



Charles Sturt
University

PhD Internship Program Host Organisation Handbook

Office of Graduate Research

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Charles Sturt University - TEQSA Provider Identification:

PRV12018 (Australian University). CRICOS Provider: 00005F.

This Handbook provides information to potential host organisations, including prospective business's, community groups and industry partners on why hosting a Charles Sturt University PhD Internship is an opportunity worth exploring.

Partnering with Charles Sturt University: Advancing Innovation Through PhD Internships

Are you looking to solve a complex business challenge, understand more about a specific problem or demand, or fast track research and development for your business or organisation? A PhD Internship could be just what you are looking for.

Our PhD Internship Program offers businesses and community organisations a valuable opportunity to engage with emerging researchers who bring advanced analytical skills, innovative thinking, and extensive disciplinary knowledge. These internships are designed to create mutual value—providing PhD candidates with practical experience while enabling host organisations to access cutting-edge research capabilities and fresh perspectives on complex problems. We understand that every organisation is unique, and our internship model is designed to be flexible, responsive, and tailored to meet your specific needs.

By hosting a PhD intern, you are investing in the future of research and innovation. You will be contributing to the development of highly skilled professionals while benefiting from targeted research support that can enhance your organisation's capacity, competitiveness, and strategic goals.

We invite you to explore the opportunities available through our PhD Internship Program and to join us in building strong, impactful partnerships that shape a better future.

What is a PhD Internship?

A PhD Internship is a short-term, paid or unpaid position (usually over 3 – 6 months) in which a current CSU PhD student conducts a specific project in your organisation aimed at tackling a challenge important to you

Each internship is co-designed in partnership with expert academics at Charles Sturt to ensure alignment with both research and industry goals. Internships can be undertaken at any stage of the PhD candidate's research journey with flexibility in location—either remotely or within your organisation.

What are the benefits of hosting a PhD Internship?

A current PhD candidate will work on a specific project important to you. They will bring a fresh analytical mindset to a problem related to your work. Many internships lead to further collaboration and the chance to build enduring partnerships with Charles Sturt.

Key benefits include:

- Specialised expertise and advanced research capabilities to address complex business challenges with rapid results in 3-6 months
- Cost effective solutions to tackle industry challenges with minimal administrative burden
- Enhanced research capacity and diversity within your workforce through collaboration and knowledge exchange
- Access to intellectual property (IP) generated during the internship

What is an eligible host organisation?

Most organisations are eligible to take part, including start-ups, SMEs or large organisations, government or non-government organisations (NGOs), individuals, communities and community organisations. The host organisation, or people associated with the host organisation must directly use or benefit from the project.

The host organisation may be based in Australia or overseas.

What is not an eligible host organisation?

A host organisation cannot be:

- any individual, community group or organisation that is affiliated with Charles Sturt University.
- another higher education provider (i.e., university).
- An organisation that is affiliated with, or a subsidiary of, a higher education provider.

What are your commitments?

Internships can be customised to meet your business requirements and timelines. You have the option to collaborate on either a single or multiple PhD projects. The internship can be conducted remotely, on-site, or in hybrid formats.

As a host organisation you will be responsible for working with the student and their supervisor or our third-party internship partner, APR.Intern, to define the terms of the internship. Including:

- The scope and specific activities the student will undertake.
- The way in which the activities will be conducted. i.e., number of days, full time or part time.
- Where the internship will be conducted. i.e., on site, remotely, online.
- How the student will be reimbursed for their time and expertise.

Who owns the Intellectual Property (IP)?

In most cases IP that is developed during an internship is assigned to the host organisation, while any background research IP is retained by the student or university. The Internship Agreement will clarify the IP arrangements including the details for any patents or publications resulting from the internship project.

Are there any other specific requirements that need to be met?

A standard PhD Internship must include 60 (full-time equivalent) days of research and development activities over at least three calendar months. The project must be related to the students' research doctorate area of research.

A standard workday is generally accepted as 7.5 hours per day.

A shorter internship may also be arranged, if required.

What are my financial commitments?

An internship may be facilitated and managed directly by the student and their supervisor or by our third-party Internship Partner APR.Intern.

APR.Intern facilitated and managed	PhD candidate and supervisor facilitated and managed
<p>If APR Intern facilitates and manages the internship on behalf of the student and Charles Sturt then the financial commitments are as per the current APR.Intern guidelines.</p> <p>The industry cost of engaging a PhD student intern through APR.Intern starts at \$19,900 for a 3-month internship.</p> <p>This includes a monthly student stipend and an APR.Intern project management fee.</p> <ul style="list-style-type: none"> - 4-month internship – \$23,200 - 5-month internship – \$26,500 - 6-month internship – \$29,800 <p>* All prices exclude GST</p> <p>The student will receive a stipend of \$3,300 per month which equates to:</p> <ul style="list-style-type: none"> - 3-month internship – \$9,900 - 4-month internship – \$13,200 - 5-month internship – \$16,500 - 6-month internship - \$19,800 <p>Please check the APR.Intern website for current pricing.</p>	<p>If the internship is facilitated and managed directly by the student and supervisor there is more flexibility as to the financial commitments.</p> <p>Charles Sturt does not charge administrative fees and the only cost you incur is the student stipend.</p> <p>While we do encourage all host partners to provide reimbursement for internships in recognition of the time and expertise of the student, it is recognised that this might not always be possible (depending on the organisation).</p> <p>While each industry will have different norms the following information may guide the discussion.</p> <p>The <i>minimum</i> Commonwealth supported PhD scholarship stipend is approximately \$2,950 per month, which equates to stipend payments of:</p> <ul style="list-style-type: none"> - 3-month internship – \$8,850 - 4-month internship – \$11,800 - 5-month internship – \$14,750 - 6-month internship – \$17,700 <p>The <i>maximum</i> Commonwealth supported stipend is approximately \$4,362 which equates to stipend payments to the student of:</p> <ul style="list-style-type: none"> - 3-month internship – \$13,086 - 4-month internship – \$17,448 - 5-month internship – \$21,810 - 6-month internship – \$26,172 <p>NOTE: under this approach, all funds paid by the organisation go to the student.</p>

Who is APR.Intern?

APR.Intern is a not-for-profit organisation dedicated to strengthening industry-university collaboration, and empowering students to thrive in a practical research environment.

The team at APR.Intern have over 10 years' experience working to bring together over 500 industry partners with Australia's brightest emerging research talent.

APR.Intern's experience ensures both interns and their host organisations are well-supported through the process, resulting in cost-effective innovation through short-term focused projects with minimal administrative burden for your organisation.

Process and support

The next steps and support will depend on how the internship agreement is managed.

If the internship is facilitated and managed by APR.Intern their process will be followed as outlined on their website: <https://aprintern.org.au/business-info>

If the internship is facilitated and managed by Charles Sturt then the process will depend on which of the following scenarios applies:

- a) A current student has approached you about being a host organisation:
 - You will then work with the student and their supervisor to design an appropriate project and complete the *PhD Internship Project Plan and Agreement Form*.
- b) You are interested in hosting a student, but do not have a specific person in mind:
 - Email graduateresearch@csu.edu.au indicating you are interested in hosting a PhD Internship and a member of the team will contact you with options depending on the industry area.

Contact Us

For any questions, please contact graduateresearch@csu.edu.au or call + 61 2 6933 2578