This procedure is in effect from 30 April 2024.

SCOPE

This procedure applies to all Monash University graduate research courses.

For the purpose of this procedure:

- references to ‘the University’ include the activities of Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, and Monash Suzhou Research Institute, unless indicated otherwise;
- references to ‘graduate research students’ and ‘students’ have the same meaning unless specified otherwise.

This procedure does not apply to:

- internship or intern positions that involve performing duties essential to the industry partner’s business productivity, or has the nature of an employment relationship; or
- industry placements, professional practice activities, and other similar enrichment activities that a graduate research student may choose to undertake during their enrolment. In such circumstances, students should consult with their main supervisor, and where supported, apply for a period of leave in accordance with the Graduate Research Enrolment Procedure.

PROCEDURE STATEMENT

Research internships offer students opportunities to apply their research skills and knowledge to an industry, or real world challenge. Research internships are a valuable and meaningful experience which support skills development to complement a student’s expertise and knowledge transfer, and help to expand networks and increase collaboration and career opportunities. Students are encouraged to incorporate suitable research internships into their course.

This procedure sets out the process for securing, applying for, and undertaking a research internship.

1. Internship eligibility and general requirements

1.1 In order to be eligible to undertake a research internship, a student must:

1.1.1 be enrolled in a University graduate research course, and not undertaking any approved leave of absence;
1.1.2 be making satisfactory progress and not under review for any disciplinary action;
1.1.3 remain actively enrolled for the duration of the research internship;
1.1.4 have sufficient candidature remaining to undertake the internship within the maximum course duration; and
1.1.5 have not submitted their thesis for examination.

1.2 Prior to applying for a research internship, students should, in consultation with their supervisors, consider and record agreed terms in writing relating to:

- how the research internship will complement their research project;
- the timeframe for securing and completing a research internship as set out in sections 2 and 3 of this procedure;
- an appropriate time to undertake a research internship, how they will manage any accommodations to their existing research program, such as adjustments to supervision meetings, and/or other course requirements;
- any pertinent scholarship and/or visa conditions; and
- financial obligations and other relevant requirements associated with the research internship.

1.3 The research internship should be related to the student's research project. Determining this will have regard to the following:
1.3.1 how the research internship relates to the area of research;
1.3.2 usage of the research skills or experience gained during the course towards the research internship; and
1.3.3 how the research skill or experience to be gained during the internship will benefit the student’s research.

1.4 Prior to commencing a research internship, a valid and fully executed internship agreement must be obtained and students must seek approval from their main supervisor and faculty using the relevant forms.

1.5 The research internship must be conducted with an Industry partner where the student undertakes research and development activities related to the student’s area of research.

1.6 Research internships can be undertaken at any agreed time period during the student’s candidature, but for doctoral students should where possible:

1.6.1 be arranged and secured in writing within 18 months of the enrolment commencement for full-time students, or 36 months for students enrolled on a part-time basis, for which the University, student and Industry partner must at a minimum agree in writing the research and development activities to be undertaken by the student with the Industry partner and the duration of the internship; and
1.6.2 be of at least 60 days full time equivalent engagement and minimum duration of three months; and
1.6.3 be hosted by Industry partners meeting the definition of a research end-user.

1.7 Research internships completed by doctoral students meeting the requirements outlined in clauses 1.6.1 - 1.6.3 will be reported to the Tertiary Collection of Student Information (TCSI) as eligible research internships in accordance with the Commonwealth Scholarship Guidelines requirement.

1.8 A contact person must be nominated from within the applicable faculty/academic unit (or authorised third-party provider) and the Industry partner for the student for the duration of the research internship.

2. Securing a research internship

Sourcing opportunities

2.1 Research internship opportunities may be sourced via:

2.1.1 third party providers as contracted by the University; or
2.1.2 arranged directly by the student, their supervisor, academic unit, or faculty.

2.2 The University contracts third party service providers to source and support research internships. Students may apply through the third party service providers through the relevant application portals.

2.3 If a student communicates the intent to arrange a research internship opportunity directly, their supervisor and/or academic unit must provide advice on the mandatory requirements of a research internship opportunity and instructions on approaching a prospective Industry partner.

2.3.1 Students may be directed to facilitation services provided by a University contracted third party provider(s).

Due diligence and risk assessments

2.4 Prior to the execution of a written agreement or a Letter of Intent with the Industry partner, the academic unit (or a contracted third party service provider), must check the relevant agreement register for any pre-existing agreements with the Industry partner.

