

Higher Degree by Research (HDR) Candidate

Finance and Resource Support Guidelines

Faculty of Medicine and Health

as at 1 January 2019

1. Overview

This guideline outlines the resources available to Higher Degree by Research (HDR) candidates enrolled within the University of New England's (UNE) Faculty of Medicine and Health, which is in accordance with the University (00250) HDR - Minimum Facilities for UNE Higher Degree Research Candidates Guidelines. The University guideline states that the following minimum facilities are to be provided:

- Office workspace equipment including a workspace with one computer;
- Laboratory access, individual bench space and access to relevant equipment in laboratory-based disciplines;
- A budgeted HDR research allowance is available for all HDR candidates. The amount is set by the Faculty Executive Committee and published annually.

As such, the following resources are provided.

2. Office space

Full-time on campus HDR candidates (and external candidates when on-campus) have access to a workspace/area that consists of:

- A desk and an ergonomically appropriate chair per candidate;
- A set of drawers including a locked filing drawer is provided for candidates in the workspace for the safe storage their study materials, research data and personal effects;
- A telephone with voicemail facilities in the HDR workspace and free local access permitted on telephones (mobile numbers are excluded);
- A photocopier and printer access will be provided by the School where the candidate is enrolled;
- An email account and mail-out facilities;

- Appropriate 24-hour access (via their student ID card) to the relevant building(s)/room(s), following completion of WHS training for access to laboratories (where appropriate). Swipe access will be reviewed periodically, and normally removed once you have submitted your thesis for examination.
- Where workspaces are shared, students are asked to be respectful of privacy and noise levels. If you wish to meet visitors please use communal spaces rather than bringing visitors into shared office spaces.
- There is access to washrooms, and kitchenette facilities are available for food preparation and storage, however, food is not be consumed in shared workspaces.
- All equipment provided in the workspaces remains the property of the Faculty of Health and Medicine and UNE.
- Upon completion of HDR candidature, all computers and ancillary equipment remain the property of UNE. Students will be required to account for all equipment prior to the examination process and leaving UNE.

3. Computers

Newly enrolled on campus HDR candidates from 1 January, 2019 will be granted access to a standard desktop computer, which will be adequate for accessing the internet, an email account, and will include UNE supported Microsoft Office software. Additional software can be uploaded once it is approved. IT support is available for all HDR candidates on extension 5000.

HDR candidates requiring a computer with higher specifications or a laptop computer will need to discuss this with their supervisory team, and may need to include this in their Confirmation of Candidature (CoC) budget. If purchased, these computers remain the property of the Faculty of Health and Medicine and UNE.

4. HDR Candidate Research Grants (funding support)

A HDR research grant will be made available to all HDR candidates enrolled within the Faculty of Medicine and Health to support their ongoing training and research activities.

Funding of HDR research grants are provided in line with the Australian Government recommendations of HDR program support. The following table outlines funding amounts available within each School. HDR students who are part-time will have their HDR research grant pro-rated.

The funding model below is effective for all newly enrolled HDR candidates commencing on or after 1 January 2019.

Funding amounts p.a	Health	Medicine & Pharmacy	Psychology
PhD – 3 years FTE	\$2,000	\$2,500	\$2,500
Masters by Research – 2 years FTE (for the research component only, not coursework)	\$2,000	\$2,500	\$2,500

 For HDR candidates whose CoC was approved prior to 1 January 2019 those funding arrangements will remain in place.

4.1 HDR Budget

- a) HDR candidates must work with their supervisory team to present a budget of their proposed research grant spending at their CoC that is within the HDR Guidelines and Funding allocation. The confirmation panel will discuss the budget and suggest any amendments. The proposed budget will be considered by the CoC panel and must be agreed and approved as part of the CoC approval process.
- b) A copy of the budget will be sent to the Faculty's Research Office for financial monitoring purposes.
- c) Access to the HDR research funds will be limited to the yearly allocation (from date of candidature commencement). Although funding from one year and can be carried into a subsequent year, future funding cannot be brought forward into the current year. For example, a PhD student in the School of Health is eligible for \$2,000 per year x 3 years = \$6,000. A student cannot claim the total amount of \$6,000 in Year 1 or 2 of their candidature.

4.2 HDR Expenditure

- a) Following approval of the HDR project budget, the Principal Supervisor and supervisory team are responsible for the management and oversight of the budget. Expenditure incurred outside the approved budget will require justification to the Faculty's Associate Dean (ADR), Research (or their delegate) and identification of an additional source of funding.
- b) Claims for HDR candidates allowable spending must be made within the same calendar year, for example 1 January 2019 – 20 December 2019. Reimbursement claims for items purchased in retrospective years will not be permitted.

