

# 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

*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 agreement on the agreed proforma (Appendix 1 for APR internships or Appendix 2 for all other internships) has been signed by the relevant parties.

The Candidate must have successfully completed their Confirmation of Candidature and have written approval from their Primary Advisor to undertake an internship.

This subject outline has been prepared by Professor Helene Marsh and amended by Professor Christine Bruce for the Graduate Research School, Division of Research and Innovation, James Cook University. Updated [19 July 2018].

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

<b>Name</b>	<b>Dr Elizabeth Tynan</b>
<b>Position</b>	<b>Associate Professor, Graduate Research</b>
<b>Date Reviewed</b>	

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# Contents

Section 1. Subject at a glance .....	4
1.1 Student participation requirements.....	4
1.2 Key dates.....	4
Section 2. Subject details .....	5
2.1 Subject description .....	5
2.2 Subject learning outcomes.....	5
2.3 Learning and teaching in this subject.....	5
2.4 Student feedback on subject.....	5
2.5 Subject resources and special requirements.....	5
Section 3. Assessment details and other requirements .....	5
3.1 Requirements for completion of subject .....	5
3.1.1 APR Internships.....	5
3.1.2 Other Internships .....	5
3.1.3 Professional experience requirements .....	6
3.1.4 Inherent requirements.....	6
3.2 Feedback on student learning.....	6
3.3 Assessment tasks.....	6
3.3.1 APR Internships.....	6
3.3.2 Other Internships .....	6
Section 4. Submission and return of assessment .....	7
Section 5. Subject calendar.....	8

## Staff Contact Details

Teaching team	Staff member	Room	Phone	Email	Consultation times*
Subject Coordinator	Cristine Bruce	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	3 to 5 months FTE i.e. at least 650 hours	Case by case basis	As detailed in the project plan
Mandatory attendance requirements	<ol style="list-style-type: none"><li>1. professional experience briefing</li><li>2. attendance at the university and premises of the industry partner as detailed in the proposal agreement</li><li>3. presentation on outcomes of internship</li><li>4. professional experience debriefing</li></ol>	Case by case basis	As detailed in the project plan

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 <a href="#">2018 Study Period and Census Dates</a>
Last date to withdraw without academic penalty	see <a href="#">2018 Study Period and Census Dates</a>
Assessment task 1 Project Plan (not required for APR internships)	Due as agreed on cases by case basis
Assessment task 2 Research Project Report (not required for APR internships)	Due as agreed on cases by case basis
Assessment task 3 Presentation (not required for APR internships)	Due as agreed on cases by case basis

## Section 2. Subject details

### 2.1 Subject description

An extended (3-5 month) industry internship to undertake a research project on a topic identified by the industry partner in collaboration with the academic mentor and the candidate. This subject is designed for but not limited to participants in the national internship program (APR Intern).

### 2.2 Subject learning outcomes

PhD 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 PhD 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 PhD candidate will be mentored by a nominated industry partner in collaboration with an Academic Mentor.

### 2.4 Student feedback on subject

The student feedback from this subject will be obtained through an exit survey.

### 2.5 Subject resources and special requirements

Nil

## Section 3. Assessment details and other requirements

### 3.1 Requirements for completion of subject

#### 3.1.1 APR Internships

In order to pass this subject, the candidate must meet the APR Intern requirements as outlined in Appendix 1. This might include:

- Complete the Project Plan in collaboration with the Industry Partner and the Academic Mentor (see Appendix 1)
- Complete the 3-5 month internship
- Submit a confidential written report (Final Report) within 30 days from the end of the internship (see Template in Appendix 1)
- Provide a short written summary of the internship and its outcomes in a form that is suitable for publication by AMSI and the student's institution (Intern Executive Summary, see Template in Appendix 1).
- Present a 30 minute talk on the outcomes of the project as detailed in the Project Plan (see Appendix 1).

#### 3.1.2 Other Internships

In order to pass this subject, the candidate must:

- Complete a project plan in the required proforma at the required standard (see Appendix 2)
- Complete the 3-5 month internship to the satisfaction of the industry partner and the Academic Mentor
- Submit the project report at the required standard to the Academic Mentor 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

### 3.1.3 Professional experience requirements

The proposed work plan for the internship will be outlined in the project plan for the internship. The Academic Mentor 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 Academic Mentor.

### 3.1.4 Inherent requirements

The internship will require an Internship Agreement to be signed by the relevant parties (Appendix 1 for APR internships or Appendix 2 for all other internships).

The PhD candidate will not be allowed to commence the internship until they have completed their Confirmation of Candidature. 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 PhD candidate will receive weekly formative feedback from the Academic Mentor, preferably in collaboration with the Industry Partner.

### 3.3 Assessment tasks

#### 3.3.1 APR Internships

Candidate must fulfil all requirements for completion of subject (see 3.1.1).

#### 3.3.2 Other Internships

#### ASSESSMENT TASK 1: Project Plan

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
Due date	As agreed on a case by case basis <a href="#">Restate date (as in Section 1.2)</a>

#### ASSESSMENT TASK 1: DESCRIPTION

Prepare project plan on prescribed pro-forma (See Appendix 2) to the satisfaction of the Academic Mentor and the Industry Partner.

#### ASSESSMENT TASK 2: Research Project Final 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
Due date	<a href="#">Restate date (as in Section 1.2)</a>

## ASSESSMENT TASK 2: DESCRIPTION

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

## ASSESSMENT TASK 2: CRITERIA SHEET

See Appendix 2, Section 1, Task 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
Due date	<a href="#">Restate date (as in Section 1.2)</a>

## ASSESSMENT TASK 3: DESCRIPTION

Prepare a 30 minute presentation on the project completed during the internship to the satisfaction of the Academic Mentor 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 2, Task 2.

## OVERALL ASSESSMENT

All items of assessment must be completed at a level acceptable to both the Academic Mentor 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 3.

## Section 4. Submission and return of assessment

The items of assessment will be submitted to the Academic Mentor 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 project plan.

# APPENDIX 1 – APR Intern Agreement

## APR INTERN AGREEMENT

*Capitalised terms are defined in clause 11.*

### *Introduction*

This agreement sets out the terms and conditions under which the Parties will carry out the APR Intern Program. The primary objective of the APR Intern Program is for the Intern to gain relevant professional training and skills within a workplace setting relating to their area of study and for the participants to gain familiarity with each other's expertise and interests, through the Intern carrying out a short self-contained project at the Industry Partner on a topic of mutual interest.

### *Terms and Conditions*

#### 1. PROGRAM MANAGEMENT

- 1.1 Each Party will carry out any specific tasks allocated to it in the Project Plan and perform its responsibilities under this agreement in a manner that facilitates the Intern applying theoretical and other knowledge gained from their study in a practical setting and producing the anticipated deliverables specified in the Project Plan.
- 1.2 The Parties agree that the Internship will:
  - (a) commence on the Start Date and end on the End Date, unless the Parties agree different dates in writing (in which event the Start Date and the End Date will be automatically amended accordingly); and
  - (b) be undertaken during the hours specified in Item 10 of the Schedule.
- 1.3 The Parties agree that there is no intention to create an employer/employee relationship between the Intern and the Industry Partner, between the Intern and the Student Institution, and/or between the Intern and AMSI during the course of the Intern undertaking the Internship and that the primary purpose of the Internship is for the Intern's education.
- 1.4 The Industry Partner will not require the Intern to carry out any functions or render any service as an employee of the Industry Partner.

#### *Student Institution's role and responsibilities*

- 1.5 The Student Institution will:
  - (a) organise for the Intern to undertake the research task set out in the Project Plan during the Internship;
  - (b) advise the Intern of any confidentiality, privacy and other obligations which may apply to the Intern during, and in some cases, after the Internship; and
  - (c) use its best endeavours to ensure that the Intern signs a deed substantially in the form provided in Annexure A and provide a copy of the signed deed to each of AMSI and the Industry Partner.
- 1.6 The Student Institution is responsible for ensuring that the Intern meets the eligibility requirements for the APR Intern Program. If for any reason the Intern ceases to be eligible for the APR Intern Program while undertaking the Internship the Student Institution must immediately notify the other Parties.
- 1.7 The Student Institution will remain responsible for the overall control and discipline of the Intern, apart from reasonable direction provided by the on a day to day basis by the Industry

Partner to the intern while they are undertaking the Internship at the Industry Partner's Worksite.