2.5 During the negotiation process, the academic unit (or a contracted third party service provider) must undertake a due diligence assessment in accordance with the Enterprise Risk Management Procedure and a health and safety risk assessment in accordance with the OHS Risk Management Procedure.

2.5.1 Further information or evidence should be sought from the Industry partner if there is any uncertainty about their occupational health and safety standards.

2.6 If a decision is made not to proceed further with a prospective Industry partner, the academic unit (or a contracted third party service provider) should record the outcome and reasons behind such a decision in the relevant register.

International research internships

2.7 In endorsing and managing any international research internships, faculty/academic units must ensure that the activity complies with the laws applicable in the location of the organisation, including visas and immigration, and that information about relevant local employment rules and regulations is provided to the student during preparation for an internship.

2.8 Staff who are responsible for arranging international research internships should seek information from the organisation regarding their local requirements.
2.9 International students subject to Education for Overseas Students (ESOS) requirements or Malaysian government student pass requirements must make an informed assessment on any impact an international research internship may have on their study visa or student pass.

Agreements

2.10 The research internship must be negotiated and formalised through a written agreement between the University and the Industry partner. The written agreement must be executed prior to the commencement of the research internship by an authorised representative of the University.

2.11 Faculties must ensure that the agreement is an appropriate research internship agreement, which includes student specific schedules and declarations, and approved by the University Office of General Counsel (OGC).

2.11.1 An OGC pre-approved template agreement should be utilised where possible.

2.11.2 If a template requires amendment or an alternative agreement is proposed, the faculty must seek legal advice from the OGC.

2.12 At a minimum, the agreement must include:

2.12.1 the parties’ expectations of the research internship, including the research and development activities to be undertaken and the duration of the internship;

2.12.2 student inductions into the Industry partner;

2.12.3 any applicable provisions in relation to financial support during internship;

2.12.4 training and supervision requirements;

2.12.5 health, safety and insurance arrangements;

2.12.6 reasonable adjustments to be made for eligible students (if any);

2.12.7 intellectual property rights;

2.12.8 privacy compliance requirements;

2.12.9 Australia’s Foreign Relations (State and Territory Arrangements) Act clause (if applicable and as directed by Global Engagement (GE));

2.12.10 student complaint handling process; and

2.12.11 dispute resolution.

2.13 The University requires Industry partners to hold a minimum level of public liability and indemnity insurance. Details of such insurance should be included in the agreement.

2.14 Research internship agreements between Monash University Australia and foreign entities outside Australia are subject to Australia’s Foreign Relations (State and Territory Arrangements) Act 2020 (Cth). The academic unit must submit a request form to GE to obtain in-principle approval for the potential research internship during the negotiation stage.

2.14.1 If GE recommends or mandates that the potential research internship negotiations do not continue, negotiations must cease.

2.15 To meet the requirements of an Eligible Research Internship for a doctoral student under the Commonwealth Scholarship Guidelines, the agreement must be executed within 18 months full-time equivalent from the doctoral student’s enrolment commencement date, or 36 months for doctoral students on a part-time basis.

2.15.1 In the event that a written agreement cannot be executed within the 18 months full-time equivalent period, a Letter of Intent must be completed and signed by the student, Industry partner and University within this timeframe.

2.15.2 The agreement, which includes any relevant student schedules, must still be executed within a reasonable time and prior to the commencement of any relevant research internships.

2.16 Faculty and/or academic units must email a copy of the fully executed internship agreement to mgro-industry@monash.edu

3. Internship lifecycle

3.1 Following the execution of a written agreement and no less than 6 weeks prior to the commencement of the research internship, students must submit a Research Internship application form and all required documentation to vary their enrolment.

3.1.1 Students enrolled in coursework units during the period of internship must manage variation to unit enrolments with their faculty.
3.1.2 Students should also submit a new intellectual property and ethical research declaration where applicable in discussion with their main supervisor.

3.2 The application to undertake a research internship must be endorsed by the main supervisor and the relevant Head of Academic Unit (or nominee).

3.3 Students will receive an email confirmation when the research internship application has been approved and processed.

3.4 For students enrolled at Australian campuses and locations, payment of any scholarships related to the internship will be made in accordance with the Research Training Scholarship Policy and Procedure.

3.5 Upon completion of the research internship, students must complete the Return from Internship form to confirm their return to study.

