

Subject Outline

Subject Name: Extended HDR Internship

Subject Code: RD7004:15

Study Period: RP1, 2, 3, 4

Study Mode: WIL

Campus: Townsville, Cairns

Subject Coordinator: Dean, Graduate Research

Approved:

We acknowledge the Traditional Owners of the lands and waters where our university is located and actively seek to contribute and support the JCU Reconciliation Statement, which exemplifies respect for Australian Aboriginal and Torres Strait cultures, heritage, knowledge and the valuing of justice and equity for all Australians.

Pre-requisites:

The internship cannot commence until a written proposal agreement on the agreed proforma has been signed by the candidates, their Primary Advisor, Industry Partner and the Dean, Graduate Research.

The Candidate must have successfully completed their Confirmation of Candidature and normally have submitted their thesis for examination with the written approval of the Advisors before their internship is commenced. Exceptions to the rule require the written approval of the Dean, Graduate Research

This subject outline has been prepared by Professor Helene Marsh for the Graduate Research School, Division of Research and Innovation, James Cook University. Updated [8 May 2017].

Q1. This subject is offered across more than one campus and/or mode and/or teaching period within the one calendar year.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Q2. If yes [Q1], the design of all offerings of this subject ensure the <u>same</u> learning outcomes and assessment types and weightings.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Q3. If no [Q2], _____ has authorised <u>any variations</u> , in terms of <u>equivalence</u> .		

Subject Outline Peer Reviewer

Name	Dr Elizabeth Tynan
Position	Senior Lecturer. Graduate Research
Date Reviewed	

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Staff Contact Details

Teaching team	Staff member	Room	Phone	Email	Consultation times*
Subject Coordinator	Helene Marsh	017:028	15575	deangrs@jcu.edu.au	By appointment

Section 1. Subject at a glance

1.1 Student participation requirements

The JCU [Learning, Teaching and Assessment Policy](#) (4.3) indicates that, “a **3 credit point subject** will require a **130 hour work load** of study-related participation including class attendance over the duration of the study period, **irrespective of mode of delivery**”. This workload comprises **timetabled hours** and **other attendance requirements**, as well as **personal study hours**, including completion of online activities and assessment requirements. Note that “attendance at specified classes will be a mandatory requirement for satisfactory completion of some subjects” ([Learning, Teaching and Assessment Policy](#), 5.10); and that additional hours may be required per week for those students in need of **English language, numeracy** or **other learning support**.

Outline the **participation requirements** for this subject in the table:

Key subject activities	Time	Day/ Date	Room/ Location
Industry Placement Internship	4 or 5 months FTE i.e. at least 650 hours	Case by case basis	As detailed in the proposal agreement
Mandatory attendance requirements	<ol style="list-style-type: none">1. professional experience briefing2. attendance at the university and premises of the industry partner as detailed in the proposal agreement3. presentation on outcomes of internship4. professional experience debriefing	Case by case basis	As detailed in the proposal agreement

For information on the days and times when lectures, tutorials, workshops, etc. are scheduled for all of your subjects, visit *JCU Lecture Timetables* at <http://www.jcu.edu.au/ttable/>

For information regarding class registration, visit the class registration schedule at <https://www.jcu.edu.au/students/enrolment/class-registration-schedule>

1.2 Key dates

Insert **assessment types** in table below (see **Appendix A** for listing and definitions of assessment types).

Consider **early low-stakes/low-weight assessment** to provide students with **feedback**.

Key dates	Date
Census date	see 2017 Study Period and Census Dates
Last date to withdraw without academic penalty	see 2017 Study Period and Census Dates
Assessment task 1 Proposal Agreement (20%)	Due as agreed on cases by case basis
Assessment task 2 Research Project Report (60%)	Due as agreed on cases by case basis
Assessment task 3 Presentation (20%)	Due as agreed on cases by case basis

Section 2. Subject details

2.1 Subject description

An extended (4-5 month) industry internship to undertake a research project on a topic identified by the industry partner in collaboration with the advisor(s) of the candidate. This subject is designed for but not limited to participants in the national internship program.

