs;
 - (d) commencement date and term of the letter of intent;
 - (e) confidentiality, privacy and personal information requirements;
 - (f) publicity requirements, including conditions relating to the use of the parties' logos, brands or other marketing material; and

- (g) review and amendment requirements.

7 Student internship agreements (SIA)

- (1) The HDR internship coordinator and the HDR internship administration officer must explain the nature and purpose of the internships to the internship provider as part of discussions about possible internships.
- (2) The SIA must:
 - (a) be in a form approved by the Office of General Counsel;
 - (b) be signed:
 - (i) on behalf of the University, by the DVC (Education);
 - (ii) on behalf of the internship provider, by an authorised representative;
 - (c) specify an agreed term of years; and
 - (d) address all matters required by the [policy](#).

Note: see clause 18 of the [policy](#). Template agreements, and instructions for selecting and completing them are available from the HDR internship administration officer.

- (3) If either party requires a variation from the University's standard form SIA, or the use of a different form of agreement, the HDR internship administration officer must obtain advice from the Office of General Counsel before any variation is agreed to.
- (4) If any proposed variation is not agreed to by either party:
 - (a) the internship will not proceed; and if possible, the student will be placed with another internship provider.
- (5) Once an SIA has been signed by both parties, the HDR internship administration officer must:
 - (a) register it with the University's Contract Register; and
 - (b) arrange for a copy to be provided to the internship provider.

Note: See [University contract register](#).

8 Student internship schedules

- (1) The HDR internship administration officer must complete a student internship schedule for each student undertaking an internship. If more than one student is being placed with an internship provider, a separate internship schedule must be completed for each student.
- (2) The student internship schedule must be in the form specified in the SIA, and must be signed on behalf of each of the parties before the internship commences.
- (3) The student internship schedule must specify:
 - (a) the student's name and address;
 - (b) internship commencement and completion dates;
 - (c) the address and contact details of the HDR internship administration officer;
 - (d) the internship provider's address;
 - (e) contact details for the internship supervisor;

- (f) details of the student's current enrolment;
- (g) the name of the student's University supervisor, usually the HDR internship coordinator;
- (h) any special conditions for the internship;
- (i) details of any compliance documents and processes required by the internship provider.

9 Pre-internship seminars

- (1) If a number of students are undertaking internships within one organisation or a group of related organisations the HDR internship coordinator must arrange a pre-internship seminar for the students before the internships commence.
 - (a) If the internship is being undertaken by a single student with a single internship provider, the HDR internship coordinator will meet with the student to provide the information which would usually be provided in the pre-internship seminar.
- (2) The purpose of the pre-internship seminar is to:
 - (a) inform students fully about the requirements and expectations associated with the internship; and
 - (b) provide students with the opportunity to:
 - (i) inform the HDR internship coordinator of any requirements they may have in relation to their internship;
 - (ii) clarify commitments and expectations of the internship;
 - (iii) clarify conditions relating to the status of their supervision, thesis, research and intellectual property during the internship; and
 - (iv) obtain responses from the HDR internship coordinator and or the HDR internship administration officer to any concerns.
- (3) Pre-internship seminars must provide the following information to students:
 - (a) the learning outcomes and career development opportunities expected from the internship;
 - (b) the dates on which the internship commences and finishes;
 - (c) contact information for their supervisor at the internship provider;
 - (d) contact information for the HDR internship coordinator and HDR internship administration officer at the University;
 - (e) relevant work health and safety issues;
 - (f) details of insurance coverage during the internship;
 - (g) the student's intellectual property rights and obligations; and
 - (h) other relevant information such as advice on workplace etiquette (including use of social media), confidentiality, and conflict of interests information.

