HDR - Minimum Resources for Candidates Guidelines

INTRODUCTION

Higher Degree by Research (HDR) candidates (henceforth referred to as the candidate) are entitled to a minimum standard of resources such as: office space; computing facilities; stationery and information technology (IT) equipment and support; inter-library loans; direct financial support and laboratory space; to be provided by the University to assist them in carrying out their research program.

COMPLIANCE

This is a compliance requirement under the _Charles Darwin University Act 2003_ part 3, section 15.

INTENT

This document outlines the minimum resources to be provided to candidates by the Faculty with which they are primarily affiliated.

RELEVANT DEFINITIONS

In the context of this document

Faculty HDR Administrator means the administration officer within the Faculty who is responsible for providing advice and assistance to candidates;

Faculty with which the candidate is primarily affiliated means the Faculty in which the candidate is enrolled; however, the University acknowledges that, due to changes in organisational structure from time to time, this is not always the case. In such instances, the primary affiliation will be with the Faculty in which the Principal Supervisor is currently situated;

FTE means full-time equivalence;

Generic Skills Training means a non-specific program of study that will assist a candidate complete HDR study such as report writing and presentation skills;

HDR means Higher Degree by Research and includes PhD Candidates, Masters by Research candidates and Research Professional Doctorate candidates; and

Lodgement Date means the date that a candidates' examined thesis is lodged with the University.

GUIDELINES

The Faculty with which the candidate is primarily affiliated will provide the following minimum resources for candidates.

HDR Candidates On-Campus

Workspace

A candidate will be offered a workspace with a desk and chair, lockable filing cabinet and bookshelves. The workspace may be individual or within a shared or common area.

24-hour access to a workspace and computing facilities may be made available subject to Faculty approval. Candidates requiring extended hours access should contact their Faculty HDR Administrator for further details.

Computing Facilities

A candidate will have access, on a shared basis, to dedicated postgraduate research computers within faculties. Computers will provide email/internet and printer access, and an appropriate level of ICT support and generic software will be available.

General Facilities

A candidate will have reasonable access to photocopying, fax, postage and mail delivery, and telephone to facilitate satisfactory progression with their degree. The School within the Faculty with which the candidate is primarily affiliated will provide basic stationery supplies.

Interlibrary Loans

A candidate will have reasonable access to free interlibrary loans via the University Library as follows:

- Up to 200 interlibrary loans for PhD candidates in total, during the period of their candidature; and
- Up to 100 interlibrary loans for Research Professional Doctorate and Masters by Research Candidates in total, during the period of their candidature.

There is no restriction on interlibrary loans for which the cost is met by a candidate or cost centre.

Once a candidate has used up their quota of interlibrary loans, permission must be sought from the candidate's supervisor and approval given prior to any more interlibrary loans being issued as each loan over and above the quota is charged to the candidate's School.

Prior to requesting an interlibrary loan, a candidate should ensure that the articles are not already available via on-line services to which the University subscribes.

Further information regarding library services and accessible resources should be sought from the *Office of Library Services*.

Direct Financial Support

A reasonable level of financial assistance will be provided to support the research project and project specific training.

Funding will be provided for:

- A minimum of three (3) years FTE and maximum of four (4) years FTE for PhD candidates;

- A minimum of two (2) years FTE and maximum of three (3) years FTE for Research Professional Doctorate candidates; and
- A minimum of two (2) years FTE and maximum of two (2) years FTE for Masters by Research candidates.

Faculties are expected to budget for the minimum periods whereas extensions up to the maximum period are at the discretion of the Associate Dean, Research.

The current indicative funding is a minimum of $1,000AUD per annum for full-time candidates and $500AUD per annum for part-time candidates.

The balance of any Direct Financial Support funds can be carried over from one year to another.

For Research Professional Doctorate candidates, the level of funding is proportional to the research component of their degree.

Although a candidate may choose to use their allocation of Direct Financial Support to attend a conference, (subject to the conditions outlined in Conference Attendance below), this should not be at the expense of essential items required for completion of their degree. All expenditure must be approved by the candidate's supervisor in advance of committing the funds.

Funds remaining at the end of candidature may be used for thesis binding expenses that comply with the University's lodgement requirements (Refer to the University *HDR – Presentation of Thesis Procedures*). Such claims for reimbursement must be made to the Faculty within two (2) months of completing thesis lodgement requirements and include receipt/s for the expenses incurred.

Funds which remain unexpended two (2) months post the candidate's lodgement date will be returned to the Faculty for redistribution.