2.2 Subject learning outcomes

HDR Candidates who successfully complete this subject will be able to:

- 1). Plan and undertake a stakeholder defined research project
- 2) Present their findings to an industry audience both verbally and in writing
- 3) Demonstrate their understanding of the cultural requirements of working as a researcher in the industry of their internship.

These outcomes will contribute to the HDR candidate's overall achievement of their research training course learning outcomes.

2.3 Learning and teaching in this subject

The learning and teaching in this subject will be undertaken in 'apprentice mode'. The HDR candidate will be mentored by a nominated industry partner in collaboration with the Primary Advisor and specified additional members of their Advisory Panel.

2.4 Student feedback on subject

The student feedback from this subject will be obtained during qualitative one-to-one debriefings with the Dean, Graduate Research or their nominee at the completion of the internship.

2.5 Subject resources and special requirements

Nil

Section 3. Assessment details and other requirements

3.1 Requirements for completion of subject

In order to pass this subject, the candidate must:

- Complete the proposal agreement in the required proforma at the required standard
- Complete the 4-5 month internship to the satisfaction of the industry partner and the Primary Advisor
- Submit the project report at the required standard to the Primary Advisor and the agreed nominee of the industry partner within one month of completing the internship.
- Present a 30 minute talk on the outcomes of the project at the required standard to the Primary Advisor and the agreed nominee of the industry partner within one month of completing the internship. This presentation must include reflection on understanding of the cultural requirements of working as a researcher in the industry of the internship.

Note: this is a Pass/Fail subject

3.1.1 Professional experience requirements

The proposed work plan for the internship will be outlined in the proposal application for the internship. The Advisor will be centrally involved in the day-to-day management of the candidate's placement and will report to the Dean Graduate Research on a monthly basis regarding any problems in meeting the milestones. The candidate must spend an agreed proportion of their time working on the JCU Campus under the supervision of the Primary Advisor.

3.1.2 Inherent requirements

The internship will require a proposal application to be signed by the Intern, Primary Advisor, the nominee of the Industry Partner and Dean, Graduate Research.

The HDR candidate will not be allowed to commence the internship until they have completed their Confirmation of Candidature and will normally be expected to have submitted their thesis for examination before commencing the internship. Any exceptions to the latter rule must be approved in writing by the Dean, Graduate Research.

The candidate will be formally enrolled in the subject and be expected to complete the internship irrespective of whether they have completed the thesis requirements for their degree. Failure to complete the requirement of the subject will be recorded on the academic transcript.

3.2 Feedback on student learning

The HDR candidate will receive weekly formative feedback from the Primary Advisor, preferably in collaboration with the Industry Partner.

3.3 Assessment tasks

ASSESSMENT TASK 1: Proposal Agreement

Aligned subject learning outcomes	Capacity to plan a stakeholder defined research project to the satisfaction of the primary advisor and industry partner
Group or individual	Individual
Weighting	20%
Due date	As agreed on a case by case basis Restate date (as in Section 1.2)

ASSESSMENT TASK 1: DESCRIPTION

Prepare proposal agreement on prescribed pro-forma (See Appendix 1) to the satisfaction of the Primary Advisor and the Industry Partner. (See Appendix 1)

Have proposal agreement assessed by an expert reviewer. (See Appendix 2, Section 1.)

Respond to expert review. (See Appendix 2, Section 2)

ASSESSMENT TASK 1: CRITERIA SHEET

See Appendix 2, Sections 1 and 2.

ASSESSMENT TASK 2: Research Project Report

Aligned subject learning outcomes	Capacity to plan undertake a stakeholder defined research project and present their findings to an industry audience in writing
Group or individual	Individual
Weighting	60 %
Due date	Restate date (as in Section 1.2)

ASSESSMENT TASK 2: DESCRIPTION

Prepare a report on the project completed during the internship to the satisfaction of the Primary Advisor and the Industry partner in a format specified by them.

ASSESSMENT TASK 2: CRITERIA SHEET

See Appendix 2, Section 1.

ASSESSMENT TASK 3: Presentation

Aligned subject learning outcomes	Capacity to present their findings to an industry audience verbally and demonstrate their understanding of the cultural requirements of working as a researcher in the industry of their internship.
Group or individual	Individual
Weighting	20%
Due date	Restate date (as in Section 1.2)

ASSESSMENT TASK 3: DESCRIPTION

Prepare a 30 minute presentation on the project completed during the internship to the satisfaction of the Primary Advisor and the Industry partner and deliver the presentation to the Industry partner in a manner that demonstrates an understanding of the cultural requirements of working as a researcher in the industry of their internship.

