



PROCEDURES ON THE ESTABLISHMENT OF INTERNSHIP PLACEMENTS RESEARCH INTERNSHIP AND ENGAGEMENT (UNIT 800228)

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Procedures on the Establishment of Internship Placements

Unit: Research Internship and Engagement (800228)

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SECTION 1

Intent of this Document

1. Provides MRes Candidates with processes of establishing and undertaking a professional internship as part of their course work in Unit 800228
2. Provides MRes Candidates with information about what an appropriate internship entails for the purposes of Unit 800228
3. Provides Internship Hosts with the processes of engaging a WSU Candidate for the purpose of an internship as part of the Candidate(s)'s course work in Unit 800228
4. Provides Internship Hosts with information about what an appropriate internship entails for the purposes of Unit 800228

SECTION 2

Definitions

1. MRes Candidate: Candidates enrolled in the Master of Research program, currently in their first year (course-work year) of the program (Candidate education level – undertaking a Masters of Research degree, first year).
2. Internship: The supervised research training undertaken by an MRes Candidate at a workplace hosted by an internal or external organisation (the Internship Host). Internships can be with an external organization to Western Sydney University, or internal to Western Sydney University, such as a research Institute, School, or academic, or a combination of these.
3. Internship Host: An Internship Host is an individual or organisation with whom an MRes Candidate is undertaking an internship.
4. Unit: The subject 'Research Internship and Engagement' (unit number: [800228](#)) in which an MRes Candidate is enrolled to undertake an Internship placement. Unit 800228 is an elective unit and is not a compulsory unit in the MRes course.

SECTION 3

Purpose and Benefits on an Internship to Candidates and Internship Hosts

Internships are mutually beneficial, giving Candidates the opportunity to gain valuable experience in their chosen industry and research field, while providing Internship Hosts the opportunity to engage high-achieving Candidates on short-term placements to assist with specific projects.

1. **What is the purpose of an Internship to an MRes Candidate?**
 - a. To provide Candidates with authentic experiential learning;
 - b. To provide Candidates with an authentic research training experience outside of the university environment;
 - c. To provide Candidates with an opportunity to develop a professional identity through exposure to and participation in workplaces, community settings, and/or research processes related to their chosen field of study;
 - d. To provide Candidates with an opportunity to develop and apply their research skills outside of their own research projects;

- e. To give Candidates an opportunity to network within their area of research or discipline.

2. What are the benefits of an Internship to an MRes Candidate?

- a. Research experience in an industry setting;
- b. Networking opportunities by establishing and/or increasing Candidates' industry networks and connections;
- c. Improvement in and development of professional skills;
- d. Improvement in and development of research skills;
- e. Opportunity to conduct research with impact.

3. What is the purpose of an Internship to an Internship Host?

- a. To provide Candidates with knowledge and skills necessary for their future careers both in academia and outside of this sector (including, but not limited to, government, non-government, non-profit, community groups and organisations);
- b. To provide industry and community partners access to Western Sydney University expertise that will help the Internship Host solve problems and achieve goals;
- c. To achieve greater research impact for the Internship Host.

4. What are the benefits of an Internship to an Internship Host?

- a. MRes Candidates apply their expert, specialised cognitive, technical, research and innovations skills in a discipline area to independently and systematically provide creative solutions to challenging questions;
- b. Knowledge transfer from the University to Industry.
- c. Industry supports the development of high-quality MRes Candidates who may realise opportunities for careers outside academia;
- d. Mutually beneficial relationships between Internship Host and Western Sydney University are established;
- e. Access to specialised research expertise and skills.

SECTION 4

Duration of Internship

The Internship is to be undertaken during the coursework period of the Unit.

Candidates can undertake the Internship part-time (1 to 4 days per week) or on a full-time (5 days per week) basis:

- Minimum 60 hours
- Maximum 80 hours
- Internship to be undertaken over the teaching semester
- In special circumstances, the Internship can be undertaken between semester breaks, with the Candidate completing the Unit coursework and assessments in the most immediate semester period following placement (example: if Candidate undertakes internship placement in the Autumn and Spring semester break, they will be enrolled in the Unit and complete all coursework and assessments during the Spring semester)

The Unit has two intakes per year:

- Autumn (March-June)
- Spring (July-November)

SECTION 5

Insurance and Remuneration

1. Insurance:

- a. Unpaid MRes Candidate interns are insured by Western Sydney University.
- b. MRes Candidate interns awarded a stipend by the Internship Host are insured by Western Sydney University.
- c. MRes Candidate interns undertaking a paid internship are not offered insurance protection by the university and must be insured by the Internship Host.