Provisions for Change of Administering Faculty

In instances where, due to an organisational restructure or Change of Principal Supervisor, responsibility for administration of the candidature changes from one Faculty to another, the relinquishing Faculty will provide the accepting Faculty with a statement of Direct Financial Support received and expended by the candidate as at the date of transfer.

The accepting Faculty will have responsibility for ensuring provision of Direct Financial Support is equitable to that received by all other candidates within the Faculty.

For clarity, it is not anticipated that funds will be transferred between Faculties, but that the accepting Faculty will be responsible for ensuring adequate and reasonable financial support is available to the candidate after taking into account support that has already been provided.

Laboratory Space

Where relevant, each HDR candidate will have sufficient laboratory space, equipment and facilities to enable successful completion of the candidate's program of research.

Conference Attendance

Each Faculty offers grants to support the attendance of a candidate at conferences (this is separate from the Direct Financial Support Funds).

In order to be eligible, a candidate must have satisfactorily completed the Confirmation of Candidature requirements. The candidate must also be compliant with other milestones and all reporting requirements.

A candidate should contact their Faculty HDR Administrator for further details regarding application requirements, amounts available and timing of applications.

Generic Skills Training

Generic Skills Training is provided free of charge to all enrolled candidates via the 'Generic Skills Week' program developed and annually coordinated by the University's Office of Research and Innovation.

In addition, the Office of Library Services delivers free information skills workshops accessible to all enrolled candidates.

Discipline Specific Skills Training

Training in skills related to specific disciplines may be offered at Faculty level.

Where there are costs associated with accessing the skills training, the Direct Financial Support funds may be utilised to cover these costs.

Candidates should contact their Faculty HDR Administrator for further details regarding Faculty training programs.

HDR Candidates Off-Campus

Where computer networking is possible, an off-campus candidate will be provided with email/internet access through the University. Additional reasonable support may be provided if fax and telephone communication is necessary.

Off-campus candidates shall receive the same levels of access to Direct Financial Support, Inter-Library Loans and Conference Attendance funds as an on-campus candidate.

Where a candidate is enrolled as an External student and resides greater than 100 km from the campus of enrolment, each Faculty should have a mechanism for supporting direct candidate - supervisor interactions at least once per year. This funding cannot be used to support travel associated with field-based research.

Further information regarding access to candidate - supervisor interaction funds and other resources should be obtained from the Faculty HDR Administrator.

Candidates Enrolled in HDR Joint Degrees

Candidates enrolled in an HDR Joint Degree program are entitled to the same levels of access as other candidates during the periods in which their enrolment at the University is active, with the following provisos:
- Access to Direct Financial Support funds will be proportional to the period for which the candidate is actively enrolled at the University;
- Candidates may access their Direct Financial Support from the time that they are first actively enrolled at Charles Darwin University and for so long as they retain an enrolled status at either university for the period of the Joint Degree Program. A candidate may not access funds when they are on leave of absence from both universities;

- Access to funds remaining at the end of candidature for thesis binding purposes may only be accessed where Charles Darwin University is the candidate's home university, as identified in the candidate's HDR Joint Degree Candidate Schedule, completed upon application for admission to the HDR Joint Degree program, or otherwise agreed in writing by the Faculty Pro Vice-Chancellor; and
- Access to funds available to candidates off-campus for direct candidate/supervisor interactions is not applicable unless otherwise stated in the candidate's HDR Joint Degree Candidate Schedule, completed upon application for admission to the HDR Joint Degree program, or otherwise agreed in writing by the Faculty Pro Vice-Chancellor.

For further information on HDR Joint Degrees, refer to the *Collaborative PhD Program Procedures*.

ESSENTIAL SUPPORTING INFORMATION

Internal

Collaborative PhD Program Procedures

Common Course Rules - Doctor of Philosophy

Common Course Rules – Masters by Coursework

Common Course Rules - Masters by Research

HDR - Candidate Orientation and Induction Procedures

HDR – Change of Supervisor Procedures

HDR - Confirmation of Candidature Procedures

HDR – Presentation of Thesis Procedures

Research Practice Policy

External

Document History and Version Control			
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2.00	28 Sep 2012	Academic Board	Major review of document including • Clarification of resources available and responsibility for provision of these. • Inclusion of eligibility requirements where appropriate. • Provisions for transfer of administering Faculty. • Provisions for candidates enrolled in HDR Joint Degrees. • Conversion to new template • Addition of definitions and updating of hyperlinks
2.01	8 Apr 2013	Governance	• Converted document to current template • Updated and added hyperlinks • Minor changes to wording, formatting and grammar • Assigned document number • Addition of relevant definitions
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