

Charter for Industry Supervisors of PhD students at Flinders University



OFFICE OF GRADUATE RESEARCH
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Flinders University acknowledges the specialised industry expertise provided to PhD students undertaking industry internship activities. The role of an Industry Supervisor is integral to the success of the industry/university partnership.

This Charter for Industry Supervisors of PhD students at Flinders University sets out the principles and guides expectations to ensure success of industry internship activities and should be read in conjunction with the Research Collaboration Agreement, in particular Schedule.

The key points of an industry internship set out by the the [Commonwealth Scholarships Guidelines Amendment \(Research\) 2021](#) include:

- an **'eligible industry internship'** must be agreed in written form with a research end-user within 18 months of a full-time research doctorate student's course commencement, or within 36 months for a part-time student.
- the **agreed industry internship** can then be undertaken by the student at any point during their course.
- Industry internships **must be related to a research doctorate student's area of research and must engage in 'research and development (R&D) activities'**, be at least three months long, and consist of 60 full-time equivalent days of engagement with a research end-user. **R&D or research: means Research and Experimental Development as defined in the Frascati Manual 2015 maintained by the Organisation for Economic Cooperation and Development* [Commonwealth Scholarships Guidelines \(Research\) 2017](#) definition.
- A **research end user** meets the definition outlined on the [TCSI support website](#). Research end-users exclude *Organisations that are affiliates, controlled entities or subsidiaries (such as Medical Research Institutes) of a higher education provider*.
- There is **flexibility in how eligible industry internships can be structured**, which can be undertaken on-site, on-campus and online, and with both domestic and offshore research end-users.
- **Industry internships can also be undertaken either full-time or part-time**, to suit the needs of the research end-user and student.

INDUSTRY SUPERVISOR RESPONSIBILITIES

The Industry Partner will provide the following as part of the Industry Supervisor responsibilities:

1. The Industry Partner agrees it owes a duty of care to the Student and Flinders University. The Industry Partner will comply with laws and regulations applicable to it in providing the Internship.
2. The Industry Partner must, subject to any required third-party consents, provide the Student with all support, facilities, equipment and materials required to enable their effective participation in the Project and the Internship.
3. During the Internship, the Industry Partner will be responsible for making available a suitably qualified Industry Partner Internship Supervisor who will:
 - a. be responsible for day-to-day supervision of the Student;
 - b. provide the resources necessary to undertake the Internship; and

- c. if applicable, nominate and gain third-party consents prior to any contact by the Student with those third parties.
4. The Industry Partner will conduct an induction process for the Student and Flinders Staff (including workplace health and safety, relevant workplace policies, confidentiality and privacy) and orient the Student and Flinders Staff to the Facility (including introducing the Student and Flinders Staff to the relevant members of the Industry Partner's staff and providing training in any equipment or materials to be utilised by the Student).
5. Prior to the Internship commencing, the Industry Partner will make available to the Student copies of its policies and procedures applicable to the Student while on Internship and on request, copies of the same to Flinders University.
6. The Industry Partner will ensure that the Facility and any plant or equipment used by the Student and Staff during the Internship complies with all relevant workplace health and safety laws.
7. The Industry Partner is solely responsible for all services, including health and associated care, provided to third parties by the Industry Partner.
8. The Industry Partner will participate in any required Student evaluation process for the Internship.
9. The Industry Partner must notify the Flinders Internship Coordinator as soon as practicable if the Student is involved in an accident or safety incident or sustains an injury during the Internship.
10. The Industry Partner is responsible for all expenses incurred by the Industry Partner in connection with the Internship including the costs of Student supervision, resources or materials for the Internship project or facilitation.

RESOURCES

1. Flinders University Research Collaboration Agreement: *created at the establishment of the HDR Industry Internship with Flinders University*.
2. Flinders University Policies:
 - a. [Higher Degrees by Research \(HDR\) Policy](#)
 - b. [Higher Degree by Research \(HDR\) Supervisor Policy](#)
 - c. [Flinders Research Integrity Policy](#)
 - d. [Intellectual Property Policy](#)
3. [PhD Course Rule](#)
4. [Conditions of Award of Scholarship](#) (if applicable)
5. [Australian Code for the Responsible Conduct of Research, 2018](#)
6. [Commonwealth Scholarships Guidelines Amendment \(Research\) 2021](#)
7. Australian Council of Graduate Research (ACGR): [Enhancing industry university engagement through graduate research students: a guide for industry](#)

CONTACTS

- Principal Supervisor, Flinders University key contact.
- Nilla Wen, HDR Engagement Coordinator, Office of Graduate Research, e: hdr.engagement@flinders.edu.au; p 8201 5427