UQ Graduate School

## Placement Program: UQ Higher Degree by Research Candidates

Higher Degree by Research (HDR) Candidate Placements provide PhD and MPhil candidates with industry experiences that challenge them to transfer their research skills to a new environment. In the process, they develop their planning and strategy, communication, leadership, and networking skills.

Hosting a HDR candidate for a placement can bring the latest research practices to your organisation and make a significant contribution to your teams. It also provides your staff with the experience of developing and mentoring emerging researchers. Projects may be designed for individuals or multi-disciplinary teams and optimally run for at least 60 working days (12 weeks equivalent) and can be undertaken part-time if that works for the organisation.

While remuneration is normally not required for a learning experience like a placement, hosts are always encouraged to provide an award payment for successful completion or employ the candidate for the period of placement. It would also be expected that the host would support candidates by covering costs associated with travel or accommodation for Placements outside of Brisbane.

## Agreement

An industry placement agreement will need to be put in place to facilitate a placement. This is different to a research agreement that you may already have in place with UQ. UQ’s standard HDR industry placement template agreement ensures Intellectual Property created during the placement sits with the host upon creation. Alternatively, we are open to reviewing your organisation’s industry placement template agreement.

## Getting Started

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We ask you to develop a Placement Brief for a proposed placement in collaboration with the HDR candidate you will host. This helps to ensure you both understand the outcomes associated with the project and provides the candidate with clear direction and meaningful work throughout the duration of their placement. The Dean of the Graduate School reviews each placement brief to ensure the learning outcomes of the placement program are present. You can find examples of previous placements on our [website](https://cdf.graduate-school.uq.edu.au/student-stories).

Projects are overseen by the Graduate School Placements Coordinator in partnership with you, the host organisation. To ensure that the Placement is mutually beneficial we recommend you consider the following:

* Ensure that the project is not critical to business needs, but is rather ‘nice to have’.
* Provide a mentor or supervisor within your organisation to liaise with the candidate, who will be available and accessible.
* Provide the candidate with access to any materials they may require such as annual reports, marketing materials, existing business plans, or other materials from the day they commence their placement with you.
* Set a realistic and achievable time frame, in line with Graduate School advice.
* Prepare to complete an evaluation of the HDR Candidate upon completion. The Placement is an assessable learning activity and an assessment is an essential component of the placement program.
* Agree to undertake the *minimum* commitments outlined in the next section.

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## Minimum Commitments

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| 1 x meeting with the selected candidate/s (at your office, or on campus) |
| **Review and feedback of the proposed task/project brief** |
| Induction of candidate to the company (including health and safety instructions) |
| Regular follow-up meetings with the candidate (minimum 1 a week) |
| Review and feedback on the final report (if a report was a component of the Project Brief) or activities outlined in the project brief |
| Complete an assessment of the candidate using the UQ assessment form provided |

## **Insurance Required**

## UQ

## UQ provides insurance coverage for HDR candidates undertaking an unpaid placement: Public Liability (AUD $20M) Professional Liability (AUD $10M), personal accident and travel.

## The Host

## The host organization should hold and maintain insurance coverage equal to that UQ holds in regards of public liability and professional indemnity that appropriately reflects the organization’s scope of business.

## Assessment

This is a learning activity for our candidates and as such, they are required to complete an assessment piece at the end of the Placement. This assessment will not include any confidential information from the host. We also ask host supervisors to evaluate the performance of the candidate they have hosted by answering a few short questions at the end of the placement.

## Contact

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Any questions get in touch.

Graduate School Engagement and Development Team [graduateschool@uq.edu.au](mailto:graduateschool@uq.edu.au) | +61 7 3346 0524

# **Project Information**

Thank you for your interest in partnering with the UQ Graduate School HDR Industry Placement program.

Please complete this Project Brief / Scope of Work with the candidate. Once this plan has been reviewed and endorsed by the Dean - Graduate School, we’ll issue a Placement Agreement request.

# **Placement Project Brief**

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| **SECTION 1: HOST ORGANISATION DETAILS** Completed by Host Organisation Supervisor | | |
| **Name of Organisation** | |  |
| **Australian Business Number (ABN)**  [*https://abr.business.gov.au/*](https://abr.business.gov.au/) | |  |
| **Website** | |  |
| **Organisation Key Contact**  *Usually member of senior management, with approved signatory delegation.* | Name: |  |
| Role: |  |
| Email: |  |
| Phone: |  |
| **Organisation Overview**  *Please describe your organisation.* | |  |
| **Are you currently collaborating with a researcher at UQ under another agreement? Please provide your collaborator’s details.** | |  |
| **Are you intending to provide payment (top -up, grant or bursary) to the student for this placement?** | |  |

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| **SECTION 2: PLACEMENT DETAILS** Completed by Host Organisation Supervisor with input from Candidate and UQ Principal Advisor | | |
| **Placement Period**  *Please exclude public holidays from the total (e.g., if your 60 days includes a public holiday, you add an additional day to make up 60 in total).*  *Enter days of work to show how you will accrue the minimum days in the workplace required for your placement.* | Start Date: |  |
| End Date: |  |
| Total number of weeks: |  |
| Total number of days: |  |
| Work pattern:  Monday  Tuesday  Wednesday  Thursday  Friday | |
| Usual work hours:  Start:  Finish: | |
| **Placement Mode**  *What is the mode of attendance for this placement?* | Face-to-face (in the workplace)  Remote/virtual (student working from home)  Blended approach (face-to-face and virtual) | |
| **Placement Location**  *For physical or blended placements, please provide the location of the placement. For multiple locations, please copy and paste the headings to include all location details.* | Street Address:  Suburb/Town/City:  State:  Country: | |
| **Virtual Placements**  *For virtual placements, please explain how this placement would be conducted. For example, what systems would be used for communication, how often would you meet, and how?* |  | |