10 Student information packages

- (1) The HDR internship administration officer must provide each student undertaking an internship with a written information package relating specifically to the student's internship.
 - (a) The information package must be provided at the pre-internship seminar, or by email if the student is unable to attend the seminar.
- (2) The information package must contain the following information:
 - (a) the physical location of the internship;
 - (b) contact details for relevant staff within the University and the internship provider;
 - (c) information about the internship provider and the internship program, including learning outcomes and career development opportunities;
 - (d) details about the supervision arrangements at the University and at the internship provider;
 - (e) progression requirements during the internship, including any required mid-point and end of internship reviews;
 - (f) information relating to:
 - (i) academic honesty;
 - (ii) the University [Code of Conduct for Students](#)
 - (iii) the internships provider's code of conduct or similar documents;
 - (iv) confidentiality requirements;
 - (v) conflict of interests requirements;
 - (vi) intellectual property rights and requirements;
 - (vii) compliance with University and internship provider policies;
 - (viii) the bases upon which the internship may be terminated, and by whom;
 - (ix) work health and safety requirements; and
 - (x) obligations relating to research and the student's thesis whilst undertaking an internship.
 - (g) an evaluation form to be completed at the end of the internship; and
 - (h) any other information relevant to the internship.

11 Monitoring internships

- (1) The HDR internship coordinator must maintain regular contact with students on internship to monitor:
 - (a) the quality of the experience;
 - (b) the student's progress; and
 - (c) any potential or actual problems with the internship.
- (2) The HDR internship coordinator must:
 - (a) maintain a record of all contacts with students during internships; and

- (b) report any work health and safety incidents that occur during an internship in the University's [Riskware](#) system.

12 Feedback during and after internships

- (1) The HDR internship coordinator must request feedback at the mid-point and end of the internship.
- (2) In both instances, the HDR internship coordinator must:
 - (a) contact students to review their progress; and
 - (b) contact the student's internship provider supervisor to seek feedback on the student's progress.
- (3) At the end of the internship, the student must complete an evaluation form and return it to the HDR internship administration officer.

Note: An example of an evaluation form is at Schedule One

- (4) At the end of the internship, the HDR internship coordinator must ask the internship provider to provide a written report addressing:
 - (a) the student's progress and achievements during the internship;
 - (b) the experience of running an internship program for HDR students; and
 - (c) any improvements that they think are necessary before participating in any future internship programs.

13 Post-internship forum

- (1) The HDR internship coordinator and the HDR internship administration officer must organise a post-internship forum to be held in the month following the completion of each internship program.
- (2) The purpose of the post-internship forum is to
 - (a) share the experience of an internship from the point of view of:
 - (i) students;
 - (ii) internship providers; and
 - (iii) relevant University staff; and
 - (b) inform members of the higher degree by research community about the opportunities afforded by HDR internships.
- (3) The following people should be invited to the post-internship forum:
 - (a) all students who participated in the internship program;
 - (b) internship providers, including staff who supervised students during the program;
 - (c) the regular supervisors of students who participated in the internship program;
 - (d) other HDR students;
 - (e) academic staff from the faculties or University schools in which the students are normally enrolled;



- (f) academic staff from any centres at which the student normally works or studies;
 - (g) members of the University Executive Research Education Committee;
 - (h) members of the University Executive Research Committee;
 - (i) members of the Academic Board Graduate Studies Committee;
 - (j) staff from relevant professional service units; and
 - (k) any other relevant members of the University community.
- (4) If required, the forum will be streamed to other locations and campuses.
- (5) The format for the forum will be decided by the HDR internship coordinator.

14 Roles and responsibilities

- (1) The **HDR internship coordinator** is responsible for:
- (a) familiarising themselves with the requirements of the [policy](#) and these procedures;
 - (b) contacting existing and or potential internship providers;
 - (c) arranging for any discussions with internship providers to include the HDR internship administration officer;
 - (d) ensuring that both the internship provider and students know and understand the learning outcomes and career development opportunities which will be provided during the internship;
 - (e) determining indicative timelines for the selection of students for internships during the year;
 - (f) liaising with the internship provider regarding the selection of students for internships;
 - (g) informing students that they should seek independent legal advice about
 - (i) intellectual property; and
 - (ii) any other legal issues relevant to their internship;
 - (h) advising the internship provider about requirements:
 - (i) for students to have a work health and safety induction;
 - (ii) to promptly to inform the HDR internship coordinator of any issues arising during the internship;
 - (iii) for necessary workplace adjustments for particular students; and
 - (i) seeking feedback from students and the internship provider during and at the end of each internship program.
- (2) During a student internship, the **HDR internship coordinator** is also responsible for:
- (a) academic supervision of students on internships;
 - (b) maintaining regular contact with students to monitor:
 - (i) the quality of the experience;
 - (ii) the student's progress; and
 - (iii) any potential or actual problems with the internship.



