**Partner Organisation Checklist**

*Working FOR industry*

Candidates can be embedded within the workplace and working on an industry identified, directed and sponsored project, either as an employee, business owner/principal or as a sponsored candidate.

This checklist is to help you, the Industry and Community Partner, prepare for higher degree by research project that you have agreed to host/supervise/support. Not all of the points may be applicable to the project you are involved in so please contact the candidate’s RMIT HDR Supervisor if you have any queries regarding this checklist or the research project in general.

Partner organisation name: …………………………………………………………………………………………………………

Partner organisation contact name:

 ………………………………………………………………………………………………….

RMIT Supervisor name:

……………………………………………………………………………………………………………

RMIT Program and School:

……………………………………………………………………………………………………………

Student name and number:

……………………………………………………………………………………………………………

Research project title:

……………………………………………………………………………………………………………

Date of commencement and proposed duration of engagement with the research project: ……………………………………………………………………………………………………………

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| --- | --- |
| **Before student starts the placement:** | **Yes / No** |
| **Information received from HDR Supervisor:** |  |
| Read and sign the appropriate HDR Industry Engagement Agreement form |  |
| Received and read through the insurance documentation |  |
| Agreement about the expectations of the research project reached by the supervisor, candidate and partner organisation |  |
| **Information sent to the RMIT Senior HDR Supervisor and the candidate:** |  |
| Agree on the workplace supervision arrangements by the appointment of a (external/workplace) joint senior supervisor or associate supervisor for the candidate in accordance with the [HDR Supervisor Registration Procedure](http://rmit.com.au/browse/Staff/Administration/Policies%20and%20procedures/Academic%20and%20research/Higher%20degrees%20by%20research/Supervisor%20registration%20procedure%20%28Higher%20degrees%20by%20research%20%29/).  |  |
| Provide information to the RMIT HDR Supervisor and candidate about any risks associated with the project |  |
| If applicable, confirm the duration of the project, where the candidate will carry out the research work and agree on working hours.  |  |
| Collate any pre-project information and provide to the candidate and RMIT HDR Supervisor (this may include information about the organisation, its services and products, the industry, etc). |  |
| Discuss and agree with the RMIT HDR Supervisor whether the candidate will receive an industry funded scholarship or not. If it is provided, agree on a conditions of the scholarship with the RMIT WIL Coordinator and student(Conditions to be equivalent to the [RMIT Research Scholarship Terms and Conditions](http://mams.rmit.edu.au/y5g53ysqyi2n1.pdf)) |  |
| Ensure any other paperwork, such as a confidentiality agreement, has been sent to the candidate for completion. |  |
| Reach an Intellectual Property (IP) agreement that RMIT, your organisation and the candidate have agreed on. Generally speaking, by default the candidate owns all IP unless the research is sponsored in some way or part of a contractual agreement. In these cases the candidate may be required to assign their IP to RMIT University who will, in turn, enter into an IP agreement with the Partner Organisation. |  |
| Provide information to the candidate about any approvals/licenses to work in the industry and ensure these have been approved before the project commences |  |

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| --- | --- |
| Check the candidate has received necessary documents before the project commences. Examples include where relevant a formal letter of appointment, project aims and description, role responsibilities, scholarship or other support, company dress code, etc. |  |
| **Project commences:** |  |
| A workplace induction for the student is required when they commence the project. Provide an OH&S briefing on the student’s first day that includes health and safety policies; emergency and evacuation procedures; first aid arrangements; procedures for reporting accidents, incidents and risks; the name and location of the health and safety representative; details on the process for managing and resolving health and safety issues. Include any training or tour that may be necessary.Arrange and prepare the student’s work area: desk, computer, chairs, etc. Arrange login and access to company resources. |  |
| **During the project:** |  |
| Contact the RMIT HDR Supervisor immediately should the candidate be in any way potentially in breach of occupational health and safety or risk management guidelines. |  |
| Contact the RMIT HDR Supervisor immediately should the candidate be involved in an accident or incident in the workplace. |  |
| Ensure the candidate is supported by providing access as agreed to the resources, advice and support required to facilitate the research project.  |  |
| Provide adequate guidance and training . |  |
| Provide appropriate, regular feedback and encouragement. |  |
| Contribute to progress monitoring and supervisory support in accordance with the University’s policies and procedures relating to supervision and candidature milestones.  |  |
| **After the project:** |  |
| Provide feedback to the HDR Supervisors regarding the project and discuss ways to improve and develop projects for future students and continue research collaboration with the University. |  |
| **Emergency:** |  |
| Report any accidents, incidents or critical near misses that involve the candidate:* to the HDR Supervisor
* to emergency services if appropriate.
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Thank you for your collaboration and support for this research project.

**Please send any completed forms back to the RMIT HDR Supervisor.**