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| **SECTION 3: PROJECT DETAILS** Completed by Host Organisation Supervisor with input from Candidate and UQ Principal Advisor | |
| **Placement Project Title** |  |
| **Project Description**  *Please provide a summary of the proposed project, including:*   * *Key tasks, duties, and milestones* * *Expected project outputs (e.g. presentations, reports, manuals or other outputs).* * *Stakeholder engagement, fieldwork, site visits, etc.*   *You will* [*find examples of past projects*](https://cdf.graduate-school.uq.edu.au/student-stories) *on our website.* | I confirm that the placement project does not require the use of any UQ equipment or resources |
| **Educational Outcomes**  *Outline the educational aims, objectives, and outcomes from participating in the proposed placement.*  *You should refer to the* [*UQ HDR Graduate Attributes*](https://ppl.app.uq.edu.au/content/4.60.03-research-higher-degree-graduate-attributes)*.* |  |
| **HDR Thesis Project**  *Please explain how this project differs from the candidate’s HDR thesis project. The placement project should not be explicitly associated with the thesis, but the candidate may draw on their broader disciplinary knowledge or area of expertise, or work in a different field using the transferrable skills developed in the HDR program.* |  |
| Candidate and Host Organisation have discussed the placement is not explicitly associated with the candidate’s research project and doesn’t form the part of thesis. |
| **Special Conditions**  *Please note any special conditions or requirements. For example: police check, vaccination, blue card, induction, and training activities such as OH&S, workplace policies, systems training.* |  |

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| **SECTION 4: HDR CANDIDATE DETAILS**  Completed by HDR Candidate with input from Principal Advisor | | | |
| **Given Name** |  | **Student ID** |  |
| **Last Name** |  | **Mobile Phone** |  |
| **UQ Principal Advisor** |  | **School / Institute** |  |
| **Candidate Statement**  *Outline your motivation for undertaking the placement* |  | | |
| **Emergency Contact** | I have provided current details in the [my.UQ Placement Portal](https://placements.uq.edu.au/) of whom the University should contact in the event of an emergency. Find this at your dashboard when logged in as student.  I have ensured that my current mobile number is correctly recorded in SI-net. | | |
| **UQ Placement Award/Scholarship**  ***Only complete this section if*** *you are seeking an UQ PhD Industry Placement Award or Scholarship, and you commenced your HDR program after January 2022. Please check you meet the eligibility requirements* | I am a PhD candidate  The placement is at least 60 days  This completed project brief has been submitted to the Graduate School before 18 months FTE\*  The placement host meets the Government definition of [a research end user](https://www.tcsisupport.gov.au/glossary/glossaryterm/Research-end-user)  \**We* *recommend you submit by 14 months FTE to avoid delays* | | |
| **UQ Career Development Scholarship**  ***Only complete this section if*** *you commenced your HDR program prior to December 2021 and are seeking a Career Development Scholarship. Please check you meet the eligibility requirements* | I am a PhD candidate  The placement is at least 30 days  I will be an active HDR Candidate for the period of my placement and I have completed confirmation (progress review 1)  The placement host meets the Government definition of [a research end user](https://www.tcsisupport.gov.au/glossary/glossaryterm/Research-end-user) | | |
| **Conflict of Interest**  *If you cannot check any of these boxes, please leave that box unchecked and supply additional information. This will be considered when assessing your application* | This Placement organisation is NOT owned or operated by members of my family.  The Placement Supervisor is NOT a family member or close associate of mine.  The Placement Supervisor is NOT a current employee of the University of Queensland.  I have NOT previously worked with this organisation on my research degree.  This Placement does NOT constitute part of or contribute to my research project. | | |
| **Travel Details** | If Placement is approved and located more than 50km from my usual residence, I understand that I am required to register associated domestic or international travel detail at [UQ iSOS](https://travel.uq.edu.au/internationalsos).  Restrictions apply to all domestic and international travel, I will ensure to refer to the [HDR Travel Guide](https://cdf.graduate-school.uq.edu.au/mobility). | | |
| **Sanctions Assessment** | Are you from a [sanctioned country](https://www.uq.edu.au/research/research-support/ethics-integrity-and-compliance/sanctions-and-export-controls) Does this placement require a sanctions assessment? Please consult with your UQ Principal Advisor or contact the Graduate School if you are unsure.  No  Yes | | |

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| **SECTION 5: PLACEMENT SUPERVISOR DECLARATION** Completed by Host Organisation Supervisor | | | | |
| **Placement Supervisor**  *This person will also complete the required assessment component at end of Placement* | Name: | |  | |
| Role: | |  | |
| Email: | |  | |
| Phone: | |  | |
| **Placement Supervisor Confirmation**  Thank you for offering the opportunity for a UQ Higher Degree by Research candidate to complete a placement with your organisation. This Project Brief is the preliminary stage of formalising a plan for a candidate placement at your organisation.  By signing below, you confirm that you are in a position to provide this Higher Degree by Research candidate with:  An appropriately meaningful and productive workplace experience  Adequate access to supervision, guidance and/or communication plan for remote work if applicable  Ongoing support and feedback, and input on the required completion assessment  And confirm that  Equipment and materials required to undertake the placement will be provided by the host organisation. | | | | |
| **Placement Supervisor** | | **Signature** | | **Date** |
|  | |  | |  |

NB: UQ Candidate and Principal Advisor will provide electronic endorsement through the myUQ placement request.

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