

# Deakin University

## Higher Degree by Research Placement Guidelines

### Career Pathway Placements

An important element of the PhD Xtra program is the opportunity to undertake a Career Pathway Placement. Placements, often referred to as internships, provide valuable learning experiences and evidence of relevant practical knowledge for the higher degree by research (HDR) students, regardless of discipline or industry.

For students who have an identified intended career pathway (and those who want to 'test the waters'), the option of completing a career pathway placement will add another element to their individualised learning program.

### Procedural framework

Placements for HDR students must be managed within the framework of the University's [Student Placement Procedure](#).

**Note:** Some academic units require students to complete a placement as part of the course learning outcomes. This form of placement is a compulsory component for the unit, and sits outside the Career Pathway Placements program.

Students and supervisors should refer to the [Off-campus safety](#) website for further information in relation to student's needs and safety prior to undertaking a placement.

### Eligibility criteria for students

Placements are a privilege and not an entitlement. To be eligible for a placement, a HDR student must fulfil the following requirements in addition to those specified in the [Student Placement Procedure](#). A student must;

- Have successfully completed confirmation of candidature.
- Be making satisfactory progress in their HDR course and expected to submit their thesis for examination within the required time limit.
- Must hold a valid visa in the country where the placement will be undertaken (where applicable).

Students must also follow some basic rules:

- The placement must be related to the student's general field of study and in some cases must also align to the thesis topic.
- Students cannot intermit their candidature to undertake a placement.
- Students must remain enrolled in a PhD or Master by Research degree for the full duration of the placement.
- The placement must be listed in the students Individual Learning Plan (ILP).
- A placement agreement must be in place with the placement provider outlining joint obligations including supervision and workplace, health and safety requirements.

While many factors could affect the timing of undertaking a placement, students and supervisors are encouraged to consider the period while the student's thesis is under examination.

Unless a placement is a formal course requirement;

- a student must not be compelled to undertake one
- it is not assessed, however, if recorded in the Individual Learning Plan it will appear on the student's AHEG Statement.

## Placement arrangements

Placement arrangements are largely the responsibility of the academic unit and are discussed in the [Student Placement Procedure](#) (section 6 – Roles and responsibilities).

The Graduate Research Academy will be responsible for maintaining these University guidelines and the application process, and for providing advice on placements in the context of HDR candidature.

In some Faculties/Schools an academic unit may prescribe pre-placement and/or post-placement requirements for a student to complete. These must be completed in addition to the requirements set out in these guidelines.

Students and supervisors will need to play an important role in identifying and contacting potential industry placement providers for opportunities. The Graduate Research Academy can assist in the early discussions and provide advice regarding the process. To start the initial conversation students are advised to complete the [Career Pathway Placement Expression of Interest form](#) with the support of their supervisor and submit it to [phdxtra@deakin.edu.au](mailto:phdxtra@deakin.edu.au) for review. This form is used to help students identify their transferable skills and how they can translate to industry.

Once an Industry Partner or Organisation partner is identified and initial project discussions are completed, students should work with their Academic Mentor (the supervisor who will mentor them through the placement) and Organisation Supervisor to initiate completion of the [Career Pathway Placement Project Plan](#). This must be completed and signed by both the student's Principal/Executive Supervisor, Academic Mentor and Head of Academic Unit then returned to the Graduate Research Academy for processing. Where approved Deakin Research Innovations or the University's Solicitor's Office will then assist in the next stage of contract set up.

Where students and supervisors are able to identify a potential industry partner, another option is to set up the placement through [APR Intern](#). Deakin University has collaborated with APR Intern, who work with business and industry to provide students with opportunities to undertake placements, focussed on research projects. In this case students can submit an application via APR Intern's general application process. This process is explained under "*How does the application process work?*" on the [Information for Students](#) page.

Students also have the option to apply for placements or internships that are advertised by external organisations. These may be advertised through various mediums and are typically a competitive process. Students can apply for an advertised placement through [APR Intern](#) or subscribe to their mailing list to get up-to-date alerts for future placements opportunities.

## Application process

Students who are yet to partner with an organisation are encouraged to fill out the [Career Pathway Placement Expression of Interest form](#) and submit it to [phdxtra@deakin.edu.au](mailto:phdxtra@deakin.edu.au) to begin preliminary discussions.

