

# GUIDELINES FOR RESOURCING HIGHER DEGREE BY RESEARCH CANDIDATES



## Minimum Resources

It is the responsibility of the Faculty and School to ensure that each full-time, on-campus Higher Degree by Research candidate has at the very least the following:

- a desk and chair and dedicated workspace;
- a lockable filing cabinet or cupboard;
- sufficient access to a photocopier and printer so that progress on the research project is not impaired;
- access to office facilities for the transmission and receipt of official telephone and facsimile messages and mail;
- sufficient access to computer facilities and software programs, and training to use such programs\*, so that progress on the research project and thesis preparation is not impaired;
- where appropriate, sufficient laboratory facilities (including consumables) and bench space so that progress on the research project is not impinged upon;
- adequate library access and free access through inter-library loans.

(\* such costs may be covered by the annual Higher Degree by Research Candidate Allocation).

Part-time, on-campus HDR candidates are provided with the same minimum level of resources as full-time candidates, except that access to a desk, chair, dedicated workspace and a lockable filing cabinet may need to be on a shared basis

For external HDR candidates, the level of resources to be provided is agreed between the candidate and the Faculty and documented at the time of enrolment or upon approval of off-campus enrolment.

## HDR Laptop Scheme

All commencing HDR candidates (full-time, part-time, on and off campus) will receive a laptop. The terms and conditions associated with this scheme are attached. Laptops will not be posted overseas to candidates located offshore. The terms and conditions for HDR laptops are included on page 3.

## Annual HDR Candidate Allocation

In each 'in-time' year of candidature (the first 2 years full-time equivalent for Masters and 4 years full-time equivalent for PhDs) a HDR candidate is eligible to apply to their School/Faculty for reimbursement of costs associated with research activities. The amount available per candidate is at least \$1500 per annum (pro rata for part-time candidates). This applies to both domestic and international candidates.

The rollover of annual funds to subsequent years is a matter for each Faculty to decide. Candidates are advised to discuss this with their supervisor.

Each Faculty has its own policy for the way this allocation is administered and may be used. Typically uses of the annual allocation are:

- project costs (e.g. cost associated with surveys, interviews, statistical advice, training courses, data entry and processing)
- the direct cost of consumables required for the candidates research project
- travel and fieldwork related to the research project
- conference attendance and participation (including registration, travel and accommodation)
- purchase of software (or software licences), books, journals, media resources etc. that are related to the research project
- purchase or lease of equipment required for the research project
- publication costs for research papers arising from the candidate's research.

All uses of these funds must be approved by the supervisor and Head of School. The University reserves the right to amend or withdraw these guidelines at any time.

### Council of Australian Postgraduate Associations Recommendations

In addition to the resources stated above, the Council of Australian Postgraduate Associations (CAPA) lists a number of areas that it considers should be considered by students when reviewing minimum resources. These are:

- **Reporting and Compliance Provisions:** Our double blind progress reporting system and Confirmation process meet this criteria. Please refer to [Major Milestones](#).
- **Complaints Handling provisions:**  
<https://www.newcastle.edu.au/about-uon/governance-and-leadership/resolving-issues/complaints-process>
- **Student representation on committees:** There is a HDR student representative on Academic Senate, Research Committee, Research Training Sub-Committee and Faculty Boards.
- **QA Evaluation measure:** Progress reports – please refer to [Major Milestones](#).
- **Induction/Orientation:** It is a requirement of enrolment that all candidates attend face to face or online induction. Please refer to [Induction at UON](#).
- **Disclosure requirements:** Please refer to Clause 7 c) of the [Code of Practice for Higher Degree by Research Candidature](#).

### Policies and Rules

These guidelines should be read in conjunction with the [Code of Practice for Higher Degree by Research Candidature](#). The principal purpose of the code of practice is to ensure that supervisors, their respective academic units and faculties and HDR candidates are aware and clear about their minimum responsibilities, the responsibilities of each other and of the University. Candidates and supervisors should also read the [Rules Governing Higher Degree by Research](#).

Please refer to the [Progressing Students](#) webpage for further information on resources and support to you during your HDR candidature. If you have any queries you may use the [HDR FAQ](#), or contact [UON Graduate Research](#) or your [Faculty RTO](#).

## Terms and Conditions - HDR Laptop Scheme

### For the issue of a University laptop to Higher Degree by Research candidates

This computer is a University asset and has been issued for the duration of your candidature as a Higher Degree by Research candidate at the University of Newcastle.

You are required to agree to the terms and conditions stated in this document. Any breaches of these conditions may result in forfeiting your access to the computer.

1. The computer must only be used and kept in accordance with the policies of the University of Newcastle, in particular 'Information Technology Conditions of Use Policy - D09/1993P' which is available on the web at <https://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library/document-record?RecordNumber=D09/1993P>
2. The computer must not be used for any illegal purposes.
3. The University will provide each candidate with one laptop only under this scheme. If the laptop is stolen, lost or misplaced it will not be replaced by the University. The custody and security of the computer and any accessories are your responsibility at all times. You must ensure that no other person uses your computer for his or her own purposes. Lost, stolen or damaged computers must be reported immediately to your supervisors and UON Graduate Research. If the laptop is stolen from a University campus you must ring Security immediately on 49 21 5888 (Callaghan campus) to report the theft. Regardless of where the laptop is stolen from you must phone the Police Assistance line (131 444) and report the theft.
4. All software loaded onto the computer must comply with the conditions set by the manufacturer of the software. 'Pirated' copies of applications must not be loaded onto the computer at any time.
5. You are entirely responsible for maintaining backup copies of your work stored on the computer.
6. The laptop is issued with a four year warranty period, noting this does not cover any user at-fault damage e.g., the laptop being dropped or liquid spillages.
7. If you withdraw or are terminated from your Higher Degree by Research you are required to return it, and any accessories, to UON Graduate Research or IT Services, Ourimbah.
8. If you complete your Higher Degree by Research the computer will become your property provided any outstanding debts to the University are cleared. You must then remove all software on the computer that is licensed to the University. The University will not support the computer after termination or completion of your studies.
9. Support for the computer will be provided by IT Services in accordance with the agreed service levels negotiated with your Faculty. If you make changes to the configuration installed on the computer (including but not limited to: changing the host operating system, removing the laptop from the University's domain, changing administrator passwords, or removing installed anti-virus and desktop management software) the computer will not be supported by IT Services.
10. If you encounter any problems with the default configuration of the computer you must log a call to the IT Service Desk (17000) who can arrange an appointment for you. Drop-in support is not available. For hardware repairs under warranty, you must contact the registered Dell or Apple repairer. Students who are off campus can only be given limited assistance.