

# Student Eligibility Guidelines

## R&D Experience Grant

### A guide to evidencing student eligibility for businesses

The next step for a business that has been approved for a Callaghan Innovation R&D Experience Grant is to recruit eligible students for your R&D internship projects.

You will be responsible for ensuring the students meet the eligibility criteria by reviewing approved student eligibility documentation.

**You are also required to have copies of the student documentation to upload at the time of claiming.**

This guide provides information on what is acceptable and unacceptable when reviewing student documentation for the R&D Experience Grant.

### How do I recruit a student?

When hiring interns, you should follow a hiring process similar to the rest of your employees. Businesses may wish to advertise through their usual channels or with the assistance of internship facilitators such as Summer of Tech or through a New Zealand university (or tertiary education provider). See our website for more information.

### What students are eligible?

To be eligible the student must:

- Have studied or be studying at a New Zealand tertiary education institution (*note: students who have completed study overseas are not eligible*)
- be studying at NZQA level 6-10 or if study has been completed the closing date of the last semester must be less than 12 months ago. *For example, if a Bachelor of Engineering student's final year of enrolment was 2022, they are eligible until end of November 2023 because their last semester finished in November 2022.*
- Be studying science, engineering, technology, design, or business
- Be legally permitted to work in New Zealand.
- Not have been previously employed at your business unless part-time or temporary.
- Not have undertaken more than two Experience Grant internships with the same business.

### How do I confirm a student is eligible?

When recruiting your interns, you will need to satisfy yourself that they meet the eligibility criteria above and will include requesting and reviewing student documentation to verify they are eligible.

There are several forms of enrolment documentation that are acceptable to use as proof of student eligibility for the first two eligibility requirements (area of study and year of study). You only require one of the following:

- Confirmation of enrolment
- Copy of official transcript
- Copy of unofficial (internal) transcript
- Copy of fees invoice
- Weblink to My eQuals platform or university website

The student documentation should clearly show:

- Name of student
- The student is enrolled in current academic year (i.e. 2023) or date completed study is less than 12 months ago
- Name of course or course code
- Name of university
- University logo or URL

Appendix 1 provides some examples of acceptable and unacceptable proof of eligibility documents. Please note that personal details have been blurred to protect privacy.

### Do I need to confirm student eligibility with Callaghan Innovation?

**You do not need to provide this at the time of application, but will need to upload it at claiming**

Before you can claim funding, you will need to upload the following information about the student into the online portal:

- Student full name
- Student email address
- Qualification level
- Student year (e.g. second year)
- University
- Area of study
- Course name
- The type of evidence (student documentation) you used to determine eligibility and have retained on file
- Upload the evidence (student documentation)

### What happens if the student documentation I have is not correct?

Callaghan Innovation will carry out random reviews of businesses that took part in the R&D Experience Grant scheme, up to 3 years after the contract ends.

You must participate in any reviews as reasonably required by us, including by providing information requested by us. Therefore, you must ensure you retain all relevant documentation regarding the student's involvement in the project, including evidence of the student's eligibility.

Failure to provide the correct information, or if the student is found to be ineligible, may result in funding being required to be repaid; or affect qualification for future funding.

### Can I get help from Callaghan Innovation to check my student is eligible?

If you are unsure if your student meets the eligibility criteria, or have any questions or concerns, please contact one of our Navigators via [our website](#), your Funding Engagement Specialist or Operations Officer if you are already a Callaghan Innovation grant customer, Or call us on 0800 4 CALLAGHAN (0800 422 552) and we'll put you in touch with the right person.



## Appendix 1: Examples of Student Documentation

### ACCEPTABLE: Confirmation of enrolment

The following, confirmation of enrolment issued by the university, is an acceptable form of student documentation. The document clearly shows:

- Student name;
- The year of enrolment;
- Name of course;
- Confirmation from university on organisation letterhead.



#### Confirmation of Enrolment



Dear Sarah

Thank you for accepting your Offer of Enrolment with us for 2018. We can confirm your enrolment in the following qualification and courses.

Don't forget to request your [student ID card](#); students returning after a break of 5 years or more can also request a new one.

Programme of study for 2018 as at 21 Feb 2018

Bachelor of AgriScience  
Horticulture Major

### UNACCEPTABLE: Confirmation of Enrolment

The following is an example of unacceptable student documentation when checking student details. It is not acceptable because:

- Confirmation from university does not have logo on document
- "Computer Graphics programme" is insufficient information as it does not tell us what degree/diploma the student is studying.