- 1.8 The Student Institution will appoint the Academic Mentor and ensure that the Academic Mentor is reasonably available to provide the Intern with guidance regarding the Project. Such guidance will be limited to discussing the Intern's approach to the Project and other general aspects of the Internship, at times mutually convenient to the Academic Mentor and the Intern.
- 1.9 The Industry Partner and AMSI acknowledge that neither the Student Institution nor the Academic Mentor guarantees the Intern's attendance or the quality of the Intern's work or any deliverables arising from the undertaking of the Project.

*Industry Partner's role and responsibilities*

- 1.10 The Industry Partner will provide, at its cost, the necessary oversight, office space and equipment at one or more Industry Partner Worksites as necessary for the Intern to undertake the Project. Although the Intern will largely undertake the Project at the Industry Partner Worksite(s) and under the supervision of the Industry Partner, the Industry Partner will allow the Intern to consult with the Academic Mentor on a regular basis regarding the Project.
- 1.11 The Industry Partner:
- (a) is responsible for the supervision of the Intern while they are undertaking the Internship and will appoint appropriately qualified and experienced personnel to undertake the role of supervisor for the Intern; and
  - (b) will ensure the work undertaken by the Intern on the Internship and the level of supervision of the Intern is appropriate, taking into account their skills and level of experience and consistency with the Project Plan.
- 1.12 The Industry Partner has day-to-day duty of care of the Intern when the Intern is present at the Industry Partner Worksite(s). Neither the Student Institution nor the Academic Mentor will have any day-to-day duty of care for the Intern while he or she is on the Industry Partner Worksite(s) or otherwise carrying out the Internship.
- 1.13 The Industry Partner:
- (a) will, on request, provide AMSI and the Student Institution with evidence that the Industry Partner has appropriate policies and safe work procedures in place to govern the Internship;
  - (b) will ensure that the health and safety of the Intern is not placed at risk while the Intern is present at the Industry Partner Worksite(s) and will comply with its obligations under applicable occupational, health and safety and equal opportunity and anti-discrimination laws in respect of the Intern;
  - (c) will provide appropriate orientation and training for the Intern in relation to the Industry Partner's policies and safe work procedures, including providing information about the environmental, health and safety requirements at the Industry Partner Worksite(s) that are relevant to the Internship;
  - (d) will promptly notify AMSI and the Student Institution of any occupational health and safety, equal opportunity or discrimination issues or incidents that arise in respect of the Intern during the Internship;
  - (e) acknowledges and agrees that the Intern may notify AMSI and the Student Institution if the Intern is involved in any internal investigation at the Industry Partner; and

- (f) will allow the Student Institution and AMSI to inspect each Industry Partner Worksite, subject to meeting any reasonable security requirements of the Industry Partner, in order to assure itself that the Industry Partner is complying with clause 1.13(a) and (c).

*AMSI's role and responsibilities*

- 1.14 AMSI will procure that the APR Intern Facilitator:
- (a) maintains contact with the other Parties and the Intern, monitors the progress of the Internship and offers guidance that may assist in ensuring successful completion of the Internship; and
  - (b) assists the Parties in exploring opportunities for further collaboration in areas relevant to the scope of the Internship.
- 1.15 AMSI will convene a final presentation at the end of the Internship involving the Intern, the Industry Partner, AMSI and the Academic Mentor. The purpose of this workshop is to report on the results of the Internship and the Project and evaluate outcomes.

*Reports*

- 1.16 The Student Institution must use its best endeavours to ensure that within thirty days from the end of the Internship the Intern provides:
- (a) a confidential written report setting out the work undertaken through the Internship and the outcomes of the Internship and Project (**Final Report**). An example format for the Final Report is attached to the Project Plan; and
  - (b) a short written summary of the Internship and its outcomes in a form that is suitable for use and publication by AMSI and the Student's Institution to demonstrate the outcomes of the Internship (**Intern Executive Summary**). An example format for the Intern Executive Summary is attached to the Project Plan.
- 1.17 The Student Institution and the Academic Mentor will endeavour to ensure that the Intern provides the Industry Partner with a draft of the Final Report and the Intern Executive Statement by the date specified in the Project Plan. The Industry Partner shall have the right to remove any of its Confidential Information or any other information which it considers commercially sensitive from the Intern Executive Summary and Final Report and must provide the Intern with feedback on the draft Final Report and Intern Executive Summary within the applicable timeframe set out in the Project Plan.
- 1.18 Within 30 days from the end of the Internship, the Industry Partner must provide AMSI with a short written summary of the Internship and its outcomes in a form that is suitable for use and publication by AMSI (**Industry Impact Statement**).

2. FINANCE

- 2.1 The Industry Partner must pay AMSI the Industry Contribution as set out in Item 11 of the Schedule within thirty (30) days after the issue of an invoice by AMSI.
- 2.2 Subject to receiving the Industry Contribution from the Industry Partner, AMSI must pay a portion of the Industry Contribution to the Student Institution asset out in Item 12 of the Schedule.
- 2.3 Without any deduction for administrative or other costs, the Student Institution must use the Industry Contribution for:
- (a) a mentor fee, to be held or distributed by the Student's Institution in accordance with its own internal policies and regulations, but always with the primary intention of supporting the research of the Academic Mentor; and

- (b) a payment to the student as a stipend payment (which is not recompense or reward for services rendered to the Student Institution or the Industry Partner and the Intern is not entitled to receive any remuneration or similar benefit for the Internship).
- 2.4 If any External Funding Contribution is available for the Internship, the Parties acknowledge that the External Funding Contribution is subject to any conditions listed in item 13 of the Schedule. The Parties will each use their best endeavours to meet the requirements of the provider of the External Funding Contribution. Subject to receiving the External Funding Contribution from the provider and the conditions of the External Funding Contribution being met, AMSI will distribute the External Funding Contribution as set out in Item 13 of the Schedule.
- 2.5 The Student Institution must use its best endeavours to make the initial payment to the Intern within 2 weeks of execution of this agreement.
3. INTELLECTUAL PROPERTY
- 3.1 Each Party:
- (a) agrees that it will not have any claim, ownership or interest in another Party's Background Intellectual Property; and
  - (b) grants each other Party a non-exclusive, royalty-free licence for the use of any Background Intellectual Property made available by the granting Party but only for the duration of the Internship and to the extent necessary to carry out the Project and the Party's obligations under this agreement.
- 3.2 Ownership of any Project Intellectual Property will vest upon its creation in the Industry Partner. Accordingly, AMSI and the Student Institution hereby assign all of their respective right, title and interest in any Project Intellectual Property (and, in the case of the Student Institution, procure that any right, title or interest of the Academic Mentor be assigned, whether directly or through the Student Institution) to the Industry Partner on and from its creation (including by way of assignment of future Intellectual Property) and agree to sign any document or do anything reasonably necessary to enable the Industry Partner to secure or perfect such ownership.
- 3.3 Each of AMSI and the Student Institution agrees to use reasonable endeavours not to engage in any act or omission which will prejudice the grant of patent or similar rights in Project Intellectual Property that is capable of registration.
- 3.4 The Industry Partner grants AMSI, the Student Institution and the Intern a non-exclusive, irrevocable, perpetual, royalty free licence to use and disclose the Project Intellectual Property for research and teaching purposes (but not commercialisation) and for the purposes of any publications permitted under clause 4.3, which licence must be exercised consistently with clause 5.
4. PUBLICATIONS
- 4.1 The Industry Partner grants AMSI and the Student Institution a non-exclusive, non-transferable, irrevocable and royalty-free licence to reproduce, publish, communicate to the public and otherwise use the Intern Executive Summary and the Industry Impact Statement for publicity and marketing purposes and other purposes connected with running the APR Intern Program.
- 4.2 In order to encourage and recognize the academic endeavours of the Intern:
- (a) the Industry Partner agrees that it will acknowledge the Intern's contribution in any publication or public disclosure made in respect of the Project or the Project Intellectual Property; and

- (b) the Industry Partner agrees that the Intern or the Student Institution may publish or otherwise publicly disclose papers, abstracts and other materials regarding or referring to the Project or the Project Intellectual Property in accordance with clause 4.3.

