



## Minimum Resources for Research Degree Students

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- A.** The resources listed below are available only to currently enrolled research degree students and do not include those on leave or on suspension from their research degree. The amounts listed in this procedure are the minimum, and Academic Units/Institutes may develop specific policies in relation to, for example, attendance at national and/or international conferences. Students should check this with the relevant Dean of Research (or delegate).
- B. Approval of resources occurs in two (2) stages:**
1. in signing the Recommendation Form, the University agrees to fund basic facilities and resources for the research degree student, access to which is agreed upon in the Induction Form; and
  2. in approving the Statement of Agreement and Confirmation of Candidature, the University agrees to fund the negotiated project-specific resources for that research degree student.
  3. Funding for resources must be approved by the relevant authorising persons.
- C. Postgraduate Research Degree Supervisor expertise and time**
4. The most important resources that the University provides to research degree students is the expertise and time of the Supervisory Panel. Supervisors are required to be familiar with the Guideline AB-58 AD10: [Key Responsibilities in Research Degrees Management and Supervision](#) and to adhere to its principles. Under Policy AB-64: [Supervision of Research Degree Students](#), supervisors must remain aware of current supervisory practices and policy environment by participating in supervisor development programs provided by the University. Also refer to Procedure AB-58 P6: [Research Degrees Thesis Preparation and Examination](#) clause B.5.
- D. University research resources**
5. The University provides the following resources to all research degree students:
    - a. access to a strong and supportive research culture where they are supported by a critical mass of researchers, address significant research questions, and witness high calibre research leadership in action
    - b. access to information resources and Library services relevant to the research process, including: scholarly electronic and print collections, inter-library loans, a digital research repository, support and advice on research data management, data storage, research tools and services, Information Technology (IT) support, on campus and online information skills workshops accessed through the [EDGEEx system](#) and access to expert advice from professional librarians and information technology staff
    - c. copyright advice about rights and responsibilities on issues which might arise through the use of third party copyrighted works
    - d. advice about intellectual property and commercialisation
    - e. access to research development activities online and on campus, available through the [EDGEEx system](#).

## **E. Academic Unit / Institute research resources**

6. In signing the Recommendation Form to accept a research degree student, the Dean of Research (or delegate) / Institute Director commits the area to provide the basic facilities and resources outlined in clause D.5 that research degree students can access while completing their degree. Access is negotiated in the Research Induction Plan and Statement of Agreement. The Reviews of Progress review the access (refer to Procedure AB-58 P3: [Research Degrees Student Progression](#)).

## **F. On campus students**

7. On campus research degree students are provided with the following facilities, available 24-hours a day, subject to safety requirements. Access is negotiated with each student considering their needs, including any disability-related services, and preferred mode of study. Part-time research degree students have pro-rata access to the same facilities as full-time research degree students negotiated on a case-by-case basis. For full-time on campus students, resources include:
  - a. appropriate office facilities including a workstation compliant with Work Health and Safety requirements;
  - b. appropriate access to UniSA IT facilities and computing resources including a desktop computer, Microsoft Office software, email and internet access consistent with staff standards;
  - c. appropriate access to a photocopier and computer printing facilities;
  - d. access to a telephone for local calls for research purposes;
  - e. secure storage for research materials appropriate to the research area;
  - f. technical and IT support;
  - g. maintenance allowance of at least \$300 per annum to cover expenses associated with photocopying and printing costs, postage, fax, phone calls and stationery. The allowances can be claimed via the prescribed application process specific to each Academic Unit and receipts/explanation must be provided. This allowance may be provided through access to Academic Unit resources, rather than reimbursement of expenses.
  - h. at least \$800 available to each research degree student for the purpose of delivering paper(s), preferably refereed, at conferences. Consultation with the supervisor is required to determine the choice of conference.