ASSESSMENT TASK 3: CRITERIA SHEET

See Appendix 2, Section 4.

N/A there will be no examination.

OVERALL ASSESSMENT

All items of assessment must be completed at a level acceptable to both the Primary Advisor and the Industry Partner for the candidate to receive a grade of Pass in this Pass/Fail subject.

OVERALL ASSESSMENT: CRITERIA SHEET

See Appendix 2, Section 5.

Section 4. Submission and return of assessment

The items of assessment will be submitted to the Primary Advisor via the subject's LearnJCU site

Policy check:

LTA Policy 5.3.6. Colleges must provide a **secure system** (including via LearnJCU) for submission and return of work to **safeguard against plagiarism** and **claims of non-receipt and non-return**.

Higher Education Standards Framework (Threshold standards) 2015 (TEQSA Act, 2011)

5.2.2. Preventative action is taken to mitigate foreseeable risks to academic and research integrity including misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property, and to prevent recurrences of breaches.

Provide students with University policy and College/Division guidelines relating to processes for seeking extensions and penalties for late submission.

Policy check: Subject Outlines Policy 2.c.xii. A uniform formula of escalating penalties should be imposed by all Colleges and Disciplines for submission of assessment items after the date specified in the Subject Outline. **This formula should be 5% of the total mark available per day** including part-days, weekends and public holidays. Discretion in imposing penalties is retained by supervisors in cases of genuine need.

Outline procedures for return of student work and provision of feedback.

Policy check: LTA Policy

5.24. Student grades and results will be released only to those with the **legitimate rights of access**.

5.20. Unclaimed assessment items for the subject must be **retained for a period of six months** after the end of the study period.

Please see Student Resources portal tab in LearnJCU for other important student information pertaining to plagiarism and referencing, examinations advice and student support services.

Section 5. Subject calendar

Not applicable will be covered in proposal agreement .

APPENDIX 1

JCU Internship Program for Research Higher Degree Candidates

INSTRUCTIONS

- Student to complete this application in collaboration with their Primary Advisor and the Industry Partner
- Send your draft proposal to the GRS for checking **prior** to obtaining all signatures and submitting.
- The start date of the internship has to be **after** expert review.
- Obtain required special permits, authorisations, or licenses (e.g. animal or human ethics, biohazards review) **before** submitting the internship application.

APPLICATION CHECKLIST

A complete internship application package must include the following :

- The proposal application **completed and signed** by all parties. The memorandum (see Section 7) with signatures can be submitted as a scanned PDF file.
- The contact information for three external experts, from which one will be chosen as an arms-length reviewer (RD7004 Extended HDR Internship ONLY.)
- Intern CV ([a CV template](#) is available on the GRS website)
- Any supplementary documents (as applicable)

An incomplete application or a modified form will result in a delay in the internship evaluation process.

For more information, contact Dean Graduate Research JCU

JCU HDR Internship Proposal Application

1. Research Proposal Summary

1.1. Title of project:		
1.2. Length of Internship Please indicate (x) the length of internship	<input type="checkbox"/> 1 month Internship (RD7005) <input type="checkbox"/> 5 month Internship (RD7004)	
1.3. Dates of Internship Please specify the proposed start and end dates of the internship		
1.4. Keywords to identify reviewers: (3-10 specific keywords; 50% technically related, 50% discipline-related)		
1.5. Academic discipline:		
1.6. Project purpose: Please indicate (x) the advancement you want to achieve with this internship	Creation of new materials, devices, or products	
	Creation of new processes or services	
	Improvement of existing materials, devices, or products	
	Improvement of existing processes or services	

2. Description of Proposed Project

2.1. **Project title:**

2.2. **Project Abstract** (Approx. 150 words):

The abstract must clearly summarize the project proposed. Please include: Background and problem, objectives, expected results and relevance for the intern(s) and partner organization(s). This section will be used to recruit reviewers; it differs from section 7.2.Public Project Overview, which must be written using simplified language understandable to a layperson.

