

Minimum Facilities for UNE Postgraduate Research Students¹

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Related policies/documents:	Quality Supervision: A Handbook for Postgraduate Research Students and Supervisors (“Gold Book”)
Responsibility for review:	Academic Board Higher Degree Research Committee

1. Principles

1.1. This policy applies to all academic units (Faculties, Schools, Centres and Institutes) and is the minimum standard to be applied.

1.2. The provision of minimum 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.

1.3. Areas that are unable to comply with the provision of the minimum standards in full are required to document annually what additional provision needs to be available or what actions are being taken to comply with the policy. This documentation is to be collected as part of an audit process administered by the Research Committee of the Academic Board and will be included in the budgetary process for the provision of funds to address the needs. This process will be considered as part of UNE’s Quality Assurance and Risk Management processes.

1.4. All new students and supervisors will be provided with a copy of the policy. The document will be included in the induction package for new students. The policy can also be accessed electronically from:
<http://www.une.edu.au/research-services/forms/index.php>

1.5. Where additional resources/facilities above the minimum are available within an academic unit or particular discipline area, students are to be supplied with a Web reference for information detailing policies regarding access to and distribution of additional resources and facilities.

1.6. Part time and/or off campus students must be provided with suitable work facilities for their research when on campus, and appropriate access to research funds, on a pro rata basis.

1.7. The facilities provided and the conduct of the program must comply with the University's policies on occupational health and safety and EEO.

¹ Includes PhD; Professional Doctorates with research component of not less than two-thirds (66%); and Research Masters with research component of not less than two-thirds (66%).

2. Minimum Facilities

Workspace

2.1. Appropriate on-campus workspace is to be available on an individual basis for both internal and external Higher Degree Research students wherever possible. The minimum area allocated to a PhD, Professional Doctorate or Research Masters student is to be determined by Facilities Management Services.²

2.2. Laboratory access, individual bench space and access to relevant equipment in laboratory-based disciplines is to be provided where necessary to the research project.

2.3. 24 hour access to the relevant building(s)/room(s) with own keys is to be provided following completion of OH & S training for access to laboratories (where appropriate).

Office Workspace Equipment

All workspace areas/offices occupied by full-time internal and external postgraduate research students (when on campus)³ except for point 2.9 are to be equipped with:

2.4. One desk and an ergonomically appropriate chair per student.

2.5. 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 at School level with the minimum level prescribed by the Faculty Research & Research Training Committee.

2.6. One computer per student adequate for accessing:

- WWW⁴;
- an e-mail 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
- access to ITS support.

2.7. Controlled fax access as determined by the Head of School or Director of a Research Centre/Institute.

2.8. A minimum of 2 linear metres of bookshelf per student.

2.9. One lockable filing cabinet (minimum 2 drawers) per student. A key for the filing cabinet is to be held by the student and a spare held securely by the School's Administrative Assistant, subject to approval by the Head of School.

2.10. Access to School stationery, such as University letterheads, where necessary for research-related purposes.

² Each School will reserve at least one-fully equipped work-station, as specified above, for externally-enrolled postgraduate research students visiting the campus. Alternatively, the School will ensure that adequate space is reserved for such students in appropriate venues such as the Postgraduate Centre or the Computer Lab.

³ These minimum standards should be appropriately adhered to for part-time internal postgraduates, but on a time-shared basis or by other arrangements, as arranged by the School.

⁴ At the present time the internet quota is 1 GB/student. The Information Technology Directorate is currently reviewing this policy

2.11. Mail box, an on-campus mailing address and mail out facilities.

2.12. Access to a tea room and washroom.

Library

2.13. Free document delivery/inter-library loans within defined written limits set by the School and authorised by the Principal Supervisor, taking into account the research projects and disciplines. A copy of the School Policy is to be provided to the student on commencement.

Grant Funding

2.14. A minimum of \$500 per annum for each full-time student (pro rata for a part-time student) is available from the Schools for a variety of research-related expenses, e.g. fieldwork, conferences, additional library services, photocopying in excess of the prescribed Faculty standard (Item 2.5 above), thesis preparation, or any other expense which may be substantiated as a legitimate research or research-related cost.

2.15. The student research grant is to be held by the School in an account for postgraduate research students. Approval for expenditure is by endorsement by the Principal Supervisor and Head of School. Unexpended funds are not available to be carried forward without the written approval of the Head of School and only 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.

Student Resources and Induction

2.16. A School/Faculty-based awareness programme is available for all postgraduate research students. The awareness programme will advise students, in an orientation and in writing, of the relevant Faculty/School policies, practices and procedures concerning the conduct of research and a research degree. The orientation/induction can be self-guided, on-line. Participation in such a programme is **mandatory** for all students within the first 6 months of commencement of candidature in the interests of quality and safety.

2.17. Postgraduate student representation is available on all relevant School and Faculty policy-making bodies.

2.18. Students are to be provided with copies of *Quality Supervision: A Handbook for Postgraduate Research Students and Supervisors* ("Gold Book") and other appropriate documents which include documents covering intellectual property, university ethics procedures, etc. by the School/Faculty upon commencement of candidature. The latest version of this document is accessible at <http://www-prod.une.edu.au/research-services/forms/index.php#item0>

2.19. Upon enrolment, students are to be advised of the University dispute resolution procedures, as contained in the *Gold Book* which is provided upon enrolment.

2.20. Upon commencement of candidature, the School is to provide the student with the name and contact details of the nominated staff member of that School with the overall responsibility for postgraduate research students.

2.21. Upon commencement of candidature, the School is to provide the student with details of the School's and Faculty's Research Committee, including role and function and contact details of the postgraduate student representative on that Committee.

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3. Reporting

3.1 Each Head of School with current postgraduate students will report six monthly to the Academic Board's Research Committee regarding compliance with this policy.

3.2 Where there is any area where the School/ Centre/Institute is not complying then 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 bring the School to compliance with the policy; and
- iii) Where compliance cannot be achieved, e.g. due to physical constraints, any request for exemption from compliance with specific provisions.

4. Complaint Handling Process

4.1 Any complaint about the facilities being provided for postgraduate students in a particular case shall be addressed, in the first instance, to the Head of the relevant School and, if unresolved, should be forwarded to the Dean of the relevant Faculty who will make the final determination.

Approved: Professor Alan Pettigrew
Vice-Chancellor

Date: 9th March 2007