2. Remuneration:

- a. Internships can be unpaid, paid, or provide a stipend.
- b. Internship Hosts have an option to award a discretionary stipend to assist with the Candidate's expenses incurred while undertaking an Internship, which is administered via Western Sydney University.

SECTION 6

International Candidates

MRes Candidates on an international Student Visa (Subclass 500) who undertake unit 800228: Candidate's work permissions will not be affected.

MRes Candidates have unlimited work rights after their course starts, therefore the work undertaken as part of this unit will have no impact on their Student Visa.

Per Student Visa condition 8105:

Candidates who hold a Subclass 500 visa (Postgraduate Research) visa can work unrestricted hours if:

1. You are studying a Masters of Research degree and you have started your course; or
2. The work is a registered part of your course.

SECTION 7

Requirements and Responsibilities

MRes Candidate Requirements:

1. Find and secure their Internship placement for the duration of the Unit;
2. Discuss the Internship opportunity with the Unit Coordinator prior to application and commencement of internship;

3. With the Internship Host, discuss the learning outcomes, and attendance requirements of the internship;
4. Prior to confirming the Internship, provide the Unit Coordinator with details of the internship for review and approval;
5. After finalising the internship placement: Enroll in the Unit;
6. Read the Western Sydney University [Student Code of Conduct Policy](#) and [Placement Policy](#);
7. With the Internship Host, discuss and develop a list of internship objectives, aims and goals, and submit to InPlace (form is available for download through InPlace – for details see Section 7, Point 8);
8. After enrollment in Unit: submit your internship details through InPlace (this includes a goals and objectives form that you need to work on with Internship Host). [How-to guide for using the InPlace portal.](#)
9. Attend all Unit lectures and the Mock Conference;
10. Attempt all Unit Assessment items;
11. Ensure evaluation form is completed by their Internship Host at completion of Internship.

Internship Host Requirements:

To maximise their learning, MRes Candidates in an Internship must:

1. Be given a clear explanation of the professional and academic expectations of the internship;
2. Be given a clear explanation of the learning outcomes of the internship. These learning outcomes must meet the Contribution of Course Learning Outcomes for the Unit (available in the Learning Guide for Unit 800228);
3. Be given a clear explanation of the career development opportunities of the internship;
4. Be given work and research related responsibilities and actions relevant to the learning outcomes;
5. Be set a realistic and achievable time frame, in line with Internship duration of minimum 60 hours and maximum 80 hours (For details, see Section 4 of this document);
6. Have access to quality supervision from the Internship Host throughout the Internship placement. Quality supervision includes:
 - a. Provide a mentor or supervisor within your organisation to liaise with the candidate, who will be available and accessible;
 - b. Regular (minimum weekly) communication with the intern throughout the internship placement;
 - c. Adequate training in skills the intern needs to develop in order to successfully complete their internship objectives and tasks;
 - d. Adequate support throughout the internship placement to ensure the intern can successfully complete their internship objectives and tasks;
 - e. The intern should not be assigned tasks that require skills the internship host is not in a position to provide adequate training for.
7. Have access to quality preparation from the Internship Host for the learning experience. Quality preparation includes, at a minimum:
 - a. Discussion with interning Candidate about the research project, or task they are completing as part of their placement;
 - b. Skill requirements and skill development needed to successfully complete tasks during the internship placement;
 - c. List of tasks the Candidate will undertake as part of the internship placement;

- d. Access to any materials the Candidate may require to undertake the research work as part of their placement;
 - e. Discussion and development of a written list of internship objectives, aims and goals – which will be submitted to InPlace by the Candidate (form is available for download through InPlace – for details see Section 7, Point 8);
8. Have access to quality guidance and advice in the resolution of any actual or perceived barriers to progress from the Internship Host;
 9. Evaluate the Candidate's performance following the completion of their placement (form sent by Candidate). The Placement is an assessable learning activity and an assessment is an essential component of the placement program;
 10. For Internship Hosts taking on their first Western Sydney University candidate in a placement, read, complete and sign the Western Sydney University Student Placement Agreement (this agreement will be automatically sent to new Internship Hosts once an internship is confirmed through InPlace).

