MINIMUM FACILITIES GUIDELINES

As stipulated in the Candidature Management Policy, all candidates receive minimum facilities to support the enrolment and research in the Higher Degree Research (HDR).

Section 1: Infrastructure

The following table outlines the infrastructure that must be available to enrolled candidates.

	On-campus Full-time	On-campus Part-time	Off Campus
Desk in a shared office with 24/7 access	Yes	Hot desk if on campus	Hot desk if on campus
Bench space and access to equipment required for the research project	Yes	Yes	No
Access to communal UNE tearoom/kitchen	Yes	Yes	No
Access to UNE laboratories and/or technical research spaces as deemed appropriate by the Principal Supervisor			
Internet	Yes	Yes	No
UNE student email	Yes	Yes	Yes
Software privileges on university owned computer(s)	Yes	Yes	Yes
OneDrive storage	Yes	Yes	Yes
Library privileges	Yes	Yes	Yes
Use of University vehicles, video and audio recording equipment etc., on certification by Principal Supervisor	Yes	Yes	Yes

The school administration team will assist on campus candidates with access to desk space, tearooms/kitchens, etc. The HDR Support Officer will advise candidates who they contact to request access to desk space in a Faculty/School based Welcome email.

Off campus candidates will be provided with access to a hot desk when attending campus. Candidates must consult their Principal Supervisor for access to any laboratories or vehicles as deemed appropriate for the candidate's research.

All on campus candidates will automatically have access to internet, email, software, OneDrive and Library privileges following enrolment. Off campus candidates without a UNE computer will have automatic access to email, OneDrive and Library privileges.

All candidates will are eligible to applying for student card as advised in the Welcome Letter following enrolment. Student cards are also used to grant access to normally locked buildings and/or rooms. Candidates needing access to areas that are normally locked should contact the HDR Support Officers – HDR Training, Engagement and Careers.

MINIMUM FACILITIES GUIDELINES

Section 2: Equipment

The following table outlines the equipment that must be available to enrolled candidates.

	On-campus Full-time	On-campus Part-time	Off Campus
Standard office facilities including copier, printer, stationery	Yes	Yes	No
A standard UNE issued computer set up	Yes	Yes	Yes with supervisor approval
Laboratory consumables as deemed appropriate by the Principal Supervisor	Yes	Yes	No

Generally, candidates will seek support from a supervisor for any equipment needs and depending on the School or discipline, the Schools administration team may also assist.

All candidates are able to request a standard computer set up by following the instructions on the Standard Equipment Requests – Higher Degree by Research (HDR) webpage. As listed on the webpage, off campus candidates must have supervisor approval for a loan laptop and the School may provide postage costs for sending a UNE issued laptop.

Section 3: Financial

The University of New England (UNE) mandates that Schools provide financial support to Higher Degree Research (HDR) candidates.

The funding is designed to:
- Provide the best possible research environment and experience for our HDR students;
- Enhance the quality of HDR student research training and outputs; and
- Assist the timely and successful completion of HDR research projects.

The following table outlines the financial facilities that must be available to enrolled candidates.

	On-campus Full-time	On-campus Part-time	Off Campus
Research operating accounts	Yes	Yes	Yes
Access to Research Support Funds	Yes	Yes	Yes
Access to additional research Faculty/School funds if applicable	Yes	Yes	Yes

The following table lists the annual amounts candidates are eligible to receive as part of the Research Support Funds. Faculties and Schools may also offer specialised grants which will be advertised and awarded by the School or Faculty.

High-Cost per annum (p.a.)	Low-Cost per annum (p.a.)

MINIMUM FACILITIES GUIDELINES

$3,500	$2,000

Research Support Funds can be used for all research costs including:

- Services related to the research project, including laboratory expenses and the acquisition of archival materials;
- Fieldwork and travel costs associated with the research project, including preapproved; conference travel, following accepted university travel policies and procedures;
- Consumables and equipment relating to the research project, including books, software and stationary (but excluding furniture, computers, cameras, printers and recorders); and
- Thesis preparation, including transcribing, editing, printing and binding.

Access to Research Support Funds

Candidate's will generally receive access to Research Support Funds following successful completion of Milestone 1 – Confirmation of Candidature and funding will be issued in accordance with the submitted budget. Requests for access to funds prior to Confirmation of Candidature will be managed by the discipline/School and must have support of the Principal Supervisor.

Candidates must submit a request to access their Research Support Funds as advised in their Welcome Letter. Funding requests must include endorsement of the Principal Supervisor and be submitted no less than three (3) weeks prior to any travel or research taking place.

All funding requests will be assessed and the outcome will be advised in writing to the candidate and supervisors.

Funding queries may be directed to the HDR Support Officers – HDR Training, Engagement and Careers.

Section 4: Ancillary

All candidates may access additional support from which may include but is not limited to:

Wellness Centre	Advocacy and Welfare
Counselling and Psychological Services (CAPS)	UNE Medical Centre
Student Accessibility and Wellbeing	UNE Psychological Clinic
Mental Health Resources	UNE International Office
Oorala Aboriginal Centre	Graduate Research School