

## Minimum Resources for Research Higher Degree Students Policy

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### 1. PURPOSE

The Institute provides research higher degree (RHD) students with a level of support that facilitates successful completion within a reasonable timeframe. The provision of minimum resources and facilities for postgraduate research students is intended to provide a high quality and productive education environment with the greatest opportunity for quality outcomes and experience. This document provides information on the principles and procedures relating to the required minimum level of resources and facilities. This policy complies with requirements of the Higher Education Standards Framework (HESF 2015) and should be read in conjunction with related the Institute’s policies.

### 2. SCOPE

This policy applies to research higher degree students and all staff involved with the supervision and administration of research higher degree programs.

### 3. DEFINITIONS

**Higher Degree Research and Scholarship Committee (HDRSC)** is a sub-committee of Academic Board and the body responsible for THE INSTITUTE’s higher degree programs delivery and other research and scholarly activities.

**Research Higher Degrees (RHD)** are degrees offered by THE INSTITUTE that include Masters Degree (Research) and Doctor of Philosophy (PhD).

### 4. PROCEDURE

#### 4.1 Principles

- All new students and supervisors are provided with a copy of this policy. The document is included in the induction package for new students. The policy and related documents can also be accessed electronically from the Institute's website.
- This policy specifies the minimum facilities and resources provided to RHD students. Where additional resources/facilities above the minimum are available, students are to be supplied with written information regarding access to and the distribution of such funds/facilities.
- Minimum resources and facilities are provided to all RHD students, dependent upon admission, approval of supervisors and satisfactory progress. Refer to the *Research Higher Degree Confirmation of Candidature and Progression Policy* for explanation regarding THE INSTITUTE's expectations for satisfactory progress.
- Both full-time and part-time students are allocated workspace and resources, with funding allocations for part-time students provided on a pro-rata basis.
- THE INSTITUTE is committed to enabling equity and diversity and provides facilities to cater for specific needs, where possible. Refer to THE INSTITUTE's *Access and Equity Policy* for information on conditions and procedures relating to special provisions.
- The resources and facilities provided and the conduct of the program must meet requirements for safety and wellbeing and comply with THE INSTITUTE's *Workplace Health and Safety Policy*.

#### 4.2 Workspace Facilities

Appropriate on-campus dedicated workspace is made available on an individual basis for RHD students. The minimum area allocated to a student is determined by the relevant Dean of School dependent upon availability.

Subject to the requirements of Australia Technology Park, 24-hour access to the relevant workspace is provided following completion of Workplace Health and Safety training.

*Workspace areas are equipped with:*

- A desk, chair and bookshelf space.
- A lockable filing cabinet. A key for the filing cabinet is to be held by the student and a spare held securely by the nominated School Administrative Assistant, subject to approval by the principal supervisor.
- One computer including: access to the internet; email account; software privileges and shared storage quota equivalent to staff on THE INSTITUTE owned computers; specialist software packages related to research if required; and IT support.

#### 4.3 Access to resources

As a minimum, RHD students are allowed access to THE INSTITUTE's resources as necessary for research-related purposes. Access to resources is allowed for standard use. See Section 4.4 below for information regarding funding of the use of resources over and above standard use.

Access to resources includes:

- Normal office facilities such as telephone (for local calls), facsimile and mail;
- Photocopier and printer access;
- Stationery, including stationery with letterheads if supervisor's approval is given; and
- Tea room and washroom facilities.

#### 4.4 Funding

RHD students are eligible to apply for reimbursement of costs associated with research activities. A minimum of \$2000 per annum for each full-time student, for a period of three years for doctoral and two years for research masters' candidates (pro rata for a part-time student), is available. The funding allocation may be used for costs incurred for activities related to research including:

- Travel and fieldwork in remote or overseas locations or with particular communities such as Aboriginal and Torres Strait Islander peoples;
- Conference attendance and participation;
- Project costs such as those associated with surveys, interviews, data entry and processing;
- Additional use of resources such as photocopying in excess of prescribed standard use;
- Thesis preparation;
- Purchase of software, journals etc;
- Training courses;
- Dissemination of research outputs; and
- Any other expense which may be substantiated as a legitimate research or research-related cost.

The student research grant is held in an account for RHD students. Approval for expenditure is by endorsement by the Principal Supervisor and Dean of the relevant School. Unexpended funds are not available to be carried forward without the written approval of the Principal Supervisor and the Dean and can only be carried forward for a specific research-related purpose, where the accumulation of funds would enable access to activities or facilities that would not otherwise be possible without the carry-forward funds.

#### 4.5 Orientation and further training

On enrolment, completion of a formal induction program is mandatory for all RHD students. The program advises students of the relevant policies, practices and procedures concerning the conduct of research and responsible research practices. Relevant policies can also be accessed on THE INSTITUTE's website. Further to the formal induction, THE INSTITUTE provides ongoing training on procedures relevant to research such as ethics and intellectual property.

RHD students are required to meet confirmation standards and support is provided if necessary to assist students in deficient areas. RHD students are allocated a Progress Panel and are provided with opportunities to present to the panel in a Progress Update Seminar. Refer to THE INSTITUTE's *Research Higher Degree Confirmation of Candidature and Progression Review Policy* for information regarding induction, confirmation and progression.

#### 4.6 Supervision

RHD students are provided with a designated supervision team which consists of a Principal Supervisor together with one or more co-supervisors. All supervisors must be on THE INSTITUTE'S Register of Supervisors and report to the HDRSC. Refer to the *Research Higher Degree Registration and Roles of Supervisors Policy* for information regarding the roles of supervisors.

#### **4.7 Involvement in THE INSTITUTE'S research environment**

RHD students will have opportunities to participate in THE INSTITUTE'S research activities and are included in relevant research seminars and academic skills training sessions initiated by the HDRSC. Students may also have interaction with academic staff, other RHD students and visiting academics both face-to-face and via email and electronic forms of dialogue.

RHD students are also afforded the opportunity to contribute to academic governance at THE INSTITUTE. Student representation is available on all relevant policy-making and review bodies.

#### **4.8 Complaints Handling provisions**

RHD students have access to THE INSTITUTE'S dispute resolution mechanisms. Prior to enrolment, students must be informed of the procedures in place for handling complaints. Refer to the *Student Grievance Mediation Policy and Procedures* and *Research Higher Degree Assessment and Assessment Appeals Policy* for information on provisions for making and handling complaints and management of grievances.

#### **4.9 Compliance**

It is a provision of accepting a RHD student that THE INSTITUTE must adhere to the requirements outlined in this document. RHD students will have the opportunity to document any areas of non-compliance in their six-monthly progress reports.

If a School does not comply with the provision of the minimum standards the Dean must submit a report to the HDRSC. The report will include:

- a description of the areas of non-compliance and a strategy and timeframe developed to address the areas of non-compliance; and
- any request for support required to ensure compliance with the policy.

The HDRSC will make recommendations to the Academic Board and, if necessary, funds will be provided to address needs.

### **5. RELATED DOCUMENTS**

- i. Code of Conduct for Research
- ii. Research Higher Degree Confirmation of Candidature and Progression Review Policy and Procedure
- iii. Higher Degree, Research and Scholarships Committee Terms of Reference
- iv. Research Higher Degree Registration and Roles of Supervisors Policy
- v. Access and Equity Policy
- vi. Workplace Health and Safety Policy

- vii. Student Grievance Mediation Policy and Procedures
- viii. Research Higher Degree Assessment and Assessment Appeals Policy

**Version Control**

Historical Version	Approved by	Approval Date
2013.12	Academic Board	19 December 2013