

THE UNIVERSITY OF NEWCASTLE
GUIDELINES FOR RESOURCING
RESEARCH HIGHER DEGREE CANDIDATES

Minimum Resources

It is the responsibility of the Faculty and School to ensure that each full-time, on-campus research higher degree 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 Research Higher Degree Candidate Allocation).

Part-time, on-campus RHD 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 RHD 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.

RHD Laptop Scheme

All commencing RHD 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.

Annual RHD 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) an RHD 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.

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:
<http://www.newcastle.edu.au/students/research-higher-degree/candidates-guide/progress.html>
<http://www.newcastle.edu.au/students/research-higher-degree/current-students/confirmation-year.html>
- **Complaints Handling provisions:**
<http://www.newcastle.edu.au/service/complaints/>
- **Student representation on PG committee:** There is a RHD student representative on Academic Senate, Research Committee, Research Training Sub-Committee and Faculty Boards.
- **QA Evaluation measure:** Progress reports – please refer to:
<http://www.newcastle.edu.au/students/research-higher-degree/candidates-guide/progress.html>
- **Induction/Orientation:** It is a requirement of enrolment that all candidates attend face to face or online induction. Please refer to:
<http://www.newcastle.edu.au/students/research-higher-degree/candidates-guide/enrolment.html>
- **Disclosure requirements:** Please refer to Clause B iii) of the Code of Practice at
<http://www.newcastle.edu.au/policy/000061.html>

These guidelines should be read in conjunction with the Code of Practice for RHD Candidature. The principal purpose of the code of practice is to ensure that supervisors, their respective academic units and faculties and RHD candidates are aware and clear about their minimum responsibilities, the responsibilities of each other and of the University. The code can be accessed from the web at
<http://www.newcastle.edu.au/policy/000061.html>

Candidates and supervisors should also read the Rules Governing Research Higher Degrees at;
<http://www.newcastle.edu.au/policy/000830.html>

The RHD Induction page on Blackboard is an information resource that you can refer to at any time in your candidature.

University of Newcastle
Terms and Conditions RHD Laptop Scheme

For the issue of a University laptop to Research Higher Degree Candidates

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

You are required to agree to the 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 'University Computing and Communications Facilities - Conditions of Use - Other 000817' which is available on the web at <http://www.newcastle.edu.au/policylibrary/000817.html>
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 the Office of Graduate Studies. If the laptop is stolen from a University campus you must ring Security immediately on 49 21 5888 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. If you withdraw, are terminated from or complete (submission of hard bound thesis) your Research Higher Degree within 18 months or less of receiving the computer you are required to return it, and any accessories, to the Office of Graduate Studies or IT Services, Ourimbah.
7. If you withdraw, are terminated from or complete (submission of hard bound thesis) your Research Higher Degree more than 18 months after receiving the computer it 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.
8. 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.
9. 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.

I hereby accept the computer Serial no. and agree to abide by the conditions of use in accordance with the requirements of the University of Newcastle.

Name: (Please print):Student no.

Signature:..... Date:.....

Office Use Only	Issued by:	Date:
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