2.3. Background and review of relevant prior work (OPTIONAL for 1 month internship, minimum 500 words):

2.4. General objective of the project broken down into sub-objectives, activities, themes, or subprojects, as applicable:

e. **Expected deliverables.** Please describe the expected deliverables of the project (including the submission of a completed Final Report at end of project).

f. **Benefit to the intern.**

g. **Interaction.** Indicate the percentage (%) of time during the project that the intern will spend on-site at the partner's location. The expected minimum interaction is 50%, if different, please include a **justification**.

% of partner interaction: % + % of academic interaction: % = 100%

h. **Justification** of interaction (if applicable).

- i. **Partner Interaction.** Indicate what activities will be performed on-site at the partner organization.

2.6. Relevance to the partner organization:

Describe the partner's proposed role in the project and how the partner will benefit from participating.

2.7. References:

3. Declarations

3.1. Will the proposed project be taking place outside of the lab or normal business environment of the partner organisation?

Yes___ No___

If yes, please complete the following section to indicate what (if any) impact there may be on the environment.

- a) Main characteristics of the location (i.e. physical description & coordinates).
- b) Principal activity(ies): for each activity, list the environmental elements affected.

- c) Are authorizations, permits, or licenses required to undertake any activity during the internship?
Yes___ No

If yes, please list and include copies with your application.

3.2. Does the proposed project involve living human subjects (including conducting interviews) or human remains, cadavers, tissues, biological fluids, embryos, or fetuses?

Yes___ No

If yes, the proposal must be approved by the relevant JCU Ethics Committee, and a valid Ethics approval is required for the duration of the research project. Access to funding may be denied for projects that do not have ethical approval.

Please note: the GRs will require a copy of the report to ensure compliance.

3.3. Does the proposed project involve animal subjects?

Yes No

If **yes**, the proposal must be approved by the JCU Animal Ethics Committee, and a valid approval from the committee is required for the duration of the research project.

Please note: the GRS may request a copy of the report to ensure compliance.

3.4. Is a biohazards review required?

Yes No

If **yes**, the necessary review/report must be conducted in accordance with your university's policies, and a valid biohazards approval is required for the duration of the research project.

Please note: the GRS request a copy of the report to ensure compliance.

3.5. Have any participants declared a Conflict of Interest (COI) as part of this application?

Yes No

If **yes**, please attach the signed conflict resolution letter.

4. Participants

Duplicate relevant section(s) as needed for multiple interns or supervisors.

4.1. Primary advisor:

Name:	
College:	
Discipline:	
JCU Address:	
City:	
Postal code:	
Phone:	
Email:	

4.1.1. Is the primary advisor:

An owner or a co-owner of the partner organization:

Yes No

A relative of an owner or co-owner of the partner organization:

Yes No

An employee of and/or a participant in the day-to-day management of the partner organization:

Yes No

For any additional academic advisors copy and paste Section 4.1. on added pages.

4.2. Partner organization:

Legal name:	
Operating name (if different):	
Contact name:	
Position:	
Department:	
Address:	
City,, State:	
Postal code:	
Phone:	
Email:	
Website:	
Partner size (number of employees):	
Legal status:	

4.3. Intern identified:

4.3.1. Intern information

Name:	
Student Number:	
Degree program during internship :	
Have you submitted your thesis for examination:	Yes No
Campus:	
College:	
Address at university:	
Postal code:	
Phone:	
University email:	
Citizenship :	
Gender:	

4.3.2. Conflict of interest. Is the intern:

An owner or a co-owner of the partner organization:

Yes No

A relative of an owner or co-owner of the partner organization:

Yes No

An employee of and/or a participant in the day-to-day management of the partner organization:

Yes No

4.3.3. Demographic information. *OPTIONAL*

Please indicate (x) if you are:

Indigenous	
A person with a disability:	
First in your family to attend university:	

5. Funding, Budget and Invoicing

5.1. Funding summary

For each five-month internship the partner must contribute \$5,000 and JCU will contribute the remainder. The Candidate will be paid a \$15,000 stipend and receive up to \$5,000 for research costs. The Primary Advisor will receive \$5,000 in their IRA account.

