

## University of Canberra Higher Degree by Research Internship Scholarship

### Conditions of Award for 2026

#### *Purpose*

- 1.1 University of Canberra Higher Degree by Research (UC HDR) Internship Scholarships are awarded to applicants to support a doctoral candidate to undertake an unpaid research internship with an eligible research end-user (industry partner) during their candidature.

#### *Eligibility*

- 1.2 To be eligible for a UC HDR Internship Scholarship, an applicant must:
- be currently enrolled in a doctoral degree at the University of Canberra
  - have successfully completed Confirmation of Candidature
  - not have previously received funding for participation in an internship
  - not already be receiving payment from the industry partner related to their research
  - not have an existing industry-funded PhD scholarship (internal or external) or PhD project with an embedded internship.
- 1.3 To be eligible for a UC HDR Internship Scholarship, the engagement must meet the requirements of an eligible research internship under the [Higher Education Support \(Commonwealth Scholarships\) Guidelines 2025](#), including (but not limited to) that the internship must:
- be agreed to in written form with an eligible [research end-user](#) (industry partner) within the first 18 months FTE of the candidate's enrolment
  - consist of research and experimental development (R&D) activities related to the candidate's area of research
  - be a minimum duration of three calendar months, comprising of at least 60 FTE days of engagement (in block or regular days per week as specified in the internship agreement).

#### *Selection*

- 1.4 Selection of the successful applicant will be undertaken based on the eligibility requirements outlined in the *Eligibility* section above.

#### *Intellectual Property*

- 1.5 Specific intellectual property arrangements for the internship should be formalised in the internship agreement between the University of Canberra, the industry partner and the candidate.

### *Commencement*

- 1.6 Recipients must have successfully achieved Confirmation of Candidature before the UC HDR Internship Scholarship commencement date. All relevant documentation must be submitted to Graduate Research School before any scholarship payments are processed.

### *Duration*

- 1.7 The duration of a UC HDR Internship Scholarship is 90 candidature days (FTE).

### *Enrolment*

- 1.8 Recipients must be enrolled to commence and continue to receive scholarship payments.
- 1.9 Recipients of the UC HDR Internship Scholarship may be enrolled full-time or part-time. Recipients enrolled on a part-time basis must meet the FTE equivalent of the internship duration and engagement requirements.
- 1.10 The part-time scholarship payment will be 50 per cent of the full-time rate.
- 1.11 The scholarship payments may be subject to tax depending on individual circumstances.

### *Scholarship payments*

- 1.12 The UC HDR Internship Scholarship will come into effect on the internship start date, as detailed in an executed internship agreement between the University, the industry partner and the candidate.
- 1.13 The scholarship payments will be made to an Australian bank account held by the student (irrespective of whether the internship is undertaken in Australia or overseas).

### *GRS-managed stipend scholarship recipients*

- 1.14 For candidates in receipt of a research stipend scholarship managed by UC Graduate Research School (GRS) without an embedded internship, the UC HDR Internship Scholarship will extend the existing period of their stipend scholarship by 90 days FTE.
- 1.15 The scholarship amount will be based on the scholarship stipend rate appropriate to the year of the extension.

### *Non-stipend scholarship recipients*

- 1.16 For candidates who do not receive a GRS-managed stipend scholarship, the internship scholarship will be equivalent to a total of 90 days FTE of the annual rate of the UC RTP/HDR stipend scholarship rate, at the time the UC HDR Internship Scholarship application is approved.
- 1.17 The scholarship amount will be set, regardless of the end date of the internship.
- 1.18 The first installment of the scholarship will be 50% of the total stipend amount and paid following verified commencement of the internship.

- 1.19 The second installment of the scholarship will be the remaining 50% of the total stipend amount and paid following verified completion of the internship (submission of *Completion of Internship* form to GRS).

#### *Internship undertaken outside of Australia*

- 1.20 Scholarship entitlements do not include provisions or allowances for costs associated with candidates undertaking the internship outside of Australia.
- 1.21 The candidate is responsible for accessing corporate travel insurance through the University and ensuring appropriate cover is in place for the duration of the internship. Any additional costs for insurance will be incurred by the candidate. The industry partner or Faculty may agree to incur these additional costs.

#### *Extensions*

- 1.22 The UC HDR Internship Scholarship does not provide any extensions beyond the scholarship duration specified in Clause 1.7.

#### *Leave*

- 1.23 There are no paid leave provisions for the UC HDR Internship Scholarship.
- 1.24 Recipients must apply for leave as per the process outlined in the *Higher Degree by Research Procedure*.
- 1.25 During periods of leave (including any leave less than 14 consecutive calendar dates), recipients must not undertake any internship activities. Candidates who undertake internship activities during periods of leave are not covered by insurance. Activities during periods of leave cannot count towards the 60 days FTE of industry engagement.
- 1.26 Any periods of leave during the agreed internship engagement dates must be completed on alternative dates as agreed between the candidate, university supervisor and industry supervisor.
- 1.27 Recipients who suspend their studies without notifying GRS will be required to repay any scholarship payments to which they were not entitled.
- 1.28 For candidates receiving a research stipend scholarship managed by GRS, any remaining leave provisions of their scholarship can be applied during the 90-day internship extension period.

#### *Course Transfer Between Research Degrees*

- 1.29 Recipients may apply to transfer to a different doctoral degree during their internship and may be eligible to retain their UC HDR Internship Scholarship.
- 1.30 Recipients who transfer from a doctoral degree to Master by Research degree will forfeit the UC HDR Internship Scholarship.

- 1.31 Applications for transfer will be considered in accordance with the [Higher Degree by Research Policy](#) and the [Higher Education Support \(Commonwealth Scholarships\) Guidelines](#).

#### **Continued eligibility and progression**

- 1.32 Recipients must continue to meet all requirements and conditions contained in this Conditions of Award document, in addition to all progress requirements of the University in accordance with the [Higher Degree by Research Policy](#) and [Higher Degree by Research Procedure](#) to maintain eligibility for the UC HDR Internship Scholarship.
- 1.33 Recipients are required to submit a *Completion of Internship* form (including the related end-user reporting requirements) to GRS to verify the completion of the internship activities.

#### **Termination of Award**

- 1.34 The UC HDR Internship Scholarship will be terminated if:
- the recipient ceases to meet the eligibility criteria specified in these conditions of award
  - in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of the UC HDR Internship Scholarship
  - the recipient does not resume study at the conclusion of a period of intermission, and approval has not been obtained from the University to extend that period of intermission
  - the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the receipt of the UC HDR Internship Scholarship.
- 1.35 If the UC HDR Internship Scholarship is terminated, it cannot be reactivated unless the termination occurred in error.

#### **Grievances**

- 1.36 Grievances relating to academic or administrative actions or decisions taken by the University and its staff in relation to the UC HDR Internship Scholarship are to be resolved informally in the first instance.
- 1.37 If informal resolution is not possible, the procedures outlined in the [Student Grievance Resolution Policy](#) should be applied.

Questions relating to the administration of the UC HDR Internship Scholarship should be directed to GRS: [graduateresearch@canberra.edu.au](mailto:graduateresearch@canberra.edu.au) or 6206 8370.