4.3 If either the Intern or the Student Institution wishes to publish or otherwise publicly disclose papers, abstracts and other materials regarding or referring to the Project or the Project Intellectual Property, he, she or it must provide a copy of the proposed publication to the Industry Partner and must not publish (or allow the publication of) that publication unless and until the Industry Partner grants its approval or the publication is permitted (and made in accordance with) paragraph (c)(i), (iii) or (iv). The Industry Partner agrees:

- (a) to reply to the Intern or the Student Institution (as may be applicable) in writing within one (1) month of receiving a copy of the proposed publication stating whether it approves or does not approve the publication and, if it withholds approval, include in its response the basis for such withholding;
- (b) to give reasonable consideration to any request for approval of a publication made by the Intern or the Student Institution;
- (c) without limiting paragraph (b), not to withhold such approval unless:
  - (i) it reasonably believes that such publication would harm, prejudice or in any other way injure the interest which it has in the Project Intellectual Property, in which case publication may only proceed after a period of 12 months (in order to give the Industry Partner time to seek patent or other registered protection for the relevant Project Intellectual Property);
  - (ii) the publication includes any of the Project Intellectual Property and the Project Plan specifies that the Intern and the Student Institution will not seek to publish the outcomes of the Project;
  - (iii) it reasonably believes that such publication would harm, prejudice or in any other way injure the interest which it has in any other Intellectual Property Rights or any of its Confidential Information, in which case the Student Institution or Intern shall remove from the proposed publication the content that gives rise to that belief; or
  - (iv) where the Industry Partner is the Commonwealth of Australia, it reasonably believes that such publication would harm or prejudice the Commonwealth's national security interests, in which case the Intern or the Student Institution (as may be applicable) will amend the proposed publication to remove the content that gives rise to that belief; and
- (d) to notify and consult with AMSI and the Student Institution prior to making a decision to withhold approval under this clause 4.3.

4.4 If the Internship is an assessable component of the Intern's course of study at the Student Institution and the Intern's Thesis refers to the Project or the Project Intellectual Property, the Industry Partner acknowledges that the Intern owns the Intellectual Property in his or her Thesis and agrees that nothing in this agreement will inhibit the right of an Intern to have his or her Thesis examined and a copy of their Thesis lodged in the Student Institution's library (including a digital copy), except that:

- (a) the Student Institution must ensure that the Intern provides a copy of the Thesis to the Industry Partner at least one month in advance of the Thesis being submitted for examination;

- (b) if one of the grounds set out in clause 4.3(c)(i) to (iv) applies to the Thesis, the Industry Partner may notify the Student Institution that it requires the examination of the Thesis to be undertaken by examiners bound by obligations of confidentiality, in which event the Student Institution must comply with that requirement; and
- (c) the Industry Partner may require that publication of the Thesis be delayed or otherwise withheld for the maximum allowable period in accordance with the Student Institution's policies for publication of theses containing confidential information, in which event the Student Institution must comply with that requirement.

## 5. CONFIDENTIAL INFORMATION

- 5.1 The Parties recognise that Confidential Information may be disclosed by one Party (**Disclosing Party**) to another Party (**Receiving Party**) for the purposes of the Project or be created, developed or discovered by the Intern as a direct result of the Intern carrying out the Project (in which event the Industry Partner is considered to be the Disclosing Party in respect of that Confidential Information for the purposes of this agreement).
- 5.2 The Receiving Party will keep the Confidential Information of the Disclosing Party confidential unless strictly required otherwise by law and will not use the Disclosing Party's Confidential Information except as required to perform its obligations and exercise its rights under this agreement.
- 5.3 The obligation of confidentiality survives the conclusion of the Internship and continues until the Confidential Information lawfully becomes part of the public domain.
- 5.4 At the termination or end of the Internship the Receiving Party must return to the Disclosing Party or destroy any material forms of the Confidential Information of the Disclosing Party in the Receiving Party's possession or control including any documents originating from the Receiving Party to the extent they embody the Confidential Information of the Disclosing Party and the Receiving Party must not keep any copies in any form, except to the extent that:
  - (a) the Receiving Party has an ongoing licence to continue to use that Confidential Information under this agreement; or
  - (b) any copy is retained for the purpose of complying with the Receiving Party's legal obligations or in accordance with the Receiving Party's usual back-up procedures.
- 5.5 This clause 5 does not limit or supersede any confidentiality obligations under any separate agreement between any of the Parties and/or the Intern except to the extent expressly agreed in writing.

## 6. INSURANCE

- 6.1 Each Party shall effect and maintain adequate and appropriate insurances in respect of any liability or damage that it may suffer arising as a result of its participation in the Internship as contemplated in this agreement. The Student Institution will arrange for the Intern to be covered by the public liability and professional indemnity insurance policies of the Student Institution.

## 7. DISPUTES

- 7.1 If any dispute or difference arises in connection with the Internship between two or more of the Parties, the representative of those Parties must meet as soon as possible to negotiate in good faith using their best endeavours to resolve the dispute or difference.
- 7.2 If the Parties are unable to resolve any dispute or difference in accordance with clause 7.1 within thirty (30) days after any Party giving notice of the dispute or difference to the other party or parties to the dispute or difference, then the matter may be submitted by a Party to a

person agreed by the parties to the dispute or difference (or failing agreement within a further ten (10) days, to a person appointed by the President of the Law Institute of Victoria or any similar or successor organisation) for determination. The costs of submission to the person appointed pursuant to this clause 7.2 will be met equally by the parties to the dispute or difference.

7.3 Nothing in this clause 7 will prevent a Party from seeking interlocutory relief from a court of appropriate jurisdiction. However, a Party shall not otherwise commence legal action in the event of a dispute or difference unless it has first complied with this clause 7.

## 8. TERMINATION

8.1 A Party may terminate the Internship and this agreement with immediate effect by giving notice to each other Party if another Party has materially breached this agreement and that Party fails to remedy that breach within 14 days of receiving notice requesting it to do so.

8.2 Where termination is for reasons other than breach by the Industry Partner, the Party that invoiced the Industry Partner for the Industry Contribution will pay to the Industry Partner a pro-rata refund of the Industry Contribution in respect of the time between the date of termination and the End Date.

8.3 Where the Industry Partner is entitled to a refund by AMSI under clause 8.2 and termination is for reasons other than breach by AMSI, the Student Institution will pay to AMSI a pro rata refund of the payment made to it by AMSI in respect of the time between the date of termination and the End Date. The Student Institution is solely responsible for advance payments made to the Intern in respect of the period after the termination date.

## 9. GST

9.1 If GST is payable on a Taxable Supply made under, by reference to or in connection with this agreement, the Party providing the Consideration for that Taxable Supply must also pay the GST Amount as additional Consideration.

9.2 The recovery of the Consideration for any Taxable Supply made under this agreement is subject to the supplying Party issuing to the Party liable to pay for the Taxable Supply a valid tax invoice in respect of the supply.

9.3 Any reference to a cost or expense incurred by a Party in this agreement excludes any amount of GST forming part of the relevant cost or expense when incurred by the Party for which the Party can claim an Input Tax Credit.

