

Next steps for PhD students undertaking an eligible research internship.

To ensure we've covered all administrative basis for your upcoming research internship, here are a few key steps you'll need to follow:

Identify appropriate opportunities in conjunction with your supervisory team

If you have self-sourced your internship, you must seek supervisory support before you can proceed further. This is to ensure that the internship is appropriate and your supervisory team can help you manage the demands of your research and internship.

Complete an internship agreement

1. [Master Internship Agreement](#)

To progress an agreement, fill out the document and include a short description of the project and / or attach a separate work plan. You will then need to ask your internship host to review, sign the document, and email a copy to ROC-Excellence@curtin.edu.au. The Graduate Research School will arrange for review and approval (allow at least 5-10 working days).

Internship Participation Agreement (IPA)

Since the internship agreement is only between Curtin University and the external organisation, an additional step to close the loop between Curtin, the organisation, and yourself is via a 'Project Participation Agreement'. A copy of the agreement can be found here – [Internship Participation Agreement](#) and email a copy to roc-excellence@curtin.edu.au

Complete the pre-internship checklist

While the above is in progress, and if your internship meets all of the eligibility requirements, please login and complete the 'pre-internship checklist' via [SONIA > go to 'Forms' > Fill out the 'Pre-internship checklist'](#). This step is for record keeping and insurance purposes. We encourage PhD students to fill this out as early as possible prior to your internship commencement date.

Claim your internship incentive

Once the above steps are complete and you have confirmed you are eligible, you can submit your first internship claim [via Concur](#). You will be sent a reminder within two weeks of your internship completion date (automatically sent via SONIA system) to complete your final 'internship completion checklist' in SONIA. Once you complete the checklist, we will be automatically notified, and you will be cleared to submit your final claim via Concur.

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