Higher Degree by Research Minimum Infrastructure and Resources Policy

Responsible Officer
Deputy Vice-Chancellor (Research)

Approved by
Vice-Chancellor

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Review by
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Relevant Legislation, Ordinance, Rule and/or Governance Level Principle
Australian Code for the Responsible Conduct of Research (2018)
Disability Discrimination Act 1992 (Cth)
Anti-Discrimination Act 1998 (Tas)
Ordinance 8 – Student Complaints
Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
Rule 4 Rules of Graduate Research
Rule 101 – Library Rules
GLP 12 Academic Standards
GLP 13 Quality Management Framework

Responsible Organisational Unit
Division of the Deputy Vice-Chancellor (Research)

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Objective
The objectives of this Policy are to:

- outline the minimum resources and infrastructure that Candidates can expect to assist them to undertake their research
- set out the roles and responsibilities of Academic Units, Colleges, and central University administration regarding the provision of facilities and resources to support Higher Degree by Research candidates and
- communicate opportunities and support available to assist Candidates to engage with scholarly communities both at the University and globally.

Scope
This policy applies to all:

- Higher Degree by Research Candidates enrolled in a degree at the University
- University staff members who supervise or seek to supervise Higher Degree by Research candