

Essential Facilities for Off-Campus Higher Degree by Research Students

This document is provided to assist Enrolling Areas in the provision of essential facilities for off-campus postgraduate research students. For the purpose of this document, an off-campus student shall be considered as someone who lives more than 60 kilometres from Perth. (An on-campus student shall be considered as someone who lives within 60 kilometres of Perth [that is, who has a contact address within 60 kilometres].)

This document has been prepared to provide direction and flexibility for Enrolling Areas, supervisors and students in determining the appropriate level of support required to meet the needs of particular student projects. The Head of Enrolling Area in conjunction with the Thesis Committee shall be responsible for ensuring that each student is informed within one month of enrolment regarding the level of essential facilities available. The level of support should be determined through consultation with the student and confirmed at candidacy. The student and the supervisor should jointly review the level of support in the Annual Progress Reports.

1.0 Supervisory Time Allocation

- 1.1 Heads of Enrolling Areas should consider the level of research supervision being undertaken by a staff member in the determination of the staff member's overall workload. Heads of Enrolling Areas should also consult Human Resources' Academic Workload Management System (AWMS) Guidelines with regard to appropriate allocation of HDR Student Supervision activities. The Guidelines can be accessed via the AWMS website at <http://staff.curtin.edu.au/wms/>. The time allowed may be distributed between the supervisor, co-supervisor and associate supervisor(s). The time allocation for part-time students should normally be considered as 50 per cent of the time allocation for full-time students.
- 1.2 Where the Thesis Committee comprises members from different Enrolling Areas, the Heads of the relevant Enrolling Areas should consult regarding the workload implications related to supervision and an appropriate distribution of resources should be considered between the Enrolling Areas based on the agreed level of supervision and the workload allocation given above.
- 1.3 Off-campus students are reminded that face-to-face contact (either in person or using appropriate technology) with a member of the Thesis Committee shall occur on not less than an average of 10 days each academic year over the period of candidature. The level of face-to-face contact should be agreed between the candidate and the Thesis Committee prior to Candidacy and should be reviewed annually. The agreed level should be reported in the Annual Progress Report (see Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research, Section 4).

2.0 Support for Consumables and Fieldwork

- 2.1. The University will provide a funding allocation through the normal budgetary process to assist the student in the provision of consumables and project-related costs, including in-kind provisions for each research student. For full-time students this support shall be equivalent to \$2,000 per year for laboratory based (high cost) research and \$1,400 per year for non-laboratory based (low cost) research*. Part-time research students qualify for a pro-rata percentage of the full-time student allocation that is proportionate to their enrolment load. (Additional support may be arranged within the Enrolling Area if funds are available.)
** Consumables and Fieldwork Funding amounts for Curtin Sarawak students are in Malaysian Ringgit.*
- 2.2. A student's annual allowance shall be "rolled over" from one year to the next, but students cannot normally make advance claims on a future year's allowance. Only in exceptional circumstances may students apply for an advance claim on a future year's allowance to support their research activities.
- 2.3. Funding shall be allocated to master's (by research) students who have not yet completed the equivalent of two years of full-time study, or doctoral students who have not yet completed the equivalent of four years of full-time study.
A master's (by research) student who has completed the equivalent of two years of full-time study, or a doctoral student who has completed the equivalent of four years of full-time study, will not normally be provided with support for consumables and fieldwork.

- 2.4. Enrolling Areas have the responsibility to administer each student's funding allocation and should recognise the diverse needs of off-campus and distance education students in determining the most appropriate use of resources. This process should involve consultation between the supervisor and the student. The funding allocation may be used to provide support by contributing to the cost of photocopying, Library document delivery, telephones, faxes, specialist software, consumables, fieldwork, travel associated with the research program or conference attendance, support for assistance with travel to Curtin from interstate or overseas, or short course attendance. The cost of equipment (e.g., computers, cameras, etc.), furniture and the like are normally excluded. (For further information relating to conference attendance, please see next section.) Some consumables may be provided directly by the Enrolling Area and may be debited at cost against each student's allowance. The total consumables cost should be calculated annually and each student informed by the Enrolling Area by 31 March each year. The method and timing of distribution of the funding should be discussed with each student at enrolment, confirmed at candidacy and reviewed annually by students and their supervisors at Annual Progress Report time. If problems arise with the provision of essential facilities, students should initially consult with their supervisor.
- 2.5. If permitted by your Enrolling Area, please use the *Consumables and Fieldwork Expense Application* available online at <http://research.curtin.edu.au/forms/policies.cfm#essential> when requesting reimbursement of expenditure (or funds to purchase allowable items) from your Enrolling Area.

3.0 Support for Conference Attendance

- 3.1. The University Graduate Studies Committee is responsible for overseeing the Consumables and Fieldwork Support scheme and shall receive annual reports on expenditure from each Faculty.
- 3.2. The University shall provide funding to assist all Doctoral students for at least one visit to a national or international conference during the period of candidature to present a paper or otherwise actively participate (in a discipline specific context) in the conference program. The maximum available level of funding for each student shall be \$2,000**. Applications must be approved by the Faculty Graduate Studies Committee prior to degree completion. The funding should contribute to the cost of the most economical return airfare, agreed per diem costs (based on student style accommodation) and registration fees. The funding shall be distributed equitably by Faculties to ensure maximum access for Doctoral students. Students receiving funding are required to provide a written report on the conference attended that should be submitted to the Head of Enrolling Area in an agreed format within one month of the conference. Funding for attendance at a second or subsequent conference or access to the full allocation is not guaranteed.

*** Conference Funding amounts for Curtin Sarawak students are in Australian Dollars.*

- 3.3. The funding may be supplemented by the research group or Enrolling Area to allow students to meet the full costs of attendance at an international conference. The University Graduate Studies Committee is responsible for overseeing the Doctoral Student Conference Support scheme and shall receive annual reports on expenditure from each Faculty. An *Application for Conference Support* is available from Enrolling Area or Faculty offices or online at <http://research.curtin.edu.au/forms/forms.cfm#conference>.

4.0 Access to On-Campus Accommodation

- 4.1. A desk, chair and adequate storage space for books, reference materials etc. should be provided for each research student as agreed in consultation with the supervisor and Head of Enrolling Area. For projects where confidentiality is important, lockable storage space should be provided. Such space may be shared and should be available during the most appropriate times for student access.

5.0 Computer Access

- 5.1. Each visiting research student should be provided with access to a computer and printer with appropriate basic software including word processing and Internet/email access to allow satisfactory progress in the research program. It may be necessary for students to share computing facilities, however Heads of Enrolling Areas should ensure that each student has adequate and reasonable access with due regard to the requirements of the research program and the stage of candidature. The level of access should be agreed prior to the visit. Usage must be in accordance with Curtin's Information Security and related ICT policies available via <http://cits.curtin.edu.au/global/>.

6.0 After-hours Access

- 6.1. The Head of Enrolling Area shall ensure that visiting students have adequate after-hours access to appropriate on-campus facilities including specialist equipment necessary for satisfactory progress in the research program.

7.0 Library Support

- 7.1. The following Library facilities and services shall be provided to all off-campus students as appropriate:
- the in-house collections of the Library;
 - an appropriate range of electronic information sources either from work stations in Enrolling Areas or dedicated terminals within the Library;
 - an orientation tour for students new to the University;
 - a information literacy tutorial focussing on information services available and relevant to the student's area of study;
 - specialised dedicated study space;
 - reciprocal borrowing from other libraries as permitted under appropriate arrangements including access to other WA libraries;
 - access to Library document delivery systems.