

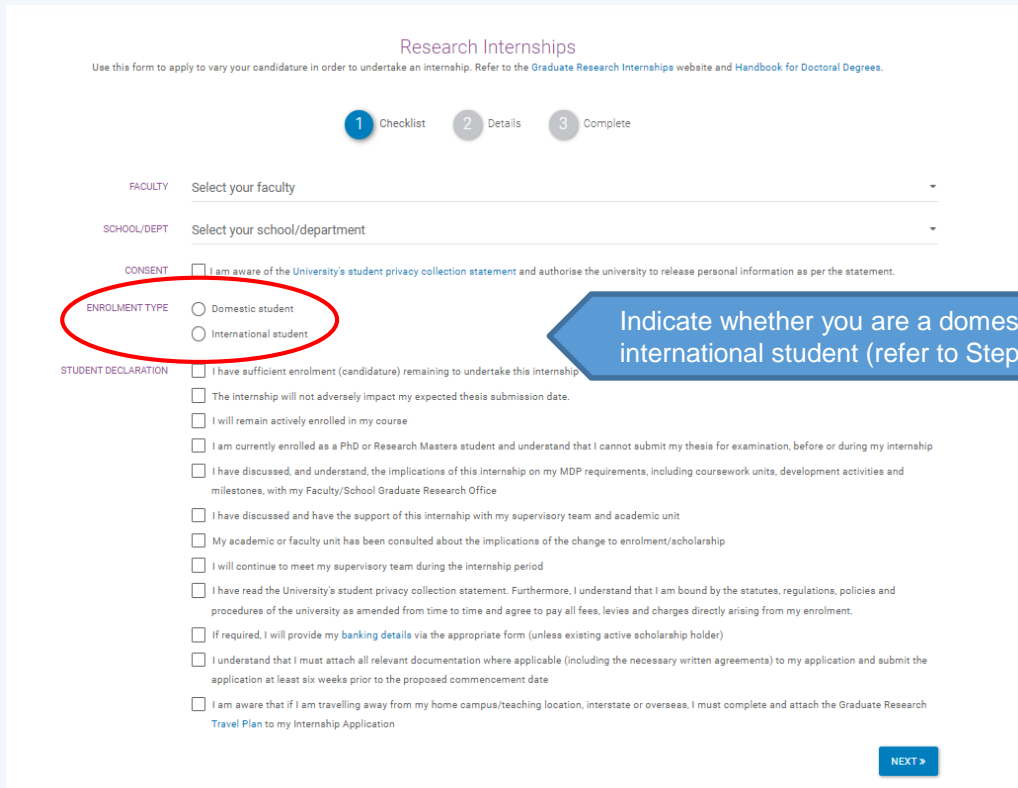


To apply to commence a research internship, Graduate Research students need to fill in an online application form. For further information about how to apply, please refer to Research Internship: [Information for Students](#) web page. The below outlines how to complete the online form.

Step 1: Prepare ALL required documentation/information prior to submitting an application

- Monash Student ID number
- Signed contract agreement
- Ethics approval (where relevant)
- Letter of Intent (required where you are undertaking the internship and obtain the signed contract agreement post 18 months of candidature).

Step 2: Complete the Checklist



Research Internships

Use this form to apply to vary your candidature in order to undertake an internship. Refer to the [Graduate Research Internships website](#) and [Handbook for Doctoral Degrees](#).

1 Checklist 2 Details 3 Complete

FACULTY Select your faculty

SCHOOL/DEPT Select your school/department

CONSENT ☐ I am aware of the University's student privacy collection statement and authorise the university to release personal information as per the statement.

ENROLMENT TYPE ☐ Domestic student ☐ International student

STUDENT DECLARATION ☐ I have sufficient enrolment (candidature) remaining to undertake this internship.

☐ The internship will not adversely impact my expected thesis submission date.

☐ I will remain actively enrolled in my course

☐ I am currently enrolled as a PhD or Research Masters student and understand that I cannot submit my thesis for examination, before or during my internship

☐ I have discussed, and understand, the implications of this internship on my MDP requirements, including coursework units, development activities and milestones, with my Faculty/School Graduate Research Office

☐ I have discussed and have the support of this internship with my supervisory team and academic unit

☐ My academic or faculty unit has been consulted about the implications of the change to enrolment/scholarship

☐ I will continue to meet my supervisory team during the internship period

☐ I have read the University's student privacy collection statement. Furthermore, I understand that I am bound by the statutes, regulations, policies and procedures of the university as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.