9.4 Unless the context indicates otherwise, capitalised terms in this clause 9 have the meaning given to those terms in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

## 10. GENERAL

10.1 Any Special Conditions forms part of this agreement. Any Special Conditions take priority over the remaining terms and conditions of this agreement to the extent of any inconsistency between them.

10.2 The Parties are independent contracting parties and nothing in this agreement shall make a Party the agent, partner, employee or legal representative of another Party for any purpose whatsoever, nor does it grant a Party any authority to assume or to create any obligation on behalf of or in the name of another Party on any account whatsoever.

10.3 Any modification, variation, amendment or change to this agreement must be in writing and signed by each of the Parties.

10.4 This agreement may be executed in counterparts. All counterparts taken together will be taken to constitute one agreement. Delivery of a signed electronic counterpart of this

agreement, including by email attachment, will be an effective mode of delivery of a party's signed counterpart of this agreement.

- 10.5 The rights, duties, obligations and liabilities of the Parties will in every case, be several and not joint, nor joint and several.
- 10.6 The terms of this agreement constitute the entire agreement of the Parties with respect to the Internship and supersedes all prior oral and written representations and agreements.
- 10.7 This agreement is governed by the law applicable in Victoria. Each Party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Victoria.
- 10.8 Waiver of any provision of or right under this agreement must be in writing signed by the Party entitled to the benefit of that provision or right, and is effective only to the extent set out in such a written waiver.
- 10.9 Clauses 3, 4, 5, 8, 10.9 of this agreement and any other clause which by its nature survives this agreement survive the termination or expiry of this agreement.

## 11. DEFINITIONS

**Academic Mentor** means the person specified in Item 4 of the Schedule or any replacement academic appointed by the Student Institution to provide mentoring to the Intern in relation to the Internship.

**AMSI** means the Australian Mathematical Sciences Institute of Monash Road, The University of Melbourne.

**APR Facilitator** means the person specified in Item 1 of the Schedule or any replacement person appointed by AMSI from time to time to be responsible for monitoring the progress of the Internship and for providing technical or administrative assistance to the Parties and the Intern in relation to the Internship.

**Background Intellectual Property** of a Party means Intellectual Property owned or controlled by that Party that has been developed prior to or independently of this agreement, which that Party determines, in its sole discretion, to make available for the carrying out of the Project, as set out in Item 15 of the Schedule or otherwise designated in writing signed by an authorised representative of that Party.

**Confidential Information**, in relation to a Party, means all inventions, ideas, know-how, concepts, data, knowledge, analysis, technology, trade secrets, financial information and other commercially valuable information of that Party, of whatever description and in whatever form, which:

- (a) by its nature is confidential;
- (b) is designated by that Party in writing as confidential; or
- (c) a receiving Party knows or ought reasonably to have known is confidential,

but does not include information in the public domain, other than that which is in the public domain due to a breach of this agreement.

**End Date** means the last day of the Internship as specified in Item 9 of the Schedule, as varied under clause 1.2(a).

**External Funding Contribution** means any external funding to be paid towards the costs of the Internship, as specified in Item 13 of the Schedule.

**Final Report** has the meaning given in clause 1.16(a).

**Industry Contribution** means the amount specified in Item 11 of the Schedule.

**Industry Impact Statement** has the meaning given in clause 1.18.

**Industry Partner** means the industry partner set out in Item 5 of the Schedule with whom the Intern

will undertake the Internship.

**Industry Partner Worksite** means any premises (whether controlled by the Industry Partner or a third party) which the Industry Partner makes available to the Intern to access for the purposes of the Internship.

**Intern** means the student at the Student Institution specified as the Intern in Item 2 of the Schedule.

**Intern Executive Summary** has the meaning given to it in clause 1.16(b).

**Internship** means the internship to be undertaken by an Intern with an Industry Partner facilitated by AMSI pursuant to this agreement.

**Intellectual Property** means all rights resulting from intellectual activity whether capable of protection by statute, common law or in equity and including copyright, patent rights, registered and unregistered trade marks, design rights, the right to have confidential information kept confidential, circuit layouts and plant varieties and all rights and interests of a like nature, together with the right to apply for any such protection, but excludes moral rights.

**Party** means each of AMSI, Industry Partner and the Student Institution and **Parties** means more than one or all of them, as the context requires.

**Project** means the research project described in the Project Plan.

**Project Intellectual Property** means any Intellectual Property which is created, developed or discovered by the Intern as a direct result of the Intern carrying out the Project, including copyright and other Intellectual Property subsisting in the Final Report and the Impact Statement (excluding copyright in an Intern's Thesis if the Internship is an assessable component of the Intern's course of study at the Student Institution).

**Project Plan** means the document set out in Annexure B, as varied by the written agreement of the Parties and the Intern from time to time.

**Special Conditions** means any conditions specified in Item 16 of the Schedule.

**Start Date** means the date the Internship commences as specified in Item 8 of the Schedule, as varied under clause 1.2(a).

**Student Institution** means the Australian education provider set out in Item 3 of the Schedule that appoints the Academic Mentor and is the institution of which the Intern is a student.

**Thesis** means any thesis which is permitted or required to be submitted to the Student Institution by the Intern to fulfill the Student Institution's requirements for the degree in which the Intern is enrolled with the Student Institution.

*Schedule*

Item	Details	
1.	<b>APR Facilitator</b>	Name: INSERT Position: INSERT Email: INSERT Phone: INSERT  <b>APR.Intern head office address:</b> Level 2, 13-21 Bedford Street, North Melbourne VIC 3051
2.	<b>Intern</b>	Name: INSERT Email: INSERT Mobile: INSERT Address: INSERT  Student VISA: Choose an item. Student ID: INSERT Degree Type: Choose an item. Full-Time Equivalency (FTE):
3.	<b>Student Institution</b>	Institution Name: INSERT ABN: Postal Address:  Department/School: INSERT  Finance Contact: Email: Phone:  Legal Contact: Email: Phone:  Scholarship Contact: Email: Phone:

Item	Details	
4.	<b>Academic Mentor</b>	Name: INSERT Email: INSERT Phone: INSERT Institution: INSERT Department/School: INSERT  Primary Supervisor (Delete if Academic Mentor) Name: INSERT Email: INSERT Phone: INSERT Institution: INSERT Department/School: INSERT
5.	<b>Industry Partner</b>	Company Name: INSERT ABN: INSERT Address: INSERT  <u>Intern Supervisor</u> Name: INSERT Title: INSERT Department: INSERT Email: INSERT Phone: INSERT  <u>Executive Contact</u> Name: INSERT Title: INSERT Department: INSERT Email: INSERT Phone: INSERT  <u>Finance Contact</u> Name: INSERT Title: INSERT Department: INSERT Email: INSERT

Item	Details
	Phone: INSERT
6.	<b>Project Title</b> INT - NUMBER & INSERT PROJECT TITLE
7.	<b>Project Duration</b> NUMBER Months
8.	<b>Start Date</b> Click or tap to enter a date.
9.	<b>End Date</b> Click or tap to enter a date.
10.	<p><b>Hours per week</b></p> <p>Daily Work Pattern – outline</p> <p>The Intern will attend the Industry Partner's offices to complete the internship as outlined in the Project Plan from Monday to Friday during regular business hours (9am – 5pm) for the duration of the internship.</p> <p>Time will be allocated so that the Intern will be able to meet with their Academic Mentor on a regular basis.</p>
11.	<p><b>Industry Contribution</b></p> <p><i>Remove the options that are not applicable:</i></p> <p><b>Option 1 (Program Cost Model)</b> INSERT INDUSTRY PARTNER'S NAME to be invoiced by AMSI a total of \$XX,000 [Full cost] plus GST. AMSI to raise this invoice within five working days of this agreement being executed.</p> <p><b>Option 2 (Up-front External Funding model)</b> Program cost total is \$XX,000 plus GST</p> <p>INSERT INDUSTRY PARTNER'S NAME to be invoiced by AMSI a total of \$XX,000 plus GST. AMSI to raise this invoice within five working days of this agreement being executed.</p> <p>External Funding Partner INSERT FUNDING PARTNER'S NAME to be invoiced by AMSI a total of \$XX,000 plus GST. AMSI to raise this invoice within five working days of this agreement being executed.</p> <p><b>Option 3 (Program cost – instalment model)</b> Program cost total is \$XX,000 plus GST. To be paid in two instalments as follows:</p> <p><b>Instalment One</b> – Payable prior to Start date INSERT INDUSTRY PARTNER'S NAME to be invoiced by AMSI a total of \$XX,000 plus GST (Amount 50% of total cost of internship – to be deleted). AMSI to raise this invoice within five working days of this agreement being executed. INSERT</p>