For each 4-6 week internship the partner must contribute \$1,000 and JCU will contribute the remainder. The Candidate will receive an approximately \$3,000 stipend (dependent on internship length) plus up to \$1,000 for research costs. The Primary Advisor will receive \$1000 in their IRA/DBA account.

5.2. Budget

Research Costs (Maximum \$5,000 for five-month and \$1000 for one-month internship.)	Value
1.	\$
2.	\$
3.	\$
Total research costs	\$

5.3. Additional resources

The internship assumes that the partner will help the Primary Advisor supervise the intern. Please indicate if the partner will provide the intern with any of the following additional resources and indicate their estimated value:

Additional resources	Amount
Office supplies / stationery	\$
Use of equipment or specialized equipment	\$
Access to relevant company material, personnel	\$
Other, please specify:	\$

5.4. Invoicing Partner funds

Please describe any applicable **invoicing requirements**:

Invoicing contact name:	
Email:	

Address same as filled in Section 4.2.
 If invoicing address different than Section 4.2, please fill out the following:

Legal name:	
Address:	
City, State:	
Postal code:	
Phone:	
Email:	

Please note: Costs can only be incurred after formal approval of the proposal and the receipt of the partner funds by JCU.

Have these funds been leveraged against other federal or state programs?

Yes No

If **yes**, please provide details:

5.5. Research Codes

(see listings on the [Research Services](#) website)

Socio-Economic Objectives (SEO) codes	%	Fields of Research FoR	%

Nature of Activity

Pure Basic %	Strategic Basic %	Applied Research%	Experimental & Developmental %
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6. Suggested Reviewers (RD7004 Extended HDR Internship Only)

Please provide the names and contact information of at least THREE (3) **arms-length** reviewers from which ONE (1) will be chosen.

An arms-length reviewer must:

- Be a recognized expert in the research topics and technical aspects covered by the proposal;
- NOT be from JCU; and
- NOT have had any collaboration with the intern(s) or the academic advisor(s) or the partner(s) during the past five (5) years or planned for the near future.

Please note that neglecting to suggest reviewers who qualify as independent will delay the review of your application.

Reviewer 1:

Name:	
University:	
Department:	
Email:	

Reviewer 2:

Name:	
University:	
Department:	
Email:	

Reviewer 3:

Name:	
University:	
Department:	
Email:	

Potential competing interest. **OPTIONAL**

Include potential reviewers whom GRS should **not** contact due to a potential competing interest in the proposed research.

Name:	
University / Research Group:	

Name:	
University / Research Group:	

7. Memorandum

The participants listed below confirm that the information presented accurately reflects their intention to apply to the JCU HDR internship program. The participants have also agreed to set in place an internship based upon the attached proposal. It is understood that the partner organization contribution shall be provided to JCU prior to commencement of the internship. Upon approval of the internship, the GRS shall forward the funds to the university as a research grant to the primary advisor, and the internship stipend will be paid to the HDR Candidate by the university from the grant. Costs associated with this proposal as outlined in the budget can only be incurred after formal approval of the proposal.

JCU Higher Degree by Research Candidates under the JCU HDR Internship Program and who are enrolled in RD7004 or RD7005 and in receipt of a stipend are covered by JCU's insurance. JCU HDR Internships must meet any university policies regarding health, safety, and travel preparation requirements. All parties also agree that the intern will provide the GRS with a final report and that all participants will complete an exit survey within one month of project completion.

All parties involved with this program are bound by the standard intellectual property (IP) terms of the university where the intern is enrolled; except where intellectual property is covered by separate agreements to which the university and the partner organization are parties and that are active during the dates of the internship. By signing this memorandum, you are acknowledging that you agree to the JCU IP policy at <https://www.jcu.edu.au/policy/research-management/intellectual-property-policy-and-procedure>

The participants listed below agree that JCU can disclose the provided personal information included in this proposal (e-mail, LinkedIn, Twitter, Facebook, etc.) to the program's funding partners and that JCU can use them for the purpose of communication and to evaluate the program and its outcomes during and after participants' program tenure. The participants also agree that JCU will post the title of the project, the public project overview, the name of the partner(s) organization(s), the name of the intern(s), the name of supervisor(s) and the involved university on the GRS website.

