

Guidelines for Essential Facilities

For Higher Degree by Research (HDR) students

This guideline details the parameters of the University's provision of essential facilities to HDR students, and provides direction and flexibility in determining the appropriate level of support required to meet the needs of student projects. The level of support will be determined through consultation with the student, confirmed at candidacy and subsequently reviewed jointly by the student and supervisor during each Annual Progress Reporting round.

For the purpose of this document, an on-campus student will be defined as a student who lives and has a contact address within 60 kilometres of Perth, and an off-campus student will be defined as a student who lives more than 60 kilometres from Perth, interstate or internationally.

1.0 Essential Facilities provided by the Graduate Research School

1.1. Support for Consumables and Fieldwork

- 1.1.1 The University will provide funds, which are administered by the Graduate Research School, to assist HDR students who have achieved candidacy with consumables expenses.
- 1.1.2 HDR courses are broadly classified, based on field of education, in the categories of high and low cost research. For HDR students enrolled in high and low cost courses, consumables and fieldwork support is equivalent to \$2,000 and \$1,400 per Equivalent Full-time Study Load (EFTSL) respectively, and MYR\$2,000 and MYR\$1,400 per EFTSL respectively for Curtin Sarawak students.
- 1.1.3 Students will need to refer to the *HDR Consumables Reimbursable Items List* available at <http://research.curtin.edu.au/postgraduate/current-students/policies-procedures/> to familiarise themselves with the constraints of the funding available before lodging a reimbursement claim.
- 1.1.4 Funds are allocated at stipulated milestones:
 - a) At candidacy approval;
 - b) At 1.0 EFTSL (MPhil student allocation ceases at this point);
 - c) At 2.0 EFTSL; and
 - d) At 3.0 EFTSL.
- 1.1.5 Advance claims on allowances yet to be accrued will only be considered in exceptional circumstances.
- 1.1.6 At candidacy approval, eligible students will be prompted by the Graduate Research School to setup a *Concur* account to claim reimbursements, either via the website or a smartphone app.
- 1.1.7 Off-campus students, located off-shore, without an Australian bank account will not have access to *Concur*. These students will submit a hardcopy *Consumables and Fieldwork Expense Application*, available at <http://research.curtin.edu.au/postgraduate-research/current-research-students/student-forms/>, to claim a reimbursement.
- 1.1.8 A student's allowance will roll-over annually.
- 1.1.9 Students can access their available balance at any time via the *Concur* website or smartphone app.
- 1.1.10 All fieldwork related travel will be completed prior to the submission of the thesis for examination or the Funded EFTSL Consumed (FEC) date, whichever of the two comes first. Students will adhere to Curtin's Travel Policy, and all travel will be coordinated with an official Curtin Travel Facilitator. Information on Student Travel is available at <http://research.curtin.edu.au/postgraduate/current-students/policies-procedures/>.
- 1.1.11 Reimbursement claims will only be considered where the claim is submitted within a year of the date that the expenditure was incurred.
- 1.1.12 Reimbursement claims will only be considered for expenditure incurred up to thesis submission. Claims for thesis editing or binding are the exception to this rule. To be considered, such claims will

be submitted prior to course completion. Such students will not be eligible for further funding even if the full entitlement has not been claimed.

- 1.1.13 Students who have yet to have submit for examination, and have passed their FEC date, will not be eligible for further funding even if the full entitlement has not been claimed. Once the thesis is submitted, the student will be subject to the provisions of clause 1.1.12.

1.2. Support for Conference Attendance

- 1.2.1 During the period of candidature, the University will provide discretionary funding to assist all Doctoral students with at least one visit to a national or international conference to present a paper or actively participate (in a discipline specific context) in the conference program. The maximum amount of funding for each student will be \$2,500 and MYR\$2,500 for Curtin Sarawak students.
- 1.2.2 To be considered, applications will be submitted and approved by a Graduate Studies Officer prior to the student's FEC date or thesis submission date, whichever of the two comes first. The funds will contribute to the cost of the most economical return airfare, accommodation, registration fees and living expenses.
- 1.2.3 All conference related travel will be completed prior to the FEC date or thesis submission date, whichever of the two comes first. Students will adhere to Curtin's Travel Policy, and all travel will be coordinated with an official Curtin Travel Facilitator. Information on Student Travel is available at <http://research.curtin.edu.au/postgraduate/current-students/policies-procedures/>.
- 1.2.4 Funding for any subsequent conference is discretionary and assessed on a case-by-case basis, even if the full entitlement has not been claimed.
- 1.2.5 Funding may be supplemented by research groups or Enrolling Areas to assist students with meeting the full costs of attendance at an international conference.
- 1.2.6 Applications for Conference Support and Travel Approval should be completed using the on-line **Student Travel Form** available at https://travel.curtin.edu.au/student_travel/index.cfm

2.0 Essential Facilities provided by Enrolling Areas

2.1 Supervisory Time Allocation

- 2.1.1 Heads of Enrolling Areas will consider the level of HDR research supervision being undertaken by a staff member in the determination of the staff member's overall workload. The time allocation for part-time students will be 50 percent of the time allocation for full-time students.

2.2 Access to On-Campus Facilities

- 2.2.1 Full-time on-campus HDR students will be provided access to a desk, chair and adequate storage space for books, reference materials etc. Both visiting and part-time students will be provided space as agreed in consultation with the supervisor and Head of Enrolling Area. Such space may be shared and made available during the most appropriate times for student access.
- 2.2.2 Lockable storage space will be provided for projects of a confidential nature.
- 2.2.3 The Enrolling Area will ensure that all students have adequate and appropriate after-hours access to relevant on-campus facilities.

2.3 Computer Access

- 2.3.1 Each HDR student will be provided computer (desktop or laptop*) and printer access, with appropriate basic software, to allow satisfactory progress in the research program. Such resources may be shared, however Enrolling Areas will ensure that all students have adequate and reasonable access commensurate to their research program and stage of candidature.

* Curtin Business School currently provide new full-time on-campus students with a dedicated laptop.

- 2.3.2 The Enrolling Area will be responsible for ensuring that the level of access for visiting students is agreed prior to the visit.