Item	Details
	<p>INDUSTRY PARTNER'S NAME to pay invoice prior to the start date of this internship.</p> <p><b>Instalment Two</b> - Midpoint</p> <p>INSERT INDUSTRY PARTNER'S NAME to be invoiced by AMSI a total of \$XX,000 plus GST (Remaining 50% of total cost of internship – to be deleted). AMSI to raise this invoice ENTER NUMBER FROM 2 to 3 months from the Start Date.</p>
12.	<p><b>Transfer of funds between Student Institution and AMSI</b></p> <p>Student Institution to invoice AMSI a total of \$XX,000 plus GST. Invoice to be raised upon execution of this agreement.</p> <p>The Student Institution is to disburse:</p> <ul style="list-style-type: none"> <li>• \$XX,000 being for the Student's Stipend at the rate of \$3,000 per month for the duration of the internship</li> <li>• \$5,500 being for the Academic Mentor fee to be paid to the Academic Mentor's research account</li> </ul>
13.	<p><b>External Funding Contribution</b> (if applicable)</p> <p><i>Delete as applicable or write "Not Applicable" if none apply.</i></p> <p><b>NRIP 50% Rebate</b></p> <p>The Industry Partner to invoice AMSI \$XX,000 plus GST, being for 50% of the Industry Contribution for the internship. This invoice is to be raised upon completion of the following criteria and following confirmation by APR Intern:</p> <ul style="list-style-type: none"> <li>• Internship has reached its End Date</li> <li>• Industry Impact Statement received by APR Intern, as outlined in the Project Plan</li> <li>• All invoice(s) are settled</li> <li>• Final report, approved by Industry Partner, submitted to APR Intern, as outlined in the Project Plan</li> </ul> <p><b>Defence Science Institute (DSI) Voucher</b></p> <p>The Industry Partner is to demonstrate at the Final Presentation the Defence application as outlined in DSI eligibility criteria.</p>
14.	<p><b>Reimbursable expenses</b> (if any agreed)</p>
15.	<p><b>Register of Background Intellectual Property contributed to the Project</b> (if applicable)</p>
16.	<p><b>Special Conditions</b> (if any)</p>

# APR ] NTERN

**Signed for and on behalf of**

The Australian Mathematical Sciences  
Institute ABN: 84 002 705 224

Of Building 161, c/-The University of  
Melbourne, Victoria 3010

by an authorised representative in the  
presence of:

---

Signature of Authorised  
Representative

---

Signature of Witness

---

Name & Title of Authorised  
Representative

---

Name of Witness

**Signed for and on behalf of**

**Full University Name**

**ABN:**

**Of Address**

by an authorised representative in the presence of:

---

Signature of Authorised Representative

---

Signature of Witness

---

Name & Title of Authorised Representative

---

Name of Witness

**Signed for and on behalf of**

**Full Industry Partner Name**

**ABN:**

**Of Address**

by an authorised representative in the presence of:

---

Signature of Authorised Representative

---

Signature of Witness

---

Name & Title of Authorised Representative

---

Name of Witness

## ANNEXURE A

**[There are two options for the Student Deed, based on the university's arrangements for student IP under its statutes and policies. If the student owns his or her IP under the statute and must assign it to the University, use the first option. For universities where the IP is owned by the University (for example, where the University owns student IP done under a specified agreement) and so no assignment is required, use the second option.]**

**FOR STUDENTS FROM UNIVERSITIES WHERE STUDENTS OWN IP UNDER THE UNIVERSITY'S STATUTE]**

## STUDENT DEED POLL

THIS DEED POLL is made on the [ ] day of [ ] 20[ ] by

Name	[insert]	(You or Your)
Address	[insert]	
Phone	[insert]	
University	[insert]	
Industry Partner	[insert]	

**BACKGROUND**

- A. As part of the AMSI program, the University has made arrangements for You to attend a placement at the Industry Partner to gain practical training, experience and skills within a workplace relating to Your area of study.
- B. To facilitate this placement, the University, the Industry Partner and AMSI (through the University of Melbourne) have entered into an agreement which sets out each party's obligations in relation to the internship (the **APR Intern Agreement**).
- C. During the course of the placement, You may create or contribute to the creation of Intellectual Property, including copyright in Your Assessment Materials.
- D. Under the APR Intern Agreement, the University has agreed to assign all Intellectual Property created by You during the course of Your placement, other than the copyright in Your Assessment Materials, to the Industry Partner.
- E. You will own the copyright in Your Assessment Materials. The University will own all other Intellectual Property created by You during the course of the placement.
- F. This Deed sets out the terms on which You assign all Intellectual Property created by You during the course of the placement (other than copyright in Your Assessment Materials) to the University.

**OPERATIVE PART**

You agree:

**1. DEFINITIONS**

In this Deed:

**APR Intern Agreement** means the agreement entered into by the University, AMSI and the Industry Partner in respect of Your placement.

**Assessment Materials** means all written material created by You in respect of the placement for the purposes of Your assessment or reporting obligations to the University and includes

any thesis which You are permitted or required to submit to the University to fulfill the University's requirements for the degree in which You are enrolled.

**Assignment** means assignment of the Placement Intellectual Property granted in this Deed.

**Confidential Information** means:

- a) all unpatented inventions, ideas, know-how, concepts, trade secrets, processes, techniques, software, products and all other unregistered or unpatented intellectual property, financial and business information and all other commercially valuable information of the Industry Partner or the University which the Industry Partner or the University regards as confidential to it or which is evident by its nature or the manner of its disclosure to be confidential; and
- b) all copies, notes and records and all related information generated by You to the extent incorporated or derived from anything referred to in (a) above.

Confidential Information excludes, or as the case requires, ceases to include information, which is, or becomes:

- c) available to the public at the date of its disclosure to You; other than through Your fault;
- d) at the date of its disclosure to You, already properly in Your possession in written form otherwise than by prior confidential disclosure from the Industry Partner or the University;
- e) after the date of its disclosure to You, available to the public from sources other than You;
- f) after the date of its disclosure to You, properly available to You from a third party having no obligation of confidentiality to the Industry Partner or the University; or
- g) required to be disclosed under law.

**Deed** means this Student Assignment and Confidential Information Deed Poll.

**Effective Date** means the date affixed at the top of the first page of this Deed.

**Industry Partner** means the organisation You attend for the purposes of a placement as provided for in the AMSI Intern Agreement.

**Intellectual Property** means all rights resulting from intellectual activity whether capable of protection by statute, common law or in equity and including copyright, data, data sets, information, rights in discoveries, inventions, patent rights, registered and unregistered trade marks, design rights, circuit layouts and plant varieties and all rights and interests of a like nature including but not limited to methods and techniques, together with any documentation relating to such rights and interests.

**Placement Intellectual Property** means all Intellectual Property created by You during the course of the placement, other than copyright in Your Assessment Materials.

## 2. ASSIGNMENT

2.1 You hereby assign to the University all right, title and interest in the Placement Intellectual Property on and from the date on which the Placement Intellectual Property was or is created.

2.2 You acknowledge that the University will assign the Placement Intellectual Property to the Industry Partner under the APR Intern Agreement.