3.5.1 Recognition of applicable internships towards coursework or professional development requirements will be applied to the student’s enrolment record upon receipt of all required documentation.

DEFINITIONS

<table>
<thead>
<tr>
<th>Eligible research internship</th>
<th>As defined by the Commonwealth Scholarship Guidelines, an eligible research internship is a research internship completed by a PhD student that also meets the following criteria:</th>
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<tbody>
<tr>
<td></td>
<td>● is related to a research doctorate student’s area of research; and</td>
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<td></td>
<td>● is undertaken with an industry partner meeting the definition of a research end-user</td>
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<td></td>
<td>● is at least three months in duration and consists of 60 full-time equivalent days of engagement with a research end-user; and</td>
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<td></td>
<td>● must be agreed in written form by the University, student and the research end-user, within 18 months FTE of the PhD student’s course commencement (e.g. Letter of Intent or signed written agreement).</td>
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</tbody>
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<tr>
<th>Industry partner</th>
<th>Enterprises, including government, NGOs, not-for-profit, community and commercial, in sectors where students seek research and development experience relevant to their research.</th>
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<tr>
<th>Research and Development Activities</th>
<th>Activities that comprise ‘creative and systematic work undertaken in order to increase the stock of knowledge - including knowledge of humankind, culture and society - and to devise new applications of available knowledge’.</th>
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<tr>
<th>Research end-users</th>
<th>As defined by Tertiary Collection of Student Information (TCSI), an individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or results of the research. Other universities or organisations that are affiliates, controlled entities or subsidiaries of Monash University are excluded.</th>
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<th>Student</th>
<th>A person who:</th>
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<td></td>
<td>a) is admitted to a course of study at the University;</td>
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<tr>
<td></td>
<td>b) is enrolled at the University in a non-award study or one or more units of study on an assessed or non-assessed basis and without admission to a course of study;</td>
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<td></td>
<td>c) is pursuing a course of study or unit of study at the University through an exchange or study program or other arrangement between the University and another educational institution;</td>
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<td></td>
<td>d) is engaged in a student mobility program involving the University, whether or not the program is credited towards a course of study or unit of study;</td>
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<td></td>
<td>e) has completed a course of study but on or to whom the relevant degree or award has not been conferred or awarded;</td>
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<td></td>
<td>f) has deferred, or has intermitted, or has been suspended from, a course of study;</td>
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<td></td>
<td>g) is enrolled in a course of study or one or more units of study offered by the University through another educational institution; or</td>
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<td></td>
<td>h) has consented in writing to be bound as a student by the University statute and University regulations.</td>
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The following terms are used to identify groups of students that are subject to different requirements (as defined below):

- domestic student;
- international student; and
- international student subject to Education and Services for Overseas Students (ESOS) requirements.

GOVERNANCE
<table>
<thead>
<tr>
<th><strong>Parent policy</strong></th>
<th>Graduate Research Candidature Management Policy</th>
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<tr>
<td><strong>Supporting procedures</strong></td>
<td>Graduate Research Progress Management Procedure Graduate Research Thesis Examination Procedure</td>
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<tr>
<td><strong>Supporting schedules</strong></td>
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<td><strong>Associated procedures</strong></td>
<td>Enterprise Risk Management Procedure Graduate Research Enrolment Procedure OHS Risk Management Procedure Research Training Program Scholarship Procedure</td>
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<td><strong>Related legislation</strong></td>
<td>Australia’s Foreign Relations (State and Territory Arrangements) Act 2020 (Cth) Commonwealth Scholarships Guidelines (Research) 2017 (Cth)</td>
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<td><strong>Category</strong></td>
<td>Academic</td>
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<tr>
<td><strong>Approval</strong></td>
<td>Graduate Research Committee 9 October 2023 MEETING NUMBER 7/2023 / AGENDA ITEM 11.1</td>
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<td><strong>Endorsement</strong></td>
<td>Pro Vice-Chancellor (Research Training) 8 October 2023</td>
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<tr>
<td><strong>Procedure owner</strong></td>
<td>Academic Director (Research Training) 8 October 2023</td>
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<tr>
<td><strong>Date effective</strong></td>
<td>30 April 2024</td>
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<td><strong>Review date</strong></td>
<td>30 April 2027</td>
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<td><strong>Version</strong></td>
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<td><strong>Content enquiries</strong></td>
<td><a href="mailto:mgro-industry@monash.edu">mgro-industry@monash.edu</a></td>
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