Unit Coordinator Requirements:

The Unit Coordinator must inform MRes Candidates of the following before the candidate commences their Internship:

1. Objectives of the placement, including:
 - a. Learning outcomes;
 - b. Assessment requirements; and
 - c. Attendance requirements.
2. How to apply for special consideration or special arrangements in relation to their Internship and Unit Assessment(s);
3. Whom to contact in the Graduate Research School or WSU Student Services if the candidate has any concerns while undertaking the Internship, and how this contact can be made;
4. Contact information:
 - a. Provide Candidates with contact details for relevant school staff who should be informed of any work, health, or safety concern during their Internship;
 - b. Establish and maintain mechanisms for communication with the Candidate doing an Internship;
 - c. Communication mechanisms must always be available to Candidates while undertaking an Internship.
5. Provide Candidates with the circumstances under which a Candidate would be considered to have failed any assessment related to their Internship;
6. Provide Candidates with the circumstances under which an internship can be terminated by the Internship Host, the Unit Coordinator, or the Candidate's university supervisor.

If an Internship is terminated early for reasons beyond a Candidate's control, the Unit Coordinator must:

1. Arrange for the Candidate to be assessed on the basis of the completed component;
2. Inform the Candidate of any remaining requirements they must meet in order to complete the requirements for the Unit; and
3. Work with the Candidate to provide options for the Candidate to meet the Internship requirements of the Unit without penalty.

The Unit Coordinator must regularly communicate with Candidates doing an Internship in relation to:

1. The quality of the experience;
2. The Candidate's progress; and
3. Potential or actual problems.

The Unit Coordinator must take reasonable steps to identify and record where Candidates are undertaking their Internship at any given time.

The Unit Coordinator must provide the Internship Host with a copy of *PROCEDURES ON THE ESTABLISHMENT OF INTERNSHIP PLACEMENTS FOR CANDIDATES IN RESEARCH INTERNSHIP AND ENGAGEMENT (800228)*, and undertake reasonable communication to ensure all processes are understood and all questions are answered.

MRes Candidate Supervisor Requirements:

1. Supervisors should reasonably advise Candidates about appropriate Internship opportunities and Internship Hosts;
2. Supervisors must discuss a potential Internship Host and Internship opportunity with their Candidate prior to the Candidate accepting the role and commencing the Internship;
3. Supervisors should ensure Candidates are well prepared for their Internship placement;
4. Supervisors must keep in regular contact with their Candidate while they are undertaking an Internship.

SECTION 8

Assessment of Outcomes

The University will seek feedback from MRes Candidates and Internship Hosts on the outcomes from the Internship following completion of the Internship. Feedback will be sought via an evaluation form.

1. The university will seek feedback from the Internship Host in relation to the quality of the MRes Candidate's performance, focusing on their research, professional, and transferable skills;
2. The university will seek feedback from the MRes Candidates about their own reflection on the effect of the placement on their development as graduate researchers, and on the Internship Host.

SECTION 9

Finding an Internship

1. What is an appropriate Internship?

- a. Your Internship must be related to your area of research or discipline in order to gain maximum benefit from your placement. It is your responsibility to assess how well the internship meets these requirements.

- b. The Internship must be research or skills focused, allowing you to explore possible practical applications of your research, and meet the Unit Course Learning Outcomes (available in the Learning Guide for Unit 800228);
- c. The internship must not incorporate administrative tasks.

2. Finding an appropriate Internship

- a. You are responsible for organising your Internship placement.
- b. Speak with your research supervisor about their external contacts as a possible internship placement for the RIE unit.
- c. You should become familiar with Websites of organisations related to your area of research and discipline that may advertise internship opportunities.
- d. **List of available internships (accessible through vUWS for current Western HDR Candidates only):** The Unit Coordinator will assist Candidates in sourcing an internship by posting a live list of current internship placement opportunities online. Should a suitable internship on the available internships list not be available, the Unit Coordinator will not organise an internship for you: it is up to you to arrange your own.
- e. **Reach out to organisations (including internal Western Research Institutes or Schools, and external organisations that you are interested in):** Many internship opportunities are not advertised. As such, in your search for an internship do not be afraid to contact organisations you are interested in directly to ask about internship opportunities. In your initial email, you should:
 - i. Introduce yourself and your area of research/discipline;
 - ii. Succinctly explain that you are reaching out as part of a course work requirement for your research degree;
 - iii. Ask about internship opportunities;
 - iv. Attach your CV with your email for their consideration.