Students applying for a placement with an established external organisation must complete the [Career Pathway Placement Project Plan](#) with the support of both their Academic Mentor and Organisation Supervisor. This document is to be submitted to [phdxtra@deakin.edu.au](mailto:phdxtra@deakin.edu.au) for review. If the student is applying through the APR Intern program this form and associated template agreements are redundant. If applying through APR Intern, the student is required to apply for the internship directly on the APR Intern [website](#) and the application process is facilitated through APR Intern themselves.

Alternatively, students who have been approached by a Deakin staff member to be mentored on an internal placement at Deakin University must complete the [Internal Career Pathway Placement Plan](#) and submit it to [phdxtra@deakin.edu.au](mailto:phdxtra@deakin.edu.au).

A placement requires support from the principal/executive supervisor and the approval of the Head of Academic Unit. Additional approvals may be required in some circumstances.

### Duration of placements

Career pathway placements must be a minimum of one month and must total no more than six months during candidature. The normal candidature time limits must be taken into account when considering a placement. The placement must allow continuing progress of the research and thesis component where the placement is undertaken during candidature. Students including a significant amount of additional program content into their individual learning program will have a maximum total career pathway placement time of three months on the proviso that progress toward completion within the agreed candidature period is not impeded. The only exception to this requirement is when a placement is undertaken during the thesis examination period. The duration of the placement, together with any coursework and additional program content, must not exceed one-third of the candidature.

Where such an arrangement is agreeable to all parties, a placement may be conducted on the basis of a specified number of days or hours per week rather than as a block.

A placement will not, except in exceptional circumstances, constitute grounds for extending candidature or scholarship. Extension applications based on these grounds must be made in writing to the Director, Graduate Research Academy.

### Financial arrangements

The financial arrangements need to be agreed between the University, organisation or placement provider and student before a placement is approved. The aspects to be covered include (but may not be limited to):

- Stipend – whether the student will receive any stipend for undertaking the placement and, if so, what the arrangements will be.
- Scholarships – arrangements for students in receipt of an existing scholarship need to be agreed. The normal arrangement will be that such students continue to receive scholarship payments during the placement but in some cases it may be appropriate to suspend payments during the placement.
- Travel – unless alternative arrangements are agreed to by the academic unit or placement provider, students must arrange and fund their own travel to and from the location of the placement.

- Other costs – all other anticipated costs (including but not limited to accommodation and insurance) need to be identified and planned for. Unless alternative arrangements are agreed to by the academic unit or placement provider, students must arrange and fund their own costs related to the placement.

### Monitoring and recording of placement activities

The student's academic unit will be responsible for maintaining an administrative record of placements.

Students must record their intention to undertake a placement in their Individual Learning Plan (ILP), setting objectives and milestones. The completion of the placement and the student's learning outcomes must be recorded in the ILP.

Upon completion of the placement the student is required to complete the [Final Project report](#) to reflect upon their learnings during their time at the organisation.

This document should contain;

- A summary of the project undertaken - In plain language, a brief summary of the background, purpose and outcome of the project
- A description of the research undertaken, the mythology used and the student's contribution
- Summary of the educational outcome for the student - A brief summary of the additional skills the student has gained from undertaking this placement
- What the student learnt about networking and the importance and relevance this may have for future employability
- Recommendations for the Career Pathway Placements program for future students considering a placement

This report is to be submitted to the Graduate Research Academy at [phdextra@deakin.edu.au](mailto:phdextra@deakin.edu.au) and can be used as the student's Proof of Learning for their Individual Learning Plan. The student's learning outcomes will then be verified by the principal/executive supervisor and HDR Coordinator.

Additionally, it is expected that the Organisation Supervisor completes the [Organisation Supervisor Final Project report](#), or in the case of an Internal Career Pathway Placement the Academic Mentor completes the [Internal CPP Academic Mentor Final Project report](#), to reflect on the students outcomes and provide Deakin with any further feedback on the project. It is the student's responsibility to forward this form onto them for completion and submit it to the Graduate Research Academy at [phdextra@deakin.edu.au](mailto:phdextra@deakin.edu.au).