- (c) maintaining a record of contact with students during the internship;
 - (d) reporting any work health and safety issues in [Riskware](#);
 - (e) noting any conflict of interests between the student and staff in the internship provider, including directors and board members.
- (3) The **HDR internship coordinator** and the **HDR internship administration officer** are responsible for:
- (a) arranging for completion of an SIA between the University and each internship provider;
 - (b) organising pre-internship seminars for all students undertaking internships; and
 - (c) organising post-internship forums at the end of each internship program.
- (4) The **HDR internship administration officer** is responsible for:
- (a) familiarising themselves with the requirements of the [policy](#) and these procedures;
 - (b) where necessary, liaising with the Office of General Counsel about SIAs and proposed variations;
 - (c) liaising with relevant University professional services units about:
 - (i) intellectual property provisions during an internship;
 - (ii) any relevant scholarship arrangements; and
 - (iii) insurance for students while participating in an internship;
 - (d) confirming with the internship provider the appropriateness of the terms of a proposed SIA before it is entered into;
 - (e) forwarding a completed student internship schedule for each student to the relevant internship provider; and
 - (f) providing each student with a copy of their student internship schedule and information package before commencement of the internship; and
 - (g) providing each student with an evaluation form regarding the internship.
- (5) **Students** are responsible for:
- (a) providing the HDR internship coordinator with required information;
 - (b) discussing the internship opportunity with their supervisor or postgraduate coordinator:
 - (i) prior to applying for an internship; and
 - (ii) if accepted, prior to beginning the internship;
 - (c) seeking independent legal advice where appropriate;
 - (d) attending the pre-internship seminar;
 - (e) providing feedback about the internship through the evaluation form to the HDR internship administration officer; and
 - (f) attending the post-internship forum.

NOTES

Higher Degree by Research Internships Procedures 2018

Date adopted: 27 November 2018

Date commenced: 1 January 2019

Administrator: Director, Graduate Research

Review date: 1 January 2024

Related documents:

University of Sydney (Higher Degree by Research) Rule 2011 (as amended)

External Interests Policy 2010

Progress Planning and Review of Higher Degree by Research Students Policy 2015

Intellectual Property Policy 2015

Student Placement and Project Policy 2015

Supervision of Higher Degree by Research Students Policy 2013

Progress Planning and Review of Higher Degree by Research Students Procedures 2015

Code of conduct for students

AMENDMENT HISTORY

Provision **Amendment**

Commencing

Schedule One

Evaluation form for higher degree by research interns

We are interested in hearing about your experience before and during the internship. Your information will help us in the provision of future internships.

This evaluation is in two parts: ratings against experience and outcomes; and a comments section. Please note that your name will not be used in any report on the program.

Name:

Internship provider:

Internship supervisor:

1 Rating your experience

Please rate each of the following items on a scale of 1 to 5

1 = Very unsatisfactory; 2 = Unsatisfactory; 3 = Neutral; 4 = Satisfactory; 5 = Excellent

	1	2	3	4	5
Advertising of the internship program to students					
Selection process: University of Sydney					
Selection process: internship provider					
Preparedness for internship					
Induction at internship provider					
Supervision during internship: at internship provider					
Supervision during internship: by academic supervisor					
Work experience in the internship provider					
Exposure to commercial research and development					
Knowledge programs provided by internship provider/ broker					
Networking opportunities					
Career development opportunities					
Mid-point review					
Communication with University of Sydney during internship					

2 Commenting on your experience

What were the best aspects of your experience?

What aspects of your experience could be improved and how?

Any other comments