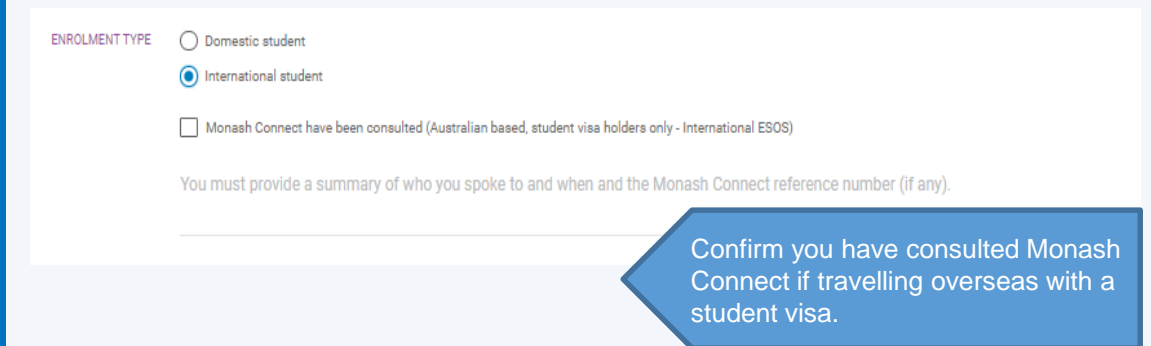
☐ If required, I will provide my banking details via the appropriate form (unless existing active scholarship holder)

☐ I understand that I must attach all relevant documentation where applicable (including the necessary written agreements) to my application and submit the application at least six weeks prior to the proposed commencement date

☐ I am aware that if I am travelling away from my home campus/teaching location, interstate or overseas, I must complete and attach the Graduate Research Travel Plan to my Internship Application

NEXT >

Step 2a (International students travelling overseas): Complete this section



ENROLMENT TYPE ☐ Domestic student ☒ International student

☐ Monash Connect have been consulted (Australian based, student visa holders only - International ESOS)

You must provide a summary of who you spoke to and when and the Monash Connect reference number (if any).

Confirm you have consulted Monash Connect if travelling overseas with a student visa.

Reminder:

International students on a student visa should contact [Monash Connect](#) when applying for a research internship that is **overseas**.

Under Australian government regulations, there are visa implications for international students and their dependents should they leave Australia for an extended period of study away.



Step 3: Provide Student Details

Research Internships

Use this form to apply to vary your candidature in order to undertake an internship. Refer to the [Graduate Research Internships website](#) and [Handbook for Doctoral Degrees](#).

1 Checklist 2 Details 3 Complete

Student Details

MONASH ID	Student's Monash ID
FULL NAME	Student's full name
EMAIL	Student's Monash email address
MOBILE NUMBER	Student's mobile phone number
CURRENT CAMPUS/TEACHING LOCATION	Student's current campus/teaching location
MAIN SUPERVISOR	Type a supervisor's name to search
ENROLMENT MODE	<input type="radio"/> Professional Development (including GRIP) <input type="radio"/> Coursework
HAVE YOU COMPLETED YOUR CONFIRMATION OF CANDIDATURE MILESTONE?	<input type="radio"/> Yes <input type="radio"/> No
SCHOLARSHIP HOLDER?	<input type="radio"/> Yes <input type="radio"/> No

Indicate if you are a scholarship holder (refer to step 3a).

Step 3a (Scholarship holders only): Confirm details and scholarship suspension (where relevant)

SCHOLARSHIP HOLDER? ☒ Yes
☐ No

Scholarships Holders Only

This section is to ensure you are aware of all scholarship conditions associated with an internship during your enrolment (if applicable).

Paid internships are managed through a scholarship paid fortnightly to students into an Australian bank account in the student's name.

Complete the following to acknowledge that you understand the implications to any existing scholarships.

☐ I understand that in accordance with [Monash RTP Policy and Procedures](#) requirements, my existing scholarship will be terminated if the internship exceeds 75% of the scholarship per annum value

I AM REQUESTING TO SUSPEND MY CURRENT SCHOLARSHIP FOR THE PERIOD OF THE INTERNSHIP ☐ Yes
☐ No

You need to ensure that you have sufficient candidature remaining to support resuming your current scholarship.

Note: International students on a tuition scholarship will need to discuss options with their faculty.

Indicate whether you would like to suspend your existing scholarship while undertaking the internship.

Note:

Students on an RTP (or equivalent) scholarship will have the choice to suspend their scholarship and resume upon completion of their internship. This period of suspension will not impact the duration of their RTP entitlement.



Step 4: Provide Internship Details

Internship Details

TYPE OF INTERNSHIP

☐ Paid Internship
☐ Unpaid Internship

Indicate whether the internship is paid or unpaid.

PROJECT TITLE

Project Title

DESCRIBE HOW THE INTERNSHIP IS RELEVANT TO YOUR AREA OF RESEARCH

BRIEF SYNOPSIS AND EXPECTED LEARNING OUTCOME

Provide a brief synopsis of the tasks to be completed for this industry partner and detail the expected learning outcomes from this internship. This can be extracted from the Contract Agreement or Letter of Intent.