In signing this form, the participants listed below affirm their commitment to: (1) the JCU Code of Conduct, (2) eliminating sexual harassment and sexual assault, and (3) meeting JCU standards in relation to appropriate staff-student relationships, bullying and academic integrity. They acknowledge that the consequences for breaches of that Code could include: removal from the supervisory relationship with that student in the first instance, and disciplinary proceedings.

Internship participants (intern, Primary Advisor, and partner) further agree to the following addendum(s):

JCU does not require, inspect, or enforce any additional terms as outlined by participants in the above addendum.

7.1. Title of the Project:

7.2. Public Project Overview:

Using simplified language understandable to a layperson; provide a general, one-paragraph description of the proposed research project to be undertaken by the intern(s) as well as the expected benefit to the partner organization. **(100 - 150 words)**

7.3. Participant Signatures:

Original proposal submitted to the GRS

Intern:

Name:		
College		
Signature:		Date:

Primary Advisor:

Name:		
College		
Signature:		Date:

Partner Organization:

Name:		
Department:		
Title/Position:		
Organization:		
Signature:		Date:

GRS Representative:

Name:		
Title/Position:		
Signature:		Date:

Amended proposal after revision (if required) Note: If no revisions were required, and the proposal was not changed, this section does not need to be signed again.

Intern:

Name:		
College		
Signature:		Date:

Primary Advisor:

Name:		
College		
Signature:		Date:

Partner Organization:

Name:		
Department:		
Title/Position:		
Organization:		
Signature:		Date:

GRS Representative:

Name:		
Title/Position:		
Signature:		Date:

APPENDIX 2

IN4-FORM-01: RM/RD7004 EXTENDED HDR INTERNSHIP ASSESSMENT FORM



JCU Graduate Research School (GRS)

Candidate's Details

First /Given Name:	
Surname / Family Name:	
Student ID:	
Degree:	<input type="checkbox"/> PhD <input type="checkbox"/> Masters by Research
Short title of thesis/portfolio:	
Primary Advisor:	
Industry Partner:	

Section 1 –Review of Proposal Agreement for Industry Placement (Task 1)

Who needs to complete this section?

An external assessor must complete this review assessment after the proposal has been completed to the satisfaction of the Primary Advisor and Industry Partner.

What needs to be done?

The GRS should send the Candidate's proposal (which must be on the agreed pro-forma) to an external assessor who is independent of James Cook University, the advisory panel, the industry partner and the candidate. If necessary, additional feedback can be provided in a document attached to this form.

Dates

Date proposal submitted to Primary Advisor:	
Date proposal and expert review submitted to Graduate Research School	

Expert Reviewer's Report (Task 1)

Expert Reviewer must complete this section

Information for Expert Reviewers

This proposal is for an industry internship lasting the full-time equivalent of 4-5 months and has been developed by the candidate in collaboration with the Industry Partner and the Primary Advisor. Your report will be provided to the Candidate to enable them to make amendments or alterations where required before the internship commences. Your identity will be released to the Candidate unless you indicate otherwise.

This section of the form consists of 7 questions with a rating scale and an area for free text to provide any feedback and comments. Please complete this section and return your evaluation to the GRS. Additional pages can be attached if you wish.

The normal period for completion and return of this report is 10 working days. If you are not able to return the report within this timeframe please notify the GRS.

Any queries regarding the process or the report should be directed to the Graduate Research School (grs@jcu.edu.au).

Name:			
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Position		Institution:	
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Please outline your expertise in the field of the proposal:

Signature:		Date:	
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<input type="checkbox"/>	<p>I do not wish to have my identity released to the Candidate (this information will be redacted from the report by the Primary Advisor before it is provided to the Candidate)</p> <hr/> <p><i>Thank you for providing your review of this Candidate's research proposal, your time and input is greatly appreciated.</i></p>
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Review of Proposal

The relevance of the objectives of the proposal to the industry partner is:

Adequate Inadequate Partially Adequate – as elaborated in comments below

The critical analysis of the of problem is:

Adequate Inadequate Partially Adequate – as elaborated in comments below

The strategy used to search the relevant literature and situate the proposed project is:

Adequate Inadequate Partially Adequate – as elaborated in comments below

The proposal is convincing:

Adequate Inadequate Partially Adequate – as elaborated in comments below

The clarity of expression and mastery of English in the proposal is:

Adequate Inadequate Partially Adequate – as elaborated in comments below

The proposed project timeline is realistic:

Adequate Inadequate Partially Adequate – as elaborated in comments below

The budget is realistic and clearly justified:

Adequate Inadequate Partially Adequate – as elaborated in comments below

Comments

Please provide comments and feedback below. If you have indicated 'Partially Adequate' or 'Inadequate' - see comments' please detail your concerns.