3. Confirming an internship

1. Once the Candidate has found an Internship placement, the Candidate discusses the internship opportunity with Unit coordinator;
2. Unit coordinator either approves, asks for amendments, or denies the internship;
3. In case of approval:
 - a. Prior to confirming the Internship, provide the Unit Subject Coordinator with details of the internship for review and approval;
 - b. After finalizing the internship placement: Enroll in the Unit;
 - c. With the Internship Host, discuss and develop a list of internship objectives, aims and goals, and submit to InPlace (form is available for download through InPlace – for details see next point);
 - d. After enrollment in Unit: submit your internship details through InPlace (this includes a goals and objectives form that you need to work on with Internship Host). [How-to guide for using the InPlace portal.](#)
4. If the WSU Placements Hub has NOT worked with Internship Host before, the Placements Hub unit will generate an agreement between the University and Internship Host.
5. Details of internship placement are stored within InPlace (part of the Placements Hub unit).

4. Example list of internships:

- a. APR Intern: <https://aprintern.org.au/>
- b. SAAFE Research Internship Program (Scholarship AINSE ANSTO French Embassy): <https://www.ainse.edu.au/saafe/>
- c. OECD Internship Programme: <http://www.oecd.org/careers/internship-programme/>; https://oecd.taleo.net/careersection/ext_2/joblist.ftl?lang=en
- d. Graduate Opportunities: <http://www.graduateopportunities.com/employers/>
- e. Grad Connection: <https://au.gradconnection.com/internships/>
- f. Grad Australia: <https://gradaustralia.com.au/>
- g. ACS Foundation: <https://www.acsfoundation.com.au/>

SECTION 10

Agreements between Western Sydney University and Internship Host

1. Unpaid external internship:

Internship Host will enter into the standard Student Placement Agreement with Western Sydney University that outlines the relationship between the University and the organisation while Candidates are undertaking their internship.

2. Stipend external internship:

Internship Hosts have an option to award a discretionary stipend to assist with the MRes Candidates' expenses incurred whilst undertaking an Internship, which is administered via Western Sydney University.

- a. Completed Student Placement Agreement will be sent to the Graduate Research School for the administering of a stipend;
- b. Once an approved Student Placement Agreement is received by the Graduate Research School Scholarships Officer:
 - i. Graduate Research School Scholarships will issue an email to the successful candidate providing acknowledgement of the internship and sending required documentation to them to complete (i.e. Form to collect bank details of the successful applicant);
 - ii. The Graduate Research School will issue an invoice to the Internship Host, payable within 30 days
 - iii. Once funds have been received by Western Sydney University, the Graduate Research School and Research Services Scholarship Finance Officer will establish and commence the stipend in the next award cycle
 - iv. The Research Services Scholarship Finance Officer will inform the successful candidate confirming details of payment.

3. Paid external internship:

Internship Host enters an employment relationship with the Candidates for the duration of the internship placement.

4. Unpaid internal WSU internship:

The Student Placement Agreement is only required for an external work-based placement. If Candidates are interning with a work unit within WSU, there is no need to complete a SPA. Instead, the Internship Host must complete a Student Placement Agreement (Internal).

5. Stipend internal WSU internship:

The Student Placement Agreement is only required for an external work-based placement. If Candidates are interning with a work unit within WSU, there is no need to complete a SPA. Instead, the Internship Host must complete a Student Placement Agreement (Internal). Internship Hosts have an option to award a discretionary stipend to assist with the MRes Candidates' expenses incurred whilst undertaking an Internship, which is administered via the Western Sydney University.

