



2026/27 R&D Experience

Student Eligibility Requirements Guidance

The next step for a business that has been approved for R&D Experience Grant is to recruit eligible students for your approved 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 when reviewing student documentation.

How do I recruit a student?

When hiring interns, you should follow a hiring process like 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 at the time of application and throughout the term of the Agreement:

- have studied or is studying Science, Technology, Engineering, Design or Business 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 2025, they are eligible until end of November 2026 because their last semester finished in November 2025*)
- has the appropriate immigration status to work in New Zealand
- has not been previously employed at your business unless part-time or temporary
- has not undertaken more than two Experience Grant internships with your business (across two different funding rounds)

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 letter
- Copy of official transcript
- Copy of unofficial (internal) transcript
- Confirmation of Studies
- Confirmation of courses and results
- Copy of fees invoice/statement



The student documentation should clearly show:

- Name of student
- The student is enrolled in current academic year 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 proof of eligibility documents. Please note that personal details have been blurred to protect privacy.

Do I need to confirm student eligibility with MBIE?

Yes - However, you do not need to provide this at the time of application but will need to upload it at time of claiming.

At the time you make claim for reimbursement, you are required 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)

Can I get help from MBIE 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 Funding Engagement Specialist or Operations Officer.



Appendix 1: Examples of Student Documentation

Confirmation of enrolment letter

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.

 Waipapa Taumata Rau University of Auckland	OFFICIAL LETTER	RECORDS OFFICE Student and Academic Services Private Bag 92019 Auckland 1142 New Zealand	
31 October 2025			
TO WHOM IT MAY CONCERN	Student ID: XXXXXXXXXX		
RE: Confirmation of Enrolment			
Programme Name:	Master of Data Science		
Major/Specialisation/Minor:	Specialisation in Data Science – Taught – 240 Points		
Programme Commenced:	3 March 2025		
Equivalent Full Time Programme Duration:	2 Years		
Academic Period:	2025 Semester Two	Total Points Currently Enrolled:	60 Points
Enrolment Start:	21 July 2025	Enrolment Finish:	17 November 2025
Full time study at The University of Auckland is currently defined as a student workload of not fewer than 100 points over two semesters in one year; not fewer than 50 points in one semester; or not fewer than 25 points in Summer School.			


>



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




**THE UNIVERSITY OF
AUCKLAND**
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

TRANSCRIPT OF ACADEMIC RECORD

The University of Auckland www.auckland.ac.nz

I hereby certify that this is a true copy of the student's Academic Record.



The Director
Academic Services

Name: XXXXXXXXXXXX
Student ID: XXXXXXXXXXXX
Entrance Qualification: XXXXXXXXXXXX

Prizes and Scholarships:
 First in Course Award in BIOMENG 341

2024 Semester Two (15 July 2024 - 11 November 2024)
 Enrolled Full-Time

BEHON	ENGSCI	314	Mathematical Modelling 3ES	15.00	15.00	Pass A+
BEHON	ENGSCI	331	Computational Techniques 2	15.00	15.00	Pass A+
BEHON	EXERSCI	303	Biomechanics 2	15.00	15.00	Pass A
BEHON	MEDSCI	309	Biophysics of Nerve and Muscle	15.00	15.00	Pass A-

Prizes and Scholarships:
 First in Course Award in EXERSCI 303

2025 Semester One (03 March 2025 - 30 June 2025)
 Enrolled Full-Time

BEHON	BIOMENG	791	Advanced Biomedical Engineering Design	15.00	15.00	Pass A
BEHON	CHEMMAT	753	Biological Materials and Biomaterials - Level 9	15.00	15.00	Pass A+
BEHON	ENGSCI	700A	Research Project - Level 9	15.00	15.00	Pass A+
BEHON	ENGSCI	712	Computational Algorithms for Signal Processing	15.00	15.00	Pass A