INTERNSHIP START DATE

dd/mm/yyyy

INTERNSHIP END DATE

dd/mm/yyyy

MODE OF INTERNSHIP

☐ Full-time
☐ Part-time

Indicate whether the internship is full-time or part-time (refer to Step 4a).

HOW MANY DAYS PER WEEK (BUSINESS DAYS ONLY) WILL YOU BE UNDERTAKING YOUR INTERNSHIP?

TOTAL NUMBER OF FULL TIME EQUIVALENT CONTACT DAYS

WHAT WILL BE THE LOCATION WHILE UNDERTAKING THIS INTERNSHIP?

☐ Local (Victoria)
☐ Interstate
☐ Overseas
☐ Remote eg. offsite

Choose the location (refer to Step 4b for interstate and overseas travel).

Step 4a: Provide Tax File Number (TFN) declaration for part-time internships

MODE OF INTERNSHIP

☐ Full-time
☒ Part-time

Under Australian Taxation Law, full-time stipends are presently considered to be nontaxable by the Australian Government. Part-time stipends are taxable. Students seeking taxation advice should refer to the Australian Taxation Office, as the University does not provide advice regarding taxation. Please complete a TFN declaration form if you satisfy the requirement of a part-time scholarship.

Note: Maximum file size is 10 MB. You can only upload one document. Only .pdf files will be accepted.

SELECT FILES

Will the mode of this internship impact your current enrolment type? eg. You are currently a part-time student looking to do a full-time internship.

☐ Yes
☐ No

Indicate whether the chosen mode of internship will impact your research.

Step 4b (Interstate/Overseas travel only)

WHAT WILL BE THE LOCATION WHILE UNDERTAKING THIS INTERNSHIP?

☐ Local (Victoria)
☐ Interstate
☒ Overseas
☐ Remote eg. offsite

DESTINATION

Destination

Please provide details of all destinations, including any institution/s you will be visiting, conferences fieldwork etc

Please attach your completed Graduate Research Travel Plan. This is a mandatory requirement.

Note: Maximum file size is 10 MB. You can only upload one document. Only .pdf files will be accepted.

SELECT FILES

Provide Travel Plan for interstate/overseas travel.

DFAT WARNING

You must include the DFAT warning level. For example: Saudi Arabia, DFAT warning: Reconsider Please refer to the Smarttraveller website for DFAT warning levels.

Provide DFAT warning for overseas travel.



Step 5: Confirm Ethics and IP (where relevant)

Ethics and Intellectual Property

Information on Ethics Approval is available in Ch 2.12 of the Doctoral handbook

Please ensure you have discussed the following with your supervisor:

- Internships that will impact your research project, will require an update to the Intellectual Property.
- Where the internship project impacts your research project and involves questionnaires, interviews & surveys, this may require Monash ethics approval.

For Intellectual Property information and access to forms, go to: <http://www.intranet.monash/graduate-research/handbook-admin-forms/student-resources/ip>

Complete the following to acknowledge that you have met the expectations regarding ethics and intellectual property.

THIS INTERNSHIP WILL
DIRECTLY IMPACT MY
RESEARCH PROJECT

☐ Yes
☐ No

Please ensure you have completed a new IP form.

☐ I will apply for ethics approval (if applicable).

Note:

Where the Research and Development (R&D) tasks of the internship will impact the PhD project, the student will be required to submit an updated IP declaration via the online form.

If the Internship involves ethics approval, the student will need to apply for Ethics via the relevant form.

Step 6: Provide Organisation Details

Host Organisation Details (Industry Partner)

ORGANISATION NAME

ORGANISATION CONTACT
PERSON

ORGANISATION CONTACT
PERSON POSITION

ORGANISATION CONTACT
PERSON PHONE NUMBER

ORGANISATION CONTACT
PERSON EMAIL ADDRESS

LOCATION OF INTERNSHIP

HOW WAS THIS INTERNSHIP
SOURCED?

ATTACHMENTS ATTACH: Signed written agreement between parties

Note: Maximum file size is 10 MB. You can only upload one document. Only .pdf files will be accepted.

SELECT FILES

Provide signed written agreement

ATTACH: Evidence of written agreement between parties i.e. Letter of Intent - required where the written agreement has not been signed by 18 month FTE of candidature.

Note: Maximum file size is 10 MB. You can only upload one document. Only .pdf files will be accepted.

SELECT FILES

Provide evidence of written confirmation obtained within 18 months full-time equivalent (only where relevant)

SUBMIT >

1 Checklist 2 Details 3 Complete

✓ Your research internship request has been submitted.

SAVE A COPY OF YOUR REQUEST