- c) Where a student is on an approved leave of absence for a set period of time, the student will not have access to any HDR research funds until their candidature recommences.
- d) Where a student is travelling overseas prior to an approved leave of absence, the student is not permitted to use HDR research funds for their flight/s.
- e) Access to HDR research funds will cease upon submission of the students thesis for examination, or at the end of their HDR candidature, whichever occurs first. All unspent funds will be retained by the Faculty after the thesis has been professionally bound.

4.3 Allowable Spending

HDR candidates are required to have their full research project budget approved by the Principal Supervisor and CoC panel prior to any significant expenditure on their project (unless approved by the ADR). HDR research funds can be used for the following:

- Attendance at workshops and/or conferences;
 - Travel and accommodation including taxi/rail transfers and related fieldwork expenses;
 - Research equipment and consumables;
 - Software packages including licensing updates and/or upgrades;
 - Coding and transcription services;
 - Publication costs;
 - Professional thesis editing which can be arranged by the Faculty Research Office, prior to the student submitting for examination.
 - Professional thesis binding: is arranged by the Faculty Research Office and includes 2 x copies for the student, 1 x school copy, 1 x each member of the supervision team. Where a student requires additional copies, these can be purchased at the students own expense, and must be ordered by the Faculty Research Office with the initial order as a package. Payment for additional copies must be made to the Printery, before the copies are made available, with personal copies not included as part of the HDR allowance. The hardbound thesis cover will be selected by the student from the Oxford Thesis Swatch colour range, with one colour selected for all copies printed. Thesis printing will be in the font Times New Roman, single sided with the student to advise of pages to be printed in colour and landscape format.
- a) Fieldwork is defined as any off-campus activity for the purpose of teaching, research or other educational pursuits (including relevant community service) under the control of the University of New England. This includes the systematic collection of information, data or specific

- source material, practical and demonstration activities. Practicums and work experience or work-based training is not fieldwork.
- b) All proposed purchases are to be approved in writing by the candidates Principal Supervisor and then through the Faculty's Research Office. Funds will not be released until written evidence and approval is provided.
 - c) Candidates are not permitted to purchase food, unless required as part of the research project.

4.4 University Travel

The University has a duty of care to all students, and as such all HDR candidates must adhere to the Universities purchasing and [travel policies](#), including using the Campus Travel software to organise travel. This ensures that all HDR students are covered by insurance, should an unlikely event occur whilst they are off campus undertaking research. A student's travel itinerary may include additional travel activities; however, these will not be covered by UNE's Travel Insurance if they are not deemed to be research related.

Students must submit a risk assessment form during the pre-approval travel booking process so it can be assessed if the proposed country of travel is rated as Department of Foreign Affairs and Trade (DFAT), DFAT Level 2 – 'Exercise a high degree of caution' or DFAT Level 3 – 'Reconsider your need to travel' on the [smarttraveller.gov.au](#) website. At no time can you travel to a destination assessed as DFAT Level 4 – 'Do not travel' as generally no insurance will be available and travel will likely not be approved by UNE. [Definitions](#) of the four levels of travels advice reflect the assessed risks that a traveler may/will confront in this location. These levels provide advice on how to behave or respond to these potential risks and threats, so you will be better placed to avoid, minimise or cope with difficulties while overseas.

All HDR students must receive approval from their Principal Supervisor to travel, prior to notifying the Faculty Research Office. Students must provide a copy of their proposed travel itinerary (including flight details, accommodation requirements, location of data collection) including notification of all expenses incurred so these can be costed against the appropriate HDR research budget. The Faculty Research Office will ensure the travel is organised through an Administration Officer in each School with a minimum of 8 weeks' notice provided for international travel and 4 weeks' notice for domestic travel prior to departure. This timeframe allows the relevant Faculty Dean, Director and relevant Senior Executive to review the budget affordability and grant conditions in-line with financial delegations.

Reimbursements for travel will not be considered where the student has booked and paid for their own travel, as this is outside UNE's Travel Policy.

5. Related Policies

- [\(00250\) HDR - Minimum Facilities for UNE Higher Degree Research Candidates Guidelines](#)
 - [\(00181\) Travel Procedures](#)
 - [\(00018\) WHS OP010 \(interim\) Fieldwork Procedure](#)
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