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


Internal Transcript						
Not an official transcript. For use within The University of Auckland only						
Name:	XXXXXXXXXX					
Student ID:	XXXXXXXXXX					
Entrance Qualification:	XXXXXXXXXX					
<hr/>						
BEHON	ELECTENG	291	Fundamentals of Electrical Engineering	15.00	15.00	Pass B
BEHON	ENGSCI	211	Mathematical Modelling 2	15.00	15.00	Pass A
BEHON	SOFTENG	281	Object-Oriented Programming	15.00	15.00	Pass A-
Term GPA	7.250	Term Totals		60.00	60.00	
Cumulative GPA	6.167	Cumulative Totals		180.00	180.00	
'24 Sem2 (15/07/2024 - 11/11/2024)						
Enrolled Full-Time						
BEHON	COMPSYS	209	Computer Systems Design	15.00	15.00	Pass C+
BEHON	COMPSYS	299	Workshop Practice	0.00	0.00	Completed
BEHON	ELECTENG	292	Electronics	15.00	15.00	Pass B-
BEHON	ENGGEN	204	Professional Skills and Communication	15.00	15.00	Pass A+
BEHON	SOFTENG	283	Software Quality Assurance	15.00	15.00	Pass A
Term GPA	6.000	Term Totals		60.00	60.00	
Cumulative GPA	6.125	Cumulative Totals		240.00	240.00	
'25 Sem1 (03/03/2025 - 30/06/2025)						
Enrolled Full-Time						
BEHON	COMPSYS	302	Design: Software Practice	15.00	0.00	Enrolled
BEHON	COMPSYS	305	Digital Systems Design	15.00	0.00	Enrolled
BEHON	ENGGEN	303	Innovation and Business Cases	15.00	0.00	Enrolled
BEHON	ENGSCI	313	Mathematical Modelling 3ECE	15.00	0.00	Enrolled
Term GPA	0.000	Term Totals		60.00	0.00	
Cumulative GPA	6.125	Cumulative Totals		300.00	240.00	



Confirmation of Study

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

- Student name
- The course/programme title and code with the year of enrolment


**VICTORIA UNIVERSITY OF
WELLINGTON**
 TE HERENGA WAKA

CONFIRMATION OF STUDY 2025

Contact Address		Student Information	
		ID Number: XXXXXXXXX Date Printed: XXXXXXXXX Student Type: XXXXXXXXX Citizenship: XXXXXXXXX Student Username:	

Programmes						
Programme	Completion Trimester	Majors	Changes Approved	Minors	Changes Approved	Overall Approved
BSC	Trimester Two	AIML, COMP-CYBS				

Courses											Office Use Only	
CRN	Code	Title	Str	Tri	Pts	EFTS	Status	Start	End	Change	Approved	
37006	AIML 331	AI Comp Vision & Image Proc	L1	1	15	0.1250	RE	24/02/2025	22/06/2025			
37009	AIML 333	Acting, Planning & Scheduling	L1	1	15	0.1250	RE	24/02/2025	22/06/2025			
32072	CYBR 371	System and Network Security	L1	1	15	0.1250	RE	24/02/2025	22/06/2025			
17185	SWEN 303	User Experience Engineering	L1	1	15	0.1250	RE	24/02/2025	22/06/2025			
37008	AIML 332	AI Natural Language Processing	L1	2	15	0.1250	RE	07/07/2025	09/11/2025			
37011	AIML 339	AI Project	L1	2	15	0.1250	RE	07/07/2025	09/11/2025			
32078	CYBR 372	Applied Cryptography	L1	2	15	0.1250	RE	07/07/2025	09/11/2025			
32079	CYBR 373	Governance, Risk, Compliance	L1	2	15	0.1250	RE	07/07/2025	09/11/2025			
					Total :	120	1.0000					

You have now completed your enrolment for 2025.

This document confirms the programme of study in which you have been enrolled. You are not required to return this.

You can make changes online in [Student Records](#) once you have reset your password through password.student.vuw.ac.nz. Changes that you cannot make through Student Records can be requested through your Student Success Office

Please note - changes to your programme of study may affect your immigration status or eligibility for Student loans and allowances.