## 3. CONFIDENTIAL INFORMATION

3.1 You acknowledge and agree that You must:

- (a) keep all Confidential Information confidential;
- (b) not use Confidential Information in any way which would be harmful to the best interests of the Host Organisation or the University; and

(c) not use any Confidential Information in any way other than for the purposes of your placement at the Host Organisation or preparation of your Assessment Materials without the prior written permission of the Host Organisation and the University.

3.2 You agree upon the written request of the Host Organisation or the University to return to the Host Organisation or the University any documents originating from the Host Organisation or the University which embody Confidential Information and acknowledge that you must not keep any copies in any form.

**4. FURTHER ACTION**

You must, at the University's cost, do all things and execute all documents necessary to give effect to this Deed and render all assistance reasonably required by the University for the purpose of confirming, recording or perfecting the Assignment.

**EXECUTED AS A DEED POLL**

**SIGNED SEALED AND DELIVERED BY**                    )

<insert name of student>                    )

.....  
**Signature of (student)**

.....  
**Signature of Witness**

.....  
**Print Name of Witness**

**[FOR UNIVERSITIES WHERE THE UNIVERSITY OWNS THE STUDENT IP UNDER ITS STATUTE]****STUDENT DEED POLL**

THIS DEED POLL is made on the [ ] day of [ ] 20[ ] by

<b>Name</b>	[insert]	<b>(You or Your)</b>
<b>Address</b>	[insert]	
<b>Phone</b>	[insert]	
<b>University</b>	[insert]	
<b>Industry Partner</b>	[insert]	

**BACKGROUND**

- A. As part of the AMSI program, the University has made arrangements for You to attend a placement at the Industry Partner to gain practical training, experience and skills within a workplace relating to Your area of study.
- B. To facilitate this placement, the University, the Industry Partner and AMSI (through the University of Melbourne) have entered into an agreement which sets out each party's obligations in relation to the internship (the **APR Intern Agreement**).
- C. During the course of the placement, You may create or contribute to the creation of Intellectual Property, including copyright in Your Assessment Materials.
- D. Under the APR Intern Agreement, the University has agreed to assign all Intellectual Property created by You during the course of Your placement, other than the copyright in Your Assessment Materials, to the Industry Partner.
- E. You will own the copyright in Your Assessment Materials. The University will own all other Intellectual Property created by You during the course of the placement.
- F. This Deed sets out the terms on which You confirm the assignment all Intellectual Property created by You during the course of the placement (other than copyright in Your Assessment Materials) to the University.

**OPERATIVE PART**

In consideration of, among other things, the promises contained in this Deed, You agree:

**1. DEFINITIONS**

In this Deed:

**APR Intern Agreement** means the agreement entered into by the University, AMSI and the Industry Partner in respect of Your placement.

**Assessment Materials** means all written material created by You in respect of the placement for the purposes of Your assessment or reporting obligations to the University and includes any thesis which You are permitted or required to submit to the University to fulfill the University's requirements for the degree in which You are enrolled.

**Assignment** means assignment of the Placement Intellectual Property confirmed in this Deed.

**Confidential Information** means:

- h) all unpatented inventions, ideas, know-how, concepts, trade secrets, processes, techniques, software, products and all other unregistered or unpatented intellectual

property, financial and business information and all other commercially valuable information of the Industry Partner or the University which the Industry Partner or the University regards as confidential to it or which is evident by its nature or the manner of its disclosure to be confidential; and

- i) all copies, notes and records and all related information generated by You to the extent incorporated or derived from anything referred to in (a) above.

Confidential Information excludes, or as the case requires, ceases to include information, which is, or becomes:

- j) available to the public at the date of its disclosure to You; other than through Your fault;
- k) at the date of its disclosure to You, already properly in Your possession in written form otherwise than by prior confidential disclosure from the Industry Partner or the University;
- l) after the date of its disclosure to You, available to the public from sources other than You;
- m) after the date of its disclosure to You, properly available to You from a third party having no obligation of confidentiality to the Industry Partner or the University; or
- n) required to be disclosed under law.

**Deed** means this Student Assignment and Confidential Information Deed Poll.

**Effective Date** means the date affixed at the top of the first page of this Deed.

**Industry Partner** means the organisation You attend for the purposes of a placement as provided for in the AMSI Intern Agreement.

**Intellectual Property** means all rights resulting from intellectual activity whether capable of protection by statute, common law or in equity and including copyright, data, data sets, information, rights in discoveries, inventions, patent rights, registered and unregistered trade marks, design rights, circuit layouts and plant varieties and all rights and interests of a like nature including but not limited to methods and techniques, together with any documentation relating to such rights and interests.

**Placement Intellectual Property** means all Intellectual Property created by You during the course of the placement, other than copyright in Your Assessment Materials.

**University Statutes and Policies** means the University statute (or statutes) and the University policies regarding Intellectual Property in force at the relevant time.

## 2. ACKNOWLEDGEMENT

2.1 You acknowledge and agree that on and from the date on which the Placement Intellectual Property was or is created, the right, title and interest in the Placement Intellectual Property vests in the University pursuant to the University Statutes and Policies.

2.2 You acknowledge that the University will assign the Placement Intellectual Property to the Industry Partner under the APR Intern Agreement.

## 3. CONFIDENTIAL INFORMATION

3.1 You acknowledge and agree that You must:

- (a) keep all Confidential Information confidential;
- (b) not use Confidential Information in any way which would be harmful to the best interests of the Host Organisation or the University; and
- (c) not use any Confidential Information in any way other than for the purposes of your placement at the Host Organisation or preparation of your Assessment Materials without the prior written permission of the Host Organisation and the University.

3.2 You agree upon the written request of the Host Organisation or the University to return to the Host Organisation or the University any documents originating from the Host Organisation or the University which embody Confidential Information and acknowledge that you must not keep any copies in any form.

**4. FURTHER ACTION**

You must, at the University's cost, do all things and execute all documents necessary to give effect to this Deed and render all assistance reasonably required by the University for the purpose of confirming, recording or perfecting the Assignment.

**EXECUTED AS A DEED POLL**

**SIGNED SEALED AND DELIVERED BY**            )  
<insert name of student>                    )

.....  
**Signature of (student)**

.....  
**Signature of Witness**

.....  
**Print Name of Witness**

**ANNEXURE B***APR Intern Project Plan*

[Template only – replaced by mutually agreed plan prior to contract signing]

The Project Plan represents the mutually agreed scope of work developed by the parties to address a research problem provided by the Industry Partner and to provide a professional development opportunity for the Intern.

The progress of the project will be monitored against the milestones, which will be clearly defined and be reasonably delivered by the due dates specified, taking into account the Intern's ability, access to resources and time allocated for education and mentoring.

**1. PROJECT TITLE**

[Industry Partner to complete]

Provide a clear and concise title that describes the research project and intended outcomes  
(Maximum 140 characters)

**2. PROJECT BACKGROUND**

[Industry Partner to complete]

Describe the industry environment, the problem facing the organisation and the impact that this problem has on the business.

Indicate the expertise that the organisation is seeking and how a PhD with this expertise could help address the problem.

(Maximum 250 words)

**3. RESEARCH TO BE CONDUCTED**

[Industry Partner to complete]

Define 2-3 objectives that the company hopes to achieve through the internship. Focus on the key questions that need to be investigated in order to resolve or better understand the problem.

Outline the resources required to successfully conduct the project and whether these are currently available.

**4. EXPECTED OUTCOMES**

AMSI Intern projects are collaborative research partnerships between the Industry Partner, Intern and Academic Mentor with the aim to address a specific challenge identified by Industry. They are not consultancy projects delivered by students. [DO NOT REMOVE]

[Industry Partner to complete]

Outline the expected outcomes from the project. For example, a feasibility report, a prototype device or a software model. Will the end result stand-alone or be integrated into existing systems?

For the final presentation and report, the Intern is expected to summarise the research outcomes. As an educational exercise and with the support of their Industry Supervisor, the Intern may extend their

## APR ] N T E R N

presentation to provide high-level recommendations to management. These are not to form the sole basis of business decisions. If these are to be included in the final presentation and report, please indicate the scope of the business recommendations to be proposed.

