

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 keep copies of the student documentation for audit purposes.

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 institution).

Please see our [Where to Find a Student](#) contact sheet for some options to get you started should you need them.

What students are eligible?

To be eligible the student must:

- be studying Science, Engineering, Technology, Design, or Business at a New Zealand tertiary education institution
- be studying at NZQA level 7-10. I.e. Doctoral Degree, Master's Degree, Bachelor's Degree; Bachelor Honours Degree; Graduate Diploma; Graduate Certificate, Postgraduate Certificate or Postgraduate Diploma (Note: Diploma level 7 only)
 - or if study has been completed the closing date of the last semester should be less than 12 months ago. For example, if a Bachelor of Engineering student's final year of enrolment was 2020, they are eligible until end of November 2021 because their last semester finished in November
- 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. 2021) 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 send any student documentation to us or upload it in the online portal. You are, however, required to keep copies of the student documentation in case Callaghan Innovation carries out a review and you are required to provide this evidence.

Before you can claim funding, you will provide 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 it retained on file.

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 withheld; 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 your Regional Business Partner, or Callaghan Innovation relationship manager. 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 enrolment

5:48 PM

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

Regards,
-Neil

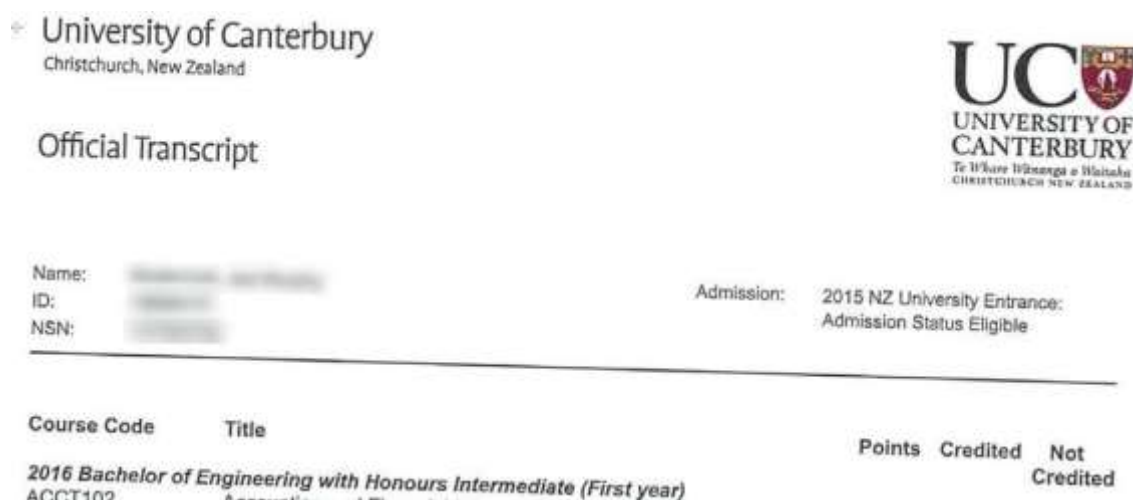
Professor of Computer Graphics

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.



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/ucsm/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

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

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

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	
2018 Semester One transactions								
Intrnl 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		
Term Balance							\$0.00	
Statement balance (NZD)							\$0.00	
Total Account balance (NZD)							\$0.00	
Term Totals							Paid	Due
2018 Semester One summary							\$17,560.60	\$0.00

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
See next page for alternative methods of payment.

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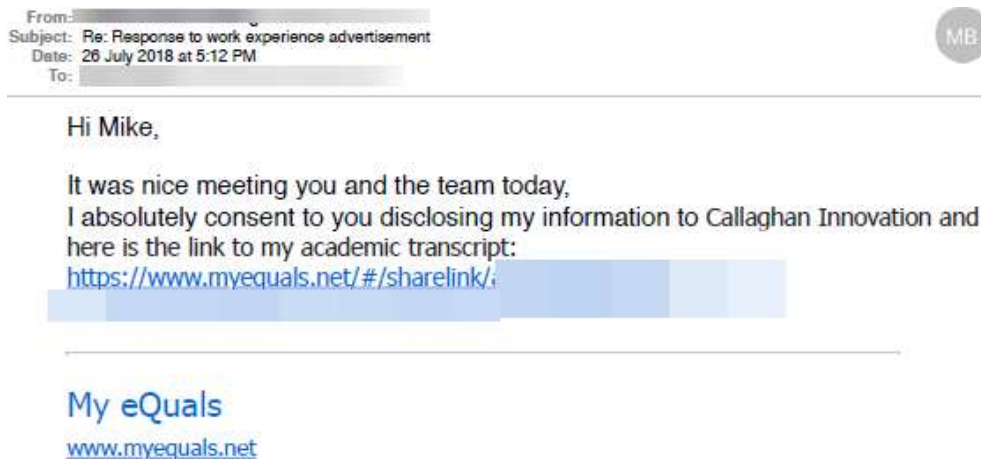
ACCEPTABLE: Weblinks

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

Example 1: My eEquals Weblink

The My eEquals 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 eEquals 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.

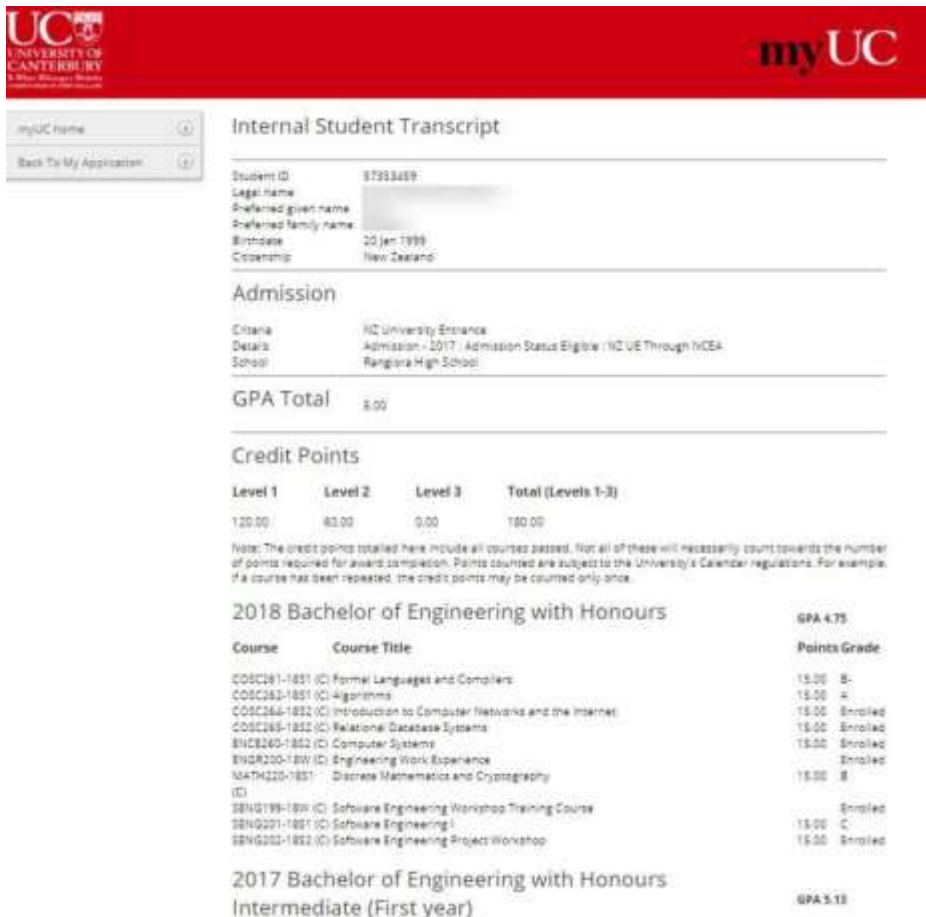


Example 3: University Weblink

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.



Internal Student Transcript

Student ID: 87913459
 Legal Name: [Redacted]
 Preferred given name: [Redacted]
 Preferred family name: [Redacted]
 Birthdate: 22 Jan 1999
 Citizenship: New Zealand

Admission

Criteria: NZ University Entrance
 Details: Admission - 2017 / Admission Status Eligible / NZ UE Through NCEA
 School: Rangiora High School

GPA Total 3.00

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
CO5C161-1851 (C)	Formal Languages and Compilers	15.00	B-
CO5C162-1851 (C)	Algorithms	15.00	A
CO5C166-1852 (C)	Introduction to Computer Networks and the Internet	15.00	Enrolled
CO5C165-1852 (C)	Relational Database Systems	15.00	Enrolled
ENCS260-1852 (C)	Computer Systems	15.00	Enrolled
ENGR200-185W (C)	Engineering Work Experience	15.00	Enrolled
MATH220-1851 (C)	Discrete Mathematics and Cryptography	15.00	B
SENG199-185W (C)	Software Engineering Workshop Training Course	15.00	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 3.13**