Confirmation of Study and Results

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

- Student name
- The course/programme title and code with the year of enrolment

This is not an official academic record

 **TE KUNENGA MASSEY**
KI PUREHUROA UNIVERSITY
UNIVERSITY OF NEW ZEALAND

Student ID: XXXXXXXXXXXX
Surname, Forenames: XXXXXXXXXXXX

Courses


Academic year	Enrolment period	Course code	Course name	Grade	Credits	Course level	Programme
2026	S1FS	120303	Plant Diversity		15	300	Bachelor of Science
2026	S1FS	122231	Genes and Gene Expression		15	200	Bachelor of Science
2026	S1FS	196319	Terrestrial Ecology		15	300	Bachelor of Science
2026	S1FS	203310	DNA Technology		15	300	Bachelor of Science
2026	S2FS	120306	Plant Improvement		15	300	Bachelor of Science
2026	S2FS	122201	The Molecular Cell		15	200	Bachelor of Science
2026	S2FS	122303	Gene Regulation		15	300	Bachelor of Science
2026	S2FS	284342	Horticultural Productivity and Quality		15	300	Bachelor of Science
2025	S1FS	120217	Plant, Cell and Environment	B+	15	200	Bachelor of Science
2025	S1FS	162211	Biology and Genetics of Microorganisms	C+	15	200	Bachelor of Science
2025	S1FS	196205	Ecology and Conservation	B-	15	200	Bachelor of Science
2025	S1FS	203210	Genetics and Evolution	B+	15	200	Bachelor of Science
2025	S2FS	120219	Plants and People	A-	15	200	Bachelor of Science
2025	S2FS	162221	Immunology	C+	15	200	Bachelor of Science
2025	S2FS	196201	Biodiversity of New Zealand	B-	15	200	Bachelor of Science
2025	S2FS	283201	Pasture and Crop Agronomy	C+	15	200	Bachelor of Science



University Fees Invoice/Statement

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

Item Description	Due Date	Course	Programme	Points	EFTS	Details of Payments	Charges
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <p>Waipapa Taumata Rau University of Auckland</p> </div> <div style="text-align: center;"> <p>STATEMENT/INVOICE</p> </div> <div style="text-align: right; font-size: small;"> <p>Compliance Services, Operations The University of Auckland Private Bag 92019, Auckland 1142 Telephone: +64 9 373 7599, Ext: 84422 Email: fees@auckland.ac.nz</p> </div> </div>							
						Statement Date: 24 March 2026	
						Student ID: XXXXXXXX	
						Student Name: XXXXXXXX	
						Page: 1	
<p>XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX</p>							
2026 Summer School transactions							
Online Payment-Acct2Acct						11/03/2026 \$2,258.00 CR	
Term Balance							\$2,258.00 CR
2026 Semester One transactions							
Tuition Fee, Domestic	PAID	ENGGEN 705	BEHON	15.00	0.1250		\$1,606.80
Tuition Fee, Domestic	PAID	MECHENG 718	BEHON	15.00	0.1250		\$1,606.80
Tuition Fee, Domestic	PAID	MECHENG 700A	BEHON	15.00	0.1250		\$1,606.80
Tuition Fee, Domestic	PAID	MECHENG 731	BEHON				\$141.60
Student Services Fee	PAID	MECHENG 700A	BEHON				\$141.60
Student Services Fee	PAID	MECHENG 731	BEHON				\$141.60
Student Services Fee	PAID	ENGGEN 705	BEHON				\$141.60
Student Services Fee	PAID	MECHENG 718	BEHON				\$141.60
Online Payment-Acct2Acct						20/01/2026 \$6,427.20 CR	
Online Payment-Acct2Acct						20/01/2026 \$566.40 CR	
Term Balance							\$0.00
2026 Semester Two transactions							
Tuition Fee, Domestic	PAID	MECHENG 700B	BEHON	15.00	0.1250		\$1,606.80
Student Services Fee	PAID	MECHENG 700B	BEHON				\$141.60
Online Payment-Acct2Acct						11/03/2026 \$1,606.80 CR	
Online Payment-Acct2Acct						11/03/2026 \$141.60 CR	
Term Balance							\$0.00
Statement balance (NZD)							\$2,258.00CR
Total Account balance (NZD)							\$2,258.00CR
Term Totals							Paid Due
2026 Summer School summary						\$2,258.00	\$0.00
2026 Semester One summary						\$6,993.60	\$0.00
2026 Semester Two summary						\$1,748.40	\$0.00