

# Block Internships Initiative (Pilot)

Facilitating internships through APR Intern to strengthen existing industry-university partnerships

## 1. Introduction

This initiative is designed to embed AMSI's internship program in universities' processes. It represents a deepening of the relationship with universities and a true collaboration. Universities will be able to apply for blocks of internships that they can use exclusively with their industry partners and their students.

A rebate for industry partners is available, which will assist in the placement of 1,400 PhD students in short-term internship projects through to 2020. These internships are supported by the Australian Government Department of Education and Training, through the '*Supporting more women in STEM careers: Australian Mathematical Sciences Institute (AMSI) – National Research Internship Program (NRIP)*'.

Universities participating in this initiative will be able to offer the NRIP rebate as an enhanced opportunity to their existing industry partners. This will deepen the relationship with the industry partner, provide student career benefits and open other collaborative opportunities such as ARC Linkage Grants.

Internships will be managed by APR Intern to ensure quality control and duty of care, rebate eligibility and consistency across universities. This initiative will have the advantage to the university of being able to achieve the twin goals of providing their students with internship opportunities and providing industry partners with a compelling offering without having to provide the internship infrastructure.

This block offering initiative will sit alongside APR Intern's regular business development activity: we will continue to bring new industry partners to universities. A pilot offering a block allocation of up to 20 internships per university will commence in October/November 2018, where we will welcome feedback on the process and iron out issues.

Following a successful pilot, the first full round of block internships is planned to open for applications in March/April 2018.

## 2. How the initiative works

For the pilot, applications will be open during the month of October 2018. Universities interested in participating in the pilot are asked to indicate their intention to apply within the first week of October 2018 via email to: [block-internships@aprintern.org.au](mailto:block-internships@aprintern.org.au) (note this is non-binding but assists in our planning).

We strongly advise universities that intend to participate to conduct an internal expression of interest process with their industry partners and higher-degree research coordinators to inform the application. This will be most important beyond the pilot stage.

Once applications close:

1. Universities will be allocated a block of internships which must have contracts executed by 31 March 2019..
2. APR Intern will provide the information flyers to promote the program within the university, and templates necessary for internship set-up such as the APR Intern standard contract\* and project plan.
3. Universities must internally champion the program, and inform HDR supervisors of the new initiative. This includes forwarding information and email bulletins from APR Intern to HDR staff and students, facilitating

information sessions conducted by APR Intern Business Development staff, and providing a structure for smooth administration of the program within the university (i.e. contract creation and signing, student stipend arrangements and invoicing to APR Intern).

4. APR Intern’s Business Development staff will help facilitate the next level of discussion to develop a suitable project plan for an internship under this initiative.
5. For each internship, academic supervisors, their students, and the industry partner together develop a project plan for a 3-5 month internship on the template in consultation with APR Intern’s Business Development staff. This is then delivered, along with a completed contract schedule, to APR Intern for quality review and contract generation. APR Intern will send the contract to all parties for signing.
6. Upon execution of an internship agreement\*, APR Intern will facilitate the internship with regular check-ins to the student and industry partner, scheduling mid-point reviews against milestones, and following up on final presentations and reports. If the project is identified as a possible promotion opportunity, APR Intern’s marketing team will write a case study which can be shared on both the university’s and APR Intern’s media channels.

\* See *Internship Agreement / Contract at Item 5 below*

## 3. Application Process

The application form attached to this information sheet will need to be completed and emailed to [block-internships@aprintern.org.au](mailto:block-internships@aprintern.org.au) on or before 31<sup>st</sup> October 2018.

Applications will be reviewed by a small committee consisting of the following:

- AMSI Director
- Director, APR Intern
- National Program Manager, APR Intern
- Deputy National Program Manager, APR Intern
- Senior Business Development Manager, APR Intern

Universities will be awarded blocks with block size based on capacity to engage, that is, the number of domestic PhD students enrolled, number and maturity of existing industry partnerships, and administrative structures in place or committed to support delivery of the initiative.

### 3.1. Key Dates

<b>1 October 2018</b>	Open for applications (pilot)
<b>1-7 October 2018</b>	Indicate intention to participate in the pilot (email <a href="mailto:block-internships@aprintern.org.au">block-internships@aprintern.org.au</a> )
<b>31 October 2018</b>	Applications close
<b>1-9 November 2018</b>	Applications reviewed & internship blocks allocated
<b>12-16 November 2018</b>	Announcement of block allocations & commencement of pilot initiative
<b>1-8 February 2019</b>	Review of pilot initiative & feedback
<b>1 March 2019</b>	Open for applications (Round 1 2019)

## 4. Eligibility, Considerations & Constraints

The NRIP rebate has specific eligibility criteria, targets and key performance criteria which are outlined in the Commonwealth NRIP Conditions of Grant. As a key component of this initiative is to deliver the rebate to existing university partners, internships under this initiative will be subject to the following:

- The Conditions of Grant has a 20% cap on international student participation. Domestic students are defined as: Australian Citizens, Permanent Residents and New Zealand Citizens.
- The Conditions of Grant has a target of 40% on female student participation.
- An APR Intern internship contract\* must be fully executed prior to the start of any internship for rebate eligibility.
- Open to full-time and part-time PhD students at Australian Universities. Students must be enrolled at the time of the internship.
- Students must have an academic mentor assigned to the internship who can provide guidance to them on completing the internship's objectives as described in the project plan.
- Internship projects must be 3-5 months in duration.
- Students must complete a final report at the conclusion of the internship.
- Rebates are only payable to industry partners upon payment of all invoices relating to the internship, and on completion of an impact statement.

## 5. Internship Standard Agreement / Contract

APR Intern has a standard agreement/contract that has been used for over 300 internships at 28 Australian universities since the program's beginnings in 2007.

The standard agreement details responsibilities for the university, student, academic mentor and industry partner, and covers aspects such as intellectual property and liability.

APR Intern will make the terms and conditions of this agreement available on request, and the relevant files provided as part of the package of templates upon announcement of the block allocations being awarded.

## 6. Contact

Any questions regarding this initiative can be directed in the first instance via email to [block-internships@aprintern.org.au](mailto:block-internships@aprintern.org.au) where it will be forwarded to the relevant APR Intern team member.



**Australian Government**

**Department of Education and Training**

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