## **G. External students**

8. Where research degree students study off campus such that they relinquish direct access to study facilities, the University will provide them with resources outlined below. Part-time external research degree students will have pro rata access to the same facilities as full-time external research degree students, negotiated on a case- by-case basis. For full-time external students, resources will include:
  - a. technical and IT support;
  - b. library assistance via phone or online, electronic document delivery to desktop and postal delivery of loan items and documents;
  - c. maintenance allowance of at least \$500 per annum (details as per on campus students, above);
  - d. at least \$800 available to each research degree student for the purpose of delivering paper(s), preferably refereed, at conferences. Consultation with the supervisor is required to determine the choice of conference.

## **H. Students enrolled in collaborative PhD programs**

9. Students enrolled in a collaborative PhD program (i.e. Dual or Joint Award) will have, at minimum, pro-rata access to the usual provision of resources for the period during which they are present at UniSA. The allocation of resources will be determined according to the relevant collaboration agreement and student schedule (refer to Policy AB-61: [PhD Program Collaboration](#)).

## **I. Internal students based within a partner organisation**

10. Where students are enrolled internally but based within a partner organisation, the provision of resources is dependent on the agreement between the partner and the University in relation to resources. Part-time research degree students will have pro rata access to the same facilities as full-time research degree students.
  - a. appropriate facilities compliant with Work, Health and Safety requirements;
  - b. technical and IT support;
  - c. library assistance via phone or online, electronic document delivery to desktop and postal delivery of loan items and documents;
  - d. maintenance allowance of at least \$500 per annum (details as per on campus students, above);
  - e. at least \$800 available to each research degree student for the purpose of delivering paper(s), preferably refereed, at conferences. Consultation with the supervisor is required to determine the choice of conference.

## **J. Offshore students with a partner institution**

11. Where students study offshore through a partner institution, the provision of the following resources is dependent on the agreement signed between the offshore partner and the University in relation to resources, establishment of program fees and fee split. Part-time offshore research degree students will have pro-rata access to the same facilities as full-time offshore research degree students, negotiated on a case-by-case basis. Having considered the terms of the agreement and the agreed upon fees for each offshore research degree program, offshore students will have access to:
  - a. partner institution libraries that enable research degree students to access research material most appropriate for their area of research as well as phone and online assistance and electronic document delivery to desktop from the Library;
  - b. financial support as negotiated with their supervisor to deliver conference paper/s, preferably refereed, during the course of their enrolment
12. The Partner is expected to provide a team of professional managers to work closely with UniSA for the local promotion and management of University programs. Their responsibilities include providing the following local administrative and management support:
  - a. a program manager who co-ordinates, administers and manages the program locally;
  - b. publication of updates (e.g. newsletters) to guide and direct the progress of the program in accordance with UniSA requirements;
  - c. provision of facilities for information sessions, commencement and induction seminars, coursework seminars, research seminars, supervisor and student meetings, etc.;
  - d. collection of assignments, draft research papers and thesis for onward transmission to UniSA;

- e. internet/email facilities for students who do not have direct access to email facilities;
- f. facilitation and co-ordination of communications between UniSA administration and academic staff and students;
- g. formation of research groups for students of similar research interests (if appropriate);
- h. collection of program fees and remitting the same to UniSA as per contract
- i. attending to students' administrative requests which need only local action, within 24 hours;
- j. providing regular feedback to UniSA on the progress of the program through course evaluations.

#### **K. Program specific resources**

13. The University recognises that each research degree student may require specific equipment, e-research infrastructure, laboratory or studio space and funds adequate for the completion of the research program. Expenses may include travel arising from field work, experiments and data collection and the cost of consumables.
14. The research degree student and supervisor identify these project-specific costs during the preparation of the Research Proposal and Statement of Agreement. Where the student's project is a subset of the supervisor's funded research project, such costs could be allocated from the project's budget. Costs must be presented and negotiated with the Dean of Research (or delegate) prior to Confirmation of Candidature. Should a change of proposal prove necessary, the research degree student, the supervisors and the Dean of Research (or delegate) may renegotiate resources and will update the Statement of Agreement to reflect the changes. Research Degrees Committee, in conjunction with the appropriate areas of the University, will review this statement on a regular basis.