

Minimum Facilities for UNE Higher Degree Research Students Guidelines

Section 1 - Overview

(1) These guidelines provide advice to assist in the implementation of the Minimum Facilities for UNE Higher Degree Research Students Policy and should be read in conjunction with that policy.

Section 2 - Guidelines

Office Workspace Equipment

(2) Schools should make available in the workspace one computer per student adequate for accessing the www, an email account, UNE-supported word processing software (e.g. currently licensed version of Word), a relevant statistics package, capacity to process languages other than English, or other commonly related research software, if required, and ITS support.

(3) Laboratory access, individual bench space and access to relevant equipment in laboratory-based disciplines are to be provided as appropriate for the research project.

(4) Higher degree research (HDR) students should be provided with 24-hour access to the relevant building(s)/room(s) with their own keys, following completion of WHS training for access to laboratories (where appropriate).

(5) Workspace areas/offices occupied by full-time internal and external postgraduate research students (when on campus) should normally be provided with:

- a. one desk and an ergonomically appropriate chair per student;
- b. one telephone with voicemail or answering machine per HDR area/office. Free local access will be permitted on phones, and photocopier and printer access will be provided by the School through which a student is enrolled;
- c. one computer per student adequate for accessing the internet, an email account, UNE-supported word processing software (e.g. currently licensed version of Word), a relevant statistics package, capacity to process languages other than English, or other commonly related research software, if required, and ITS support;
- d. fax access as determined by the Head of School;
- e. a minimum of two linear metres of bookshelf per student;
- f. subject to approval by the Head of School, one lockable filing cabinet (minimum two drawers) per student, with a spare key held securely by the School's Administrative Assistant;
- g. access to School stationery, such as University letterheads, where necessary for research-related purposes;
- h. a mail box, an on-campus mailing address and mail-out facilities;
- i. access to a tea room and washroom.

Grant Funding

(6) The minimum student research grant as set by the Academic Board Higher Degree Research Committee is

currently \$1000 per annum for each full-time student, for a period of three years for doctoral and two years for research Master candidates (pro rata for a part-time student).

(7) The student research grant is to be held and administered by the School consistent with the relevant School's procedures.

Student Resources and Induction

(8) Schools are to provide HDR students, upon commencement of their candidature, with the name and contact details of the HDR Coordinator who is the nominated staff member of that School with the overall responsibility for postgraduate research.

(9) HDR Coordinators should encourage all HDR students to participate in a School-based orientation/induction programme within the first six months of their candidature in the interests of quality and safety.

(10) The orientation/induction program may be self-guided and online and should provide advice on, and indication of how to access, the relevant University and School policies, procedures and practices concerning the conduct of research and a research degree, in accordance with the Minimum Facilities for UNE Higher Degree Research Students Policy, including policies concerning grievances, complaints and appeals.

Reporting

(11) The annual report provided by the Head of School to the Academic Board's Higher Degree Research Committee regarding compliance with the Minimum Facilities for Higher Degree Research Students Policy will include either:

- a. a statement that the School is in full compliance with the policy, or
- b. if there is any area where the School does not comply with that policy the report will include:
 - i. a description of the areas of non-compliance and a strategy and timeframe developed to address the areas of non-compliance;
 - ii. any request for support required to enable the School to comply with the policy;
 - iii. any request for exemption from compliance with specific provisions where compliance cannot be achieved (e.g. due to physical constraints).

Status and Details

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