Guideline: Minimum allocation of resources for research students

Purpose

To provide guidelines for the allocation of resources to research students.

Guideline

1. This document should be read in conjunction with the Research Awards Rules.

2. The Australian National University is committed to providing its HDR students with the best possible resources, reflecting the University’s research capability. Offering optimal resources assists in the delivery of high quality HDR programs, and promotes timely completions and student satisfaction.

3. By making an offer to an HDR student, a College accepts responsibility to provide a level of support sufficient to enable the completion of the student's initially agreed program of study and any agreed variation.

Information for students

4. Information on minimum resource support for programs of study is communicated to HDR students at the time of induction.

5. At that time students are also informed of ancillary support services such as counselling, health, accommodation, English-language and academic writing support, careers/employment and child care.

Infrastructure support

6. Colleges provide to full-time HDR students sufficient office and laboratory space, infrastructural equipment and facilities to complete the agreed program of research. This includes:

   a. A desk and chair, a lockable filing cabinet or locker/drawer and bookshelf facilities located in an area which is secure and within reasonable proximity to the host College.

   b. After hours access to offices and laboratories where possible with regard to
security, safety, and Occupational Health and Safety.

c. Reasonable access to computing and relevant software facilities, including internet and e-mail, computer facilities for data analysis, printing and technical support, as required to complete the agreed program of research.

d. Reasonable provision of stationery, postage and receipt of mail; access to photocopying facilities and fax; and use of a telephone, as required to complete the agreed program of research.

e. Access to library facilities to undertake research.

7. The terms of the above provisions are clearly defined at the time of induction and as required as the project develops.

Off campus and part-time students

8. Part-time students notify their supervisors regarding their hours on campus to allow Colleges to ensure that desk space and other facilities are available during agreed times.

9. Off campus students notify their supervisor regarding arrangements for their on-campus visits, and provide the College with 20 working days’ notice of each visit to the University to ensure facilities are available.

Research and skills development support

10. Colleges ensure HDR students have access to adequate support for their research and skills development within appropriate budgetary bounds.

11. Funding available for research and skills development purposes is communicated to students at the beginning of their candidature.

12. Application and allocation processes for the funds are transparent.

13. Funding available includes:

   a. Funding for fieldwork necessary to complete the agreed course of study. Minimum fieldwork resources are defined at admission or enrolment and may be subject to later amendments depending on progress.

   b. Access to facilities at ANU or at another organisation, as required for the research project, and funding to enable that access, including essential training.

   c. Necessary coursework, including funding for undertaking such courses outside the College.

14. Funding available may include:
a. Conference registration and attendance costs.