- a. Completed Student Placement Agreement will be sent to the Graduate Research School for the administering of a stipend;
- b. Once an approved Student Placement Agreement is received by the Graduate Research School Scholarships Officer:
 - i. The Graduate Research School Scholarships Officer will issue an email to the successful candidate providing acknowledgement of the internship and sending required documentation to them to complete (i.e. Agreement Internship Scholarship Stipend Terms and Conditions, form to collect bank details of the successful applicant);
 - ii. The Graduate Research Schools Scholarship Officer will issue a WSU Internal Scholarship Stipend Establishment Form providing required approval by the School Dean or Research Institute Director and detailing payment (i.e. cost center and project code, full amount, duration of payments);
 - iii. University, the Graduate Research School and Research Services Scholarship Finance Officer will establish and commence the stipend in the next award cycle
 - iv. The Research Services Scholarship Finance Officer will inform the successful candidate confirming details of payment.

6. Paid internal WSU internship:

The Candidate enters an employment relationship with the Internship Host unit for the duration of the internship placement.

SECTION 11

Intellectual Property, Publishing, Confidentiality and Moral Rights

1. Intellectual Property:

Nothing in this Document confers on either Internship Host or Western Sydney University any rights (including ownership or exploitation) in relation to the other party's Intellectual Property Rights.

Unless otherwise agreed between you and the Candidate, any Intellectual Property Rights created by a Student in any Assessment Works during a Placement remains the property of the Student in accordance with Western Sydney University's Intellectual Property Policy.

There may need to be an independent agreement between the Candidate and the Internship Host regarding Intellectual Property. This agreement is the responsibility of the Internship Host, and must be submitted to the Unit Coordinator and Candidate. This agreement will:

- a. Protect the intellectual property arising from the work of Candidates as part of their studies; and
- b. Ensure that any specific variations to the status of intellectual property (e.g., research conducted in collaboration with other bodies or industry partners) is explained in writing.

2. Publishing, Confidentiality, and Moral Rights:

- a. Confidentiality and non-disclosure agreements may be organised between the Internship Host and Western Sydney University should this be required by the Internship Host;
- b. Moral rights pertain to copyrighted works and are the right to attribution and the right to integrity of the work. Typically, moral rights waivers may be sought in relation to the industry-linked research output to enable its further development/modification.

SECTION 12

Industry Internship Process Overview

1. Read document: *PROCEDURES ON THE ESTABLISHMENT OF INTERNSHIP PLACEMENTS FOR CANDIDATES IN RESEARCH INTERNSHIP AND ENGAGEMENT (UNIT 800228)*
2. Read document: *FREQUENTLY ASKED QUESTIONS (FAQs): internship placements for Candidates in Research Internship and Engagement (unit 800228)*
- d. Evaluate what an appropriate Internship is in your field. Remember: Your Internship must be related to your area of research or discipline in order to gain maximum benefit from your placements. It is your responsibility to assess how well the internship meets these requirements.
3. Look for an Internship by either selecting one of the placement opportunities from the [Available Internships List](#) (accessible through vUWS for current Western HDR Candidates only) or by reach out to organisations you are interested in directly to source your own internship
4. Discuss possible Internship opportunities with your supervisor prior to application and commencement of internship;
5. When you have found a suitable Internship opportunity, inform the Internship Host of the objectives, learning outcomes, and attendance requirements of the internship;
6. Prior to confirming the Internship, provide the Unit Coordinator with details of the internship for review and approval;
7. Confirm your placement
 - a. Once you have secured an internship, you will need to speak with the Internship Host about the details of your placement prior to commencing the internship. This includes:
 - i. Start date;
 - ii. Days and hours of work;

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Prepared by Dr Anna Denejkina

- iii. Supervision arrangements;
 - iv. Goals and outcomes;
 - v. Task and responsibilities.
8. Confirm your internship with the Unit Coordinator
 - a. You will need the approval of your Unit Subject Coordinator prior to beginning your internship.
 - b. Before beginning your internship, contact your Unit Coordinator with all details of the internship and Internship Host for their confirmation and approval.
 - c. Once you have secured your internship and received confirmation and approval from the Unit Subject Coordinator, you can enroll in the Unit.
9. Enrol in the unit
10. Submit internship information to InPlace
11. Attend all unit lectures and the unit's mock conference
12. Complete all Unit Assessments
13. Provide feedback about the Internship through an evaluation form.