Type here (the box will expand as you type)

Signature of Expert Reviewer

Name

Email Address

Signature

Section 2 – Candidate’s Response to Expert Review (Task 1)

If the Expert Reviewer recommends revisions, the HDR Candidate must complete this section. If no revisions are required, this section is not required.

What needs to be done?

When the GRS has received the Expert Reviewer’s report, the report must be provided to the Candidate and the Primary Advisor. Normally the Candidate, their Primary Advisor and Industry Partner should meet to discuss how the Expert Reviewer’s feedback and recommendations will be used to amend the proposal. If the Expert Reviewer recommends substantial revision to the Research Proposal, their recommendations will need to be discussed to determine if the amendments are able to be completed within the 4-5 months internship.

The Candidate must then use the Expert Reviewer’s report and their Advisors’ advice to revise and amend the research proposal.

To ensure that it is clear to the Primary Advisor and Industry Partner how the Candidate has responded to the Expert Reviewer’s feedback and recommendations, the Candidate is required to complete the “Response to Expert Reviewer’s Report” table in this form.

If the Primary Advisor and Industry Partner considers any of the Expert Reviewer’s feedback or recommendations to be unnecessary or inappropriate, their reasons must be explained in the table below. Please ensure all responses in the table are presented in a neutral and professional tone. If the table below is not sufficient additional pages using the table headings provided can be attached.

Where should this form be submitted next?

Once the Candidate has made the amendments required this form should be submitted to the Primary Advisor and Industry Partner.

What happens next?

The Primary Advisor and Industry Partner will review the revised proposal and the Candidate’s response to the Expert Reviewer’s Report and provide their assessment and signature. Both forms will then be submitted to the GRS.

Dates

Date Expert Reviewer’s Report received by Candidate:	
Date Candidate’s Response to Expert Review submitted to GRS:	

Candidate’s Signature

I have sighted the Expert Reviewer’s Report, have consulted with my Primary Advisor and Industry Partner and have made the necessary amendments specified to my proposal

Signature:		Date:	
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Primary Advisor’s and Industry Partner’s Signature

I have sighted the Expert Reviewer’s Report, and confirm that the Candidate has addressed the Reviewer’s comments adequately in the revised proposal.

Signature: Primary Advisor		Date:	
Signature: Industry Partner		Date:	

Response to Expert Reviewer's Report

Section/s of Original Proposal	Expert Reviewer's comment or recommendation (copied from report)	Candidate's response	Page number/s in revised proposal

Section 3 –Review of Report on Extended Internship (Task 2)

Who needs to complete this section?

The Primary Advisor and Industry Partner (or nominee) must complete this review, other Advisory Panel members may also contribute if considered necessary or appropriate.

What needs to be done?

The Primary Advisor and Industry Partner (or nominee) should undertake their review of the Candidate's internship report and complete this section as a joint review. However, if this is not possible due to location or schedule, separate reports may be submitted by each assessor. If necessary, additional feedback can be provided in a document attached to this form.

If there is disagreement between the assessors, separate reviews may be completed and the issues raised must be noted in an additional document attached to this form.

Dates

Date written work submitted to Primary Advisor:

Date Internship Report and this review submitted to Graduate Research School

Review of Internship Report

The response to the needs of the industry partner in the report of the project was:

Adequate Inadequate Partially Adequate – see comments below

The critical analysis of the of problem was:

Adequate Inadequate Partially Adequate – see comments below

The use of relevant scholarly and grey literature was:

Adequate Inadequate Partially Adequate – see comments below

The report was organised in a logically structured manner:

Adequate Inadequate Partially Adequate – see comments below

The clarity of expression and mastery of English in the report was:

Adequate Inadequate Partially Adequate – see comments below

The critical analysis of the results in the report was:

Adequate Inadequate Partially Adequate – see comments below

The outcomes achieved during the 4-5 month internship were:

Adequate Inadequate Partially Adequate – see comments below

The relevance of the Key Findings and Recommendations of the report to the industry partner was:

Adequate Inadequate Partially Adequate – see comments below

Checks

Has the Candidate had their Report checked for plagiarism through 'Safe Assign' or other plagiarism software e.g. 'iThenticate' and discussed the plagiarism report with their Primary Advisor

Yes

No

Summary

The Candidate's Report is of a suitable scope and standard in accordance with the Assessment Guidelines and the Candidate has achieved a passing grade in this task.

Yes

No

Comments

Please provide any comments or feedback below. If you have indicated 'Partially Adequate' or Inadequate - see comments' please detail why this evaluation was appropriate.

Type here (the box will expand as you type)

Section 4 –Evaluation of Seminar (Task 3)

Primary Advisor and Industry Partner (or nominee) to complete

Date of Seminar:			
Present at Seminar	<input type="checkbox"/> Primary Advisor	<input type="checkbox"/> Industry Partner (or nominee)	
	<input type="checkbox"/> Advisor Mentor	<input type="checkbox"/> Secondary Advisor	
	<input type="checkbox"/> Others (please list):		
Background	Adequate	Inadequate	
Clear statement and justification of the aims of the research	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding of industry context and culture	<input type="checkbox"/>	<input type="checkbox"/>	
Hypotheses / research questions	<input type="checkbox"/>	<input type="checkbox"/>	
Overall comprehensiveness	<input type="checkbox"/>	<input type="checkbox"/>	
Clear links to needs of Industry Partner	<input type="checkbox"/>	<input type="checkbox"/>	
Methodology	Adequate	Inadequate	
Method selected for study	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding of methods	<input type="checkbox"/>	<input type="checkbox"/>	
Data analysis (may be marked as “not applicable”)	Adequate	Inadequate	N/A
Comprehension of analytical techniques used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relation of outcome to hypotheses / research questions	<input type="checkbox"/>	<input type="checkbox"/>	na
Scope	Adequate	Inadequate	
Scope of work in relation to expectations of 4-5 month internship	<input type="checkbox"/>	<input type="checkbox"/>	
Interpretation and Analysis of Results	Adequate	Inadequate	N/A
Analysis/Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appreciation of strengths and limitations of study and its underlying assumptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions	Adequate	Inadequate	
Summary	<input type="checkbox"/>	<input type="checkbox"/>	
Appreciation of potential significance for industry partner	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Presentation	Adequate	Inadequate	
Overall organisation, clarity, conciseness	<input type="checkbox"/>	<input type="checkbox"/>	
Verbal skills in presentation	<input type="checkbox"/>	<input type="checkbox"/>	

Summary

The Candidate's Seminar is of a suitable scope and standard in accordance with the Assessment Guidelines and the Candidate has achieved a passing grade in this task.

 Yes No

If any of the above are inadequate please detail the problems here (the box will expand as you type):

Section 5 – RM/RD7004 Overall Subject Grade Recommendation

Primary Advisor and Industry Partner to complete

The grade for the subject must be recommended to the Dean, Graduate Research, who makes the final determination of the subject outcome.
 If the Primary Advisor and Industry Partner are not able to come to an agreement regarding the grading, the College Associate Dean of Research Education should be consulted in the first instance.

Recommended Outcome	Justification
<input type="checkbox"/> Pass	The Candidate's work is of a suitable scope and standard for an industry placement of 4-5 months and they have demonstrated the capacity to complete the project in a timely manner with the resources available.
<input type="checkbox"/> Fail	The Candidate's work is not of a suitable scope and standard for industry placement of 4-5 months and they have not demonstrated the capacity to complete the project in a timely manner with the resources available.

Candidate			
Name:			
Signature:		Date:	
Comments (if any) relevant to this milestone:			
Primary Advisor			
Name:			
Signature:		Date:	
Comments (if any) relevant to this milestone:			
Industry Partner			
Name:			
Signature:		Date:	
Comments (if any) relevant to this milestone:			
What to do next			
Please submit this form electronically to the relevant College Academic Services Officer			