Proof of enrollment

[Redacted] 5:48 PM

This is to confirm that [Redacted] is registered at Victoria University of Wellington in our Computer Graphics programme.

Regards,  
-Neil

[Redacted]  
Professor of Computer Graphics

Victoria University of Wellington  
Te Whare Wānanga o te Upoko o te Ika a Māui  
PO Box 600, Wellington 6023, New Zealand

## ACCEPTABLE: Official Transcript

The following, copy of the student's official transcript issued by the university, is an acceptable form of student documentation. The document shows:

- Student name
- Confirmation from university with logo on the document
- The course/programme title and code with the year of enrolment

University of Canterbury  
Christchurch, New Zealand



### Official Transcript

Name: [REDACTED]  
ID: [REDACTED]  
NSN: [REDACTED]

Admission: 2015 NZ University Entrance:  
Admission Status Eligible

Course Code	Title	Points	Credited	Not Credited
2016 ACCT102	<i>Bachelor of Engineering with Honours Intermediate (First year)</i>			

## ACCEPTABLE: Unofficial (Internal) Transcript

The following, online screenshot of student's unofficial transcript, is an acceptable form of student documentation. The document shows:

- Student name
- University URL at bottom of page (e.g. myuc.canterbury.ac.nz)
- The course/programme title and code with the year of enrolment

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## Internal Student Transcript

Student ID  
Legal name  
Preferred given name  
Preferred family name  
Birthdate  
Citizenship



### Admission

Criteria NZ University Entrance  
Details Admission - 2016 : Admission Status Eligible : NZ UE Through NCEA  
School

**GPA Total** 7.16

### Credit Points

Level 1	Level 2	Level 3	Total (Levels 1-3)
90.00	150.00	45.00	285.00

Note: The credit points totalled here include all courses passed. Not all of these will necessarily count towards the number of points required for award completion. Points counted are subject to the University's Calendar regulations. For example, if a course has been repeated, the credit points may be counted only once.

### 2018 Bachelor of Engineering with Honours

**GPA 7.33**

Course	Course Title	Points	Grade
ENCE361-1851 (C)	Embedded Systems 1	15.00	A-
ENEL301-1852 (C)	Fundamentals of Engineering Economics and Management	15.00	Enrolled
ENEL372-1852 (C)	Power and Analogue Electronics	15.00	Enrolled
ENEL373-1851 (C)	Digital Electronics and Devices	15.00	A-
ENGR200-18W (C)	Engineering Work Experience		Enrolled
ENME302-1852 (C)	Computational and Applied Mechanical Analysis	15.00	Enrolled
ENME303-1851 (C)	Controls and Vibrations	15.00	A
ENMT301-18W (C)	Mechatronics System Design	30.00	Enrolled

### 2017 Bachelor of Engineering with Honours

**GPA 6.88**

Course	Course Title	Points	Grade
EMTH211-1752 (C)	Engineering Linear Algebra and Statistics	15.00	B
ENCE260-1752 (C)	Computer Systems	15.00	A
ENEL198-17W (C)	Electrical Workshop Course		P
ENEL270-1751 (C)	Principles of Electronics and Devices	15.00	A
ENME199-17W (C)	Workshop Training Course for Mechanical and Mechatronics Engineering		P
ENME202-1751 (C)	Stress, Strain and Deformation in Machine Elements	15.00	A
ENME203-1752 (C)	Dynamics and Vibrations	15.00	A-
ENMT201-17W (C)	Mechatronics Design	30.00	B+
SENG201-1751 (C)	Software Engineering I	15.00	A-

### 2016 Bachelor of Engineering with Honours Intermediate (First year)

**GPA 7.38**

<https://myuc.canterbury.ac.nz/ucsms/Student/InternalStudentTranscript.aspx>

## UNACCEPTABLE: Unofficial (Internal) Transcript

The following are examples of unacceptable student documentation when checking student details. They are not acceptable because:

- There is no university logo or URL

### Example 1: Unofficial Transcript

#### Internal Student Transcript

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Student ID [REDACTED]  
Legal name [REDACTED]  
Preferred given name [REDACTED]  
Preferred family name [REDACTED]  
Birthdate 06 Mar 1998  
Citizenship New Zealand

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#### Admission

Criteria NZ University Entrance  
Details Admission - 2016 : Admission Status Eligible : NZ UE Through NCEA

### Example 2: Unofficial Transcript

**Internal Transcript**  
Not an official transcript. For use within The University of Auckland only

Name: [REDACTED]  
Student ID: [REDACTED]  
Entrance Qualification: 2015 Entrance from NCEA Level 3

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#### Academic Programme History

Programme: Bachelor of Engineering (Honours)  
Specialisation in Biomedical Engineering  
02/09/2016 Active in Programme

#### Beginning of Formal Award Record

<u>Programme</u>	<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>
*17 Sem1 (06/03/2017 - 03/07/2017)						
Enrolled Full-Time						
BEHON	ACADINT	A01	Academic Integrity Course	0.00	0.00	Completed
BEHON	ENGEN	115	Principles of Engineering Design	15.00	15.00	Pass A
BEHON	ENGEN	121	Engineering Mechanics	15.00	15.00	Pass A
BEHON	ENGEN	140	Engineering Biology and Chemistry	15.00	15.00	Pass A-
BEHON	ENGEN	199	English Language Competency	0.00	0.00	Completed

## ACCEPTABLE: University Fees Invoice

The following example, of a university issued fees invoice, is an acceptable form of student documentation. The document shows:

- Student name
- University logo on document
- The course/programme title and code with the year of enrolment



### STATEMENT/INVOICE

Records, Enrolment and Fees  
The University of Auckland  
Private Bag 92019, Auckland 1142  
Telephone: +64 9 373 7599, Ext:84422  
Email: fees@auckland.ac.nz

Dee Lee  
123 Roo Road  
Mount Eden  
Auckland 1024  
New Zealand

Statement Date: 09 March 2018  
Student ID: 9999999  
Student Name: Dee Lee  
Page: 1

Item Description	Due Date	Course	Programme	Points	EFTS	Details of Payments	Charges	
<b>2018 Semester One transactions</b>								
Intl Health & Travel Cover	PAID						\$310.00	
Tuition Fee, International	PAID	BENG 701	BENG	15.00	0.1250		\$4,210.95	
Tuition Fee, International	PAID	BENG 710	BENG	15.00	0.1250		\$4,210.95	
Tuition Fee, International	PAID	BENG 703	BENG	15.00	0.1250		\$4,210.95	
Tuition Fee, International	PAID	BENG 705	BENG	15.00	0.1250		\$4,210.95	
Student Services Fee	PAID						\$406.80	
Online Payment -Credit Card						19/02/2018 \$310.00 CR		
Online Payment -Credit Card						19/02/2018 \$16,716.90 CR		
Payment through cashier						24/11/2017 \$126.90 CR		
Online Payment -Credit Card						19/02/2018 \$406.80 CR		
<b>Term Balance</b>							<b>\$0.00</b>	
<b>Statement balance (NZD)</b>							<b>\$0.00</b>	
<b>Total Account balance (NZD)</b>							<b>\$0.00</b>	
<b>Term Totals</b>							<b>Paid</b>	<b>Due</b>
<b>2018 Semester One summary</b>							<b>\$17,560.60</b>	<b>\$0.00</b>

You must pay or make arrangements to pay by the due date(s) shown in the fees schedule above.  
Failure to do so will result in loss of access to services.

To pay online, log into Student Services Online at [www.student.auckland.ac.nz](http://www.student.auckland.ac.nz)  
See next page for alternative methods of payment.

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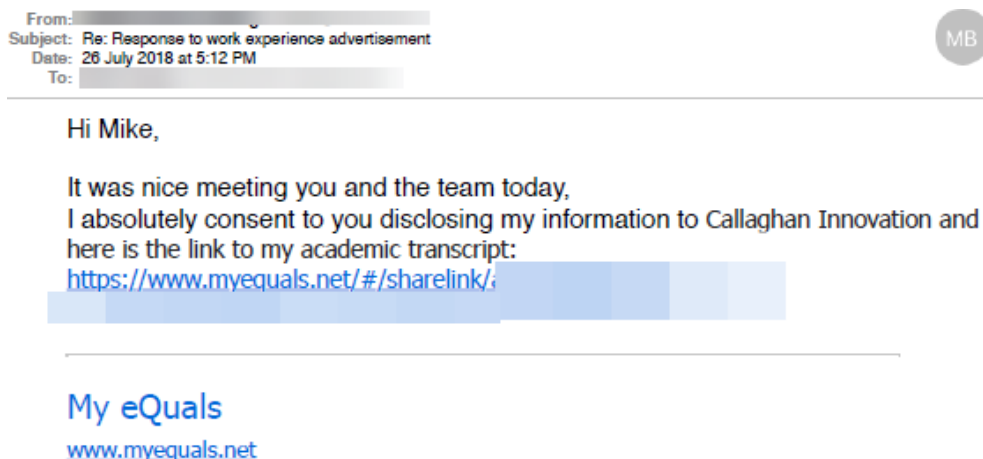
## ACCEPTABLE: Weblinks

The following examples of weblinks are acceptable forms of student documentation.

### Example 1: My eQuals Weblink

The My eQuals link example below is an acceptable way to receive digital documents. The student or graduate can provide you with a link, directing you to their official documents. That can be an email from My eQuals or an email direct to you from the student containing the link (example below).

You will need to retain the email and print the digital documents for audit purposes.

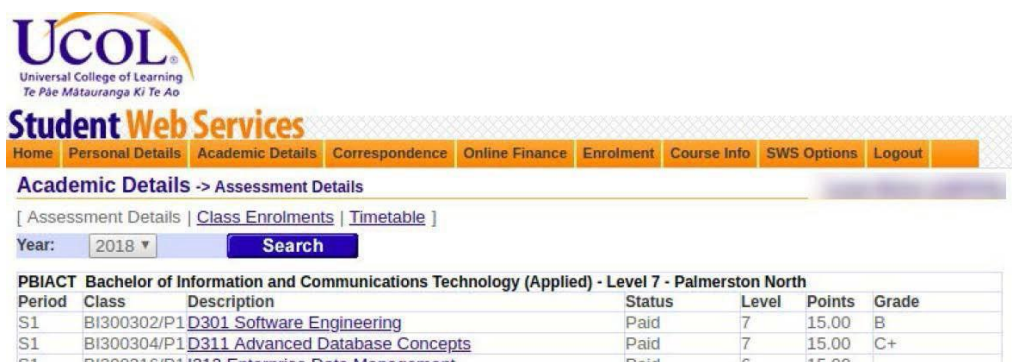


### Example 2: University Weblink

The university weblink example below is an acceptable way to receive student documents. The document shows:

- Student name (blurred on right hand corner)
- Tertiary education provider's logo
- The year of enrolment
- The course title and code

You will need to take a screen shot to retain for audit purposes.





### Example 3: University Weblink

The example, of university weblink to unofficial (internal) transcript, below is an acceptable way to receive student documents. The document shows:

- Student name
- Tertiary education provider's logo
- The year of enrolment
- The course title and code

You will need to take a screen shot to retain for audit purposes.

The screenshot displays the 'myUC' portal interface. At the top left is the University of Canterbury logo, and at the top right is the 'myUC' logo. Below the logo is a navigation menu with 'myUC home' and 'Back To My Application'. The main content area is titled 'Internal Student Transcript' and contains the following information:

**Student Information:**  
 Student ID: 57952459  
 Legal name: [Redacted]  
 Preferred given name: [Redacted]  
 Preferred family name: [Redacted]  
 Birthdate: 20 Jan 1999  
 Citizenship: New Zealand

**Admission:**  
 Criteria: NZ University Entrance  
 Details: Admission - 2017 : Admission Status Eligible : NZ UEThrough NCEA  
 School: Rangiora High School

**GPA Total:** 5.00

**Credit Points:**

Level 1	Level 2	Level 3	Total (Levels 1-3)
120.00	60.00	0.00	180.00

Note: The credit points totalled here include all courses passed. Not all of these will necessarily count towards the number of points required for award completion. Points counted are subject to the University's Calendar regulations. For example, if a course has been repeated, the credit points may be counted only once.

**2018 Bachelor of Engineering with Honours** **GPA 4.75**

Course	Course Title	Points	Grade
COSC261-1851 (C)	Formal Languages and Compilers	15.00	B-
COSC262-1851 (C)	Algorithms	15.00	A
COSC264-1852 (C)	Introduction to Computer Networks and the Internet	15.00	Enrolled
COSC265-1852 (C)	Relational Database Systems	15.00	Enrolled
ENCE260-1852 (C)	Computer Systems	15.00	Enrolled
ENGR200-18W (C)	Engineering Work Experience	15.00	Enrolled
MATH220-1851 (C)	Discrete Mathematics and Cryptography	15.00	B
SENG199-18W (C)	Software Engineering Workshop Training Course		Enrolled
SENG201-1851 (C)	Software Engineering I	15.00	C
SENG202-1852 (C)	Software Engineering Project Workshop	15.00	Enrolled

**2017 Bachelor of Engineering with Honours Intermediate (First year)** **GPA 5.13**