

HDR Internship ‘Fitness to Practice’ Checklist

HDR candidates may complete a research internship as an elective component of their program (refer to section 6.1 of the [Higher Degree Research Policy](#)). This checklist is to be completed by the HDR candidate’s principal supervisor in consultation with the HDR candidate, as well as the HDR convenor if needed. The checklist is valid for a duration of 6 months from the date of completion.

CANDIDATE DETAILS

ID: First Name: Family Name:

SECTION I: CANDIDATURE DETAILS

All boxes in this section must be ticked:

- The HDR candidate’s confirmation of candidature milestone has been met.
- All other milestones for the HDR candidate are up to date.

The HDR candidate will remain (*please tick*) enrolled or under examination for the duration of the internship.

If the HDR candidate is under examination for the duration of the internship they must be aware of the following:

- Once the examination outcomes have been provided and the candidate has submitted their final examination requirements, the examinations team will commence the conferral process.
- When conferred the candidate will no longer be enrolled at the University and thus engagement activity will no longer be covered by Griffith insurance.
- If receiving a paid internship stipend, this will cease.

The HDR candidate has been made aware of the above and understands their responsibilities to complete the internship prior to submitting their final examination requirements.

The proposed duration of the internship (combined with any previous internships) will not run for more than six months duration during the period of the PhD candidature.

I, or another member of the supervisory team (cannot be an external supervisor), will act as the academic mentor for this internship (please provide name and role below).

I support the candidate undertaking the internship during candidature as an elective component of the PhD program and confirm that the candidate will still be able to complete in a timely manner. My agreement is evidenced by my signature below (and for APR.Intern Internships, the APR.Intern Student Approval Form will also need to be completed).

Supervisor
Name:

Supervisor
Role:

SECTION 2: OTHER CONSIDERATIONS

Please consider the implications of the following circumstances to further clarify eligibility:

? If the candidate is in receipt of a scholarship other than a [GUPRS](#), [GUIPRS](#), [GUIAPRS](#) or [RTP](#), check the scholarship conditions of award to confirm eligibility.

? If the candidate's HDR program is funded within or related to a broader research project (e.g. ARC Linkage, ITTC, ITRP, or other competitive grant), seek advice from the Postaward Team within the Office for Research to confirm eligibility.

? If the candidate has assigned their PhD project IP to a 3rd party seek advice from [Griffith Enterprise](#) to confirm eligibility.

For International HDR candidates only:

? If the candidate is sponsored by a third party, seek advice from Griffith International Financial Aid and Sponsorships to confirm eligibility via sponsorships@griffith.edu.au

? If the candidate is from a sanctioned country, consider any [sanctions \(restrictions\)](#) that apply to the candidature when developing the internship project plan. If all boxes in Section 1 are ticked and any other considerations in section 2 assessed, the signatory confirms that the candidate is eligible to undertake an HDR internship.

Signature Principal Supervisor _____ Date _____

Upon completion of the checklist, a copy of the checklist along with the HDR Internship Project Plan Template are to be provided to the HDR candidate in order to proceed with developing the internship project plan. The candidate will be required to attach a copy of the completed checklist and project plan, along with the HDR Internship Agreement form to the internship service request (through myGriffith) to obtain final approval.

Note: For HDR candidates wishing to apply for a research internship with [APR.Intern](#), the principal supervisor will also need to complete the APR.Intern Student Approval Form in order for the candidate to lodge their APR.Intern application.