## 5. RELEVANCE TO INDUSTRY PARTNER

[Industry Partner to complete]

If the project objectives are met, what will be the anticipated outcomes for the organisation?

How will the results of the internship be applied by the organisation?

## 6. EXPECTED TIME THE INTERN WILL SPEND WITH THE INDUSTRY PARTNER

[Industry Partner to complete]

Please indicate the duration of the intended project and the preferred daily work pattern for the Intern. Time must be allowed for the Intern to visit their Academic Mentor for support each week to address any research concerns.

Comment on whether on-site attendance is contingent on availability of supervision or access to other resources.

## 7. INTERN TRAINING AND PROFESSIONAL DEVELOPMENT

The primary purpose of the internship is for the education of the Intern by enabling them to apply their expertise to a real world problem, experience the company environment, develop workplace skills and improve their work-readiness. It is expected that the Intern will work closely with industry staff who will mentor them throughout the internship.

[Industry Partner to complete]

List the available opportunities for the Intern to undertake specific training or professional development while working within the organisation. What other factors within the work environment will assist the Intern to develop their workplace skills and improve their work-readiness?

## 8. WORK PLAN

*Work Plan to be mutually agreed by all parties*

Objectives	Activities	Outputs	Due Date
Examine the objectives the Industry Partner has identified above. Discuss whether these objectives are specific and realistic, given the skills of the Intern, timeframe of the project and resources available.	Break each objective into the sequence of activities or tasks that will be carried out. Please provide as much detail as possible	For each activity, clearly identify the tangible outputs that will be created.  Please provide as much detail as possible	List the due dates for delivery of the key outputs

Objectives	Activities	Outputs	Due Date
Modify as required. Not limited to 4 objectives.			
<b>Objective 1:</b>			
<b>Objective 2:</b> APR Intern Mid-Term Presentation	Short presentation by Intern [via Skype/at XX location] to Industry Partner and Academic Mentor summarising the status of the work. Please invite APR Intern facilitator if required.  See below. Reorder Objectives as needed so mid-term is delivered at appropriate interval.		
<b>Objective 3:</b>			
<b>Objective 4:</b>			
<b>Objective 5:</b> APR Intern report and final presentation	Provide a draft of the APR Intern Final Report/Case Study (template at the end of this document) to the Industry Partner and Academic Mentor for review and approval prior to submission to the APR Facilitator a week before the final presentation.  Final 30 min presentation by Intern [via Skype/at XX location] to APR Facilitator, Industry Partner and Academic Mentor summarising the overall outcomes of the work.		

**As part of the internship, the Intern will complete the following milestones. Please insert these milestones into the work plan above and assign appropriate due dates.**

- Half way through the project, the Intern will give a short presentation to the Industry Partner and Academic Mentor summarising the status of the work. Please invite the APR Intern facilitator if required.
- One week before the end of the internship, the Intern will submit a draft of the Final Report/Case Study (template at the end of this document) to the Industry Partner and Academic Mentor for review and approval prior to submission to the APR Facilitator.
- At the end of the internship, the Intern will give a 30 minute presentation to the APR Facilitator, Industry Partner and Academic Mentor summarising the overall outcomes of the work.

#### 9. BIOSAFETY OR ETHICS APPROVAL, EXPORT CONTROL, OR OTHER SPECIFIC PROJECT RESTRICTIONS OR LICENCES

Does the project require biosafety or ethics approval/ratification by the Student Institution or require special Export Control considerations (assessment, licence or specific project restrictions)?

[Academic Mentor to complete]

E.g. for work involving animals or use of participant surveys

**10. PROJECT BUDGET**

[All parties to discuss]

Program Cost = \$XX,000 plus GST

The Program Cost for the internship is comprised of:

- a) \$3,000 per month of the internship for the Intern's Stipend (total \$XX,000 per month for a X month project)
- b) \$5,500 for academic mentoring
- c) \$5,500 for facilitation of the internship by APR Intern

*For example, the Program Cost for a 5-month internship would be \$26,000 plus GST. This cost is paid by the Industry Partner to APR Intern, and APR Intern pays the Student Institution this amount after deducting its facilitation fee. From this the Student Institution disburses the stipend to the Intern and the Academic Mentor contribution.*

**Is there any External Funding being applied to the internship?**

Detail NRIP, DSI or state Not Applicable.

**Do any of the parties expect to incur expenses to be reimbursed by one of the other parties?**

E.g. costs for the Intern to travel interstate to work with the Industry Partner.

**Are there any other costs being covered by a party as in-kind support for the project?**

E.g. consumable costs or software licence fees.

**11. ALIGNMENT WITH OTHER EXISTING PROJECTS**

[Industry Partner &amp; Academic Mentor to complete]

Does this project align with other work being carried out by the Academic Mentor or Industry Partner, and if so how?

**12. HOW WILL THE PROJECT DEVELOP THE INTERN?**

[Intern &amp; Academic Mentor to complete]

Based on the nature of the project, the expertise to be applied and the opportunities for development provided by the Industry Partner, describe how the Internship will benefit the student academically and prepare them for future employment. Will the results of the internship be used in the Intern's thesis?

**13. PUBLICATION OF RESULTS**

[Industry Partner &amp; Academic Mentor to complete]

MANDATORY

*Referenced in Clause 4.3c(ii) of the Contract*

**14. BACKGROUND INTELLECTUAL PROPERTY**

[All Parties to complete]

**15. FUTURE COLLABORATIONS**

[Industry Partner & Academic Mentor to complete]

## *APR Intern Final Report Template*

(To be completed by the Intern, Reviewed by Industry Partner)

This template is intended as a guide for the Final Report required by APR Intern at the end of the internship project. It is not mandatory to use this format. The minimum standard for the Final Report is a generic overview of the research purpose, objectives, methodology and outcomes. The report may require disclosure of any IP developed from the research.

The purpose of the Final Report is to assess whether the objectives were met, outline the impact of the work for the Industry Partner and ensure sufficient recording of the research project is made available to the Industry Partner. The Final Report required for APR Intern is 5-10 pages long. The Industry Partner may require additional documentation separate to this to finalise the internship.

**Please note:** The Final Report is protected under the Confidential Information Clause of the agreement. APR Intern will request a copy for reporting purposes. The Industry Partner may request the removal of any IP or confidential information prior to submission to the APR Intern Business Development contact and [contact@aprintern.org.au](mailto:contact@aprintern.org.au)

### 1. SUMMARY OF PROJECT

In about 200-300 words, please provide a description of the purpose, objectives and expected outcome of the research project.

### 2. SUMMARY OF RESEARCH

In three to four pages, describe the project, methodology and results using the headings below as a guide.

- a) Project Background
- b) Research Method
- c) Intern's Contribution
- d) Research Results and Outcomes
- e) Future Research
- f) **Business Recommendations** [if applicable and within the ability of the Intern. Note Internships through APR Intern are not consultancy projects]

### 3. FINAL COMMENTS

Insert any additional comments if applicable

## *APR Intern Executive Summary Template*

(To be completed by the Intern, Reviewed by Industry Partner)

The Executive Summary is a mandatory component of the APR Intern program and is to illustrate the educational outcomes of the internship for the intern. The Intern Executive Summary is to be completed in a manner that is suitable for publication and as such **does not** require the disclosure of any IP developed from the research.

The Intern Executive Summary may be disclosed to the student's institution upon request.

The Executive Summary will require review and approval by the Industry Partner to ensure no confidential information is disclosed.

**Please note:** The report requires review by the Academic Mentor and approval by the Industry Partner prior to submission to ensure no confidential information is disclosed. Please submit in PDF format to your APR Intern Business Development contact and [contact@aprintern.org.au](mailto:contact@aprintern.org.au)

### 1. SUMMARY OF RESEARCH PROJECT BACKGROUND & OBJECTIVES

In about 100 words, please provide a description of the purpose and expected outcome of the project that is suitable for media or other publicity material.

### 2. SUMMARY OF RESEARCH UNDERTAKEN

In about 300 words, please provide a description of the research undertaken, in terms of methodology and your contribution to the research as an intern.

### 3. SUMMARY OF THE PROJECT OUTCOMES

In about 100 words, in plain language, summarise the aims, significance and outcomes of the project.

### 4. SUMMARY OF THE EDUCATIONAL OUTCOMES

In about 100 words, in plain language, summarise how the internship contributed to your professional development as a researcher. Discuss any challenges translation of research, research environment etc. that occurred during the internship?

### 5. INTERN IMPACT STATEMENT

In about 75 words, please outline the impact that the internship has had on you in terms of work-readiness and competitiveness for future employment.

### 6. FINAL COMMENTS

Insert any additional comments if applicable

## *APR Intern Industry Impact Statement Template*

(To be completed by the Industry Partner)

This template is intended as a guide for the Industry Impact Statement required by APR Intern at the end of the internship project. The Industry Impact Statement is in to be completed by all Industry Partners as agreed to in Clause 4.1 of the APR Intern Agreement and may be used for publicity and marketing purposes. The impact statement does not require disclosure of any IP developed from the research.

### 1. IMPACT STATEMENT FOR THE INDUSTRY PARTNER

In 250-300 words, please outline the research project outcomes and relevance/impact that the research will have on the organisation.

## APPENDIX 2

# JCU Internship Program for Research Higher Degree Candidates

### INSTRUCTIONS

- The proposal should be written and submitted **at least eight (8) weeks prior to the planned start date of the internship**.
- The start date of the internship has to be **after** the receipt of the partner funds at the GRS.
- Partner funds can be sent directly to the GRS prior to approval to expedite the process or upon approval.
- If you cannot see the items listed in the drop downs, please refer to the list at the end of this Appendix and type the corresponding answer on the space provided.

### 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 must be submitted as a scanned PDF file.
- 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. <b>Title of project:</b>	
1.2. <b>Length of Internship</b> Please indicate (x) the length of internship	<input type="checkbox"/> 1 month Internship (RD7005) <input type="checkbox"/> 5 month Internship (RD7004)
1.3. <b>Keywords to identify reviewers:</b> (3-10 specific keywords; 50% technically related, 50% discipline-related)	
1.4. <b>Academic discipline:</b>	<b>See List at 7.3.</b>
1.5. <b>Project purpose:</b> Please indicate (x) the advancement you want to achieve with this internship	<input type="checkbox"/> Creation of <b>new</b> materials, devices, or products
	<input type="checkbox"/> Creation of <b>new</b> processes or services
	<input type="checkbox"/> Improvement of <b>existing</b> materials, devices, or products
	<input type="checkbox"/> Improvement of <b>existing</b> 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:

### 2.5. Details of internships or subprojects:

For each intern or subproject, provide the following mandatory information:

- a. **Name of intern.**
- b. **Specific objectives of the internship or subproject.** Clearly state your [sub-] objectives so reviewers can assess if they are achievable.
- c. **Methodologies.** Provide enough detail so reviewers can determine if the proposed methodology is appropriate and sufficient to achieve the [sub-] objectives.
- d. **Timeline.** We suggest using a Gantt chart to provide a timeline showing which task will be done when to achieve each objective.
- 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\_\_\_

If **yes** to any of the above, please click here to complete the **Conflict of Interest Declaration** and send it to GRS **BEFORE** submitting your application.

**For any additional academic advisors copy and paste Section 4.1. below:**

**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):	Select No. employees	Or see List at 7.3
Legal status:	Select Legal Status	Or see List at 7.3

**4.3. Intern identified:**

**4.3.1. Intern information**

Name:		
Degree program during internship (masters/PhD):		
Have you submitted your thesis for examination:		
Campus:		
College:		
Address at university:		
Postal code:		
Phone:		
University email:		
Citizenship:	Select citizenship.	Or see List at 7.3
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\_\_\_

**If yes** to any of the above, please click here to complete the **Conflict of Interest Declaration** and send it to GRS **BEFORE** submitting your application.

**4.3.3. Demographic information. \*OPTIONAL\***

**Please indicate (x) if you are:**

Indigenous	<input type="checkbox"/>
A person with a disability:	<input type="checkbox"/>
First in your family to attend university:	<input type="checkbox"/>

## 5. Funding, Budget and Invoicing

Please complete sections 5.1 to 5.4.

### 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.

**(The partner's contribution is subject to tax.)**

### 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:	

<input type="checkbox"/>	Address same as filled in Section 4.2.
<input type="checkbox"/>	If invoicing address different than Section 4.2, please fill out the following:

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

**Please note: Partner contributions must be received by JCU BEFORE any funds are awarded within the university. 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:

## 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.

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:**

Please sign, scan and save in PDF format

**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:

**For any additional participants include corresponding details and signature line below:**

## **Appendix A**

Please delete if not applicable

### **Drop Down - Options**

Please refer to the drop down of the section, and type the corresponding answer on the space provided.

#### **1.4. Academic discipline:**

- Business
- Computer Science
- Earth Sciences
- Engineering
- Life Sciences
- Mathematical
- Sciences Social Sciences, Arts & Humanities
- Physical Sciences
- Human Health
- Animal Health

#### **4.2. Partner organization:**

##### **Partner size (No. employees):**

- 1 to 49
- 50 to 99
- 100 to 499
- 500 and higher

##### **Legal status:**

- For Profit Private Corporation
- Government Agency
- Not for Profit

#### **4.3. Intern(s) identified:**

##### **4.3.1. Citizenship:**

- Australian:
- Permanent Resident:
- Foreign:

# 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 Final Report on Extended Internship (Task 1)

### Who needs to complete this section?

The Academic Mentor 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 Academic Mentor 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 Academic Mentor:

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 3-5 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 Academic Mentor

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 2 –Evaluation of Seminar (Task 2)

Academic Mentor and Industry Partner (or nominee) to complete

<b>Date of Seminar:</b>			
<b>Present at Seminar</b>	<input type="checkbox"/> Academic Mentor	<input type="checkbox"/> Industry Partner (or nominee)	
	<input type="checkbox"/> Advisor Mentor	<input type="checkbox"/> Secondary Advisor	
	<input type="checkbox"/> Others (please list):		
<b>Background</b>	<b>Adequate</b>	<b>Inadequate</b>	
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"/>	
<b>Methodology</b>	<b>Adequate</b>	<b>Inadequate</b>	
Method selected for study	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding of methods	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Data analysis (may be marked as “not applicable”)</b>	<b>Adequate</b>	<b>Inadequate</b>	<b>N/A</b>
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
<b>Scope</b>	<b>Adequate</b>	<b>Inadequate</b>	
Scope of work in relation to expectations of 4-5 month internship	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Interpretation and Analysis of Results</b>	<b>Adequate</b>	<b>Inadequate</b>	<b>N/A</b>
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"/>
<b>Conclusions</b>	<b>Adequate</b>	<b>Inadequate</b>	
Summary	<input type="checkbox"/>	<input type="checkbox"/>	
Appreciation of potential significance for industry partner	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Quality of Presentation</b>	<b>Adequate</b>	<b>Inadequate</b>	
Overall organisation, clarity, conciseness	<input type="checkbox"/>	<input type="checkbox"/>	
Verbal skills in presentation	<input type="checkbox"/>	<input type="checkbox"/>	

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

## Section 3 – RM/RD7004 Overall Subject Grade Recommendation

Academic Mentor 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 Academic Mentor 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 3-5 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 3-5 months and they have not demonstrated the capacity to complete the project in a timely manner with the resources available.

Candidate			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
Comments (if any) relevant to this milestone:			
Academic Mentor			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
Comments (if any) relevant to this milestone:			
Industry Partner			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
Comments (if any) relevant to this milestone:			
What to do next			
Please submit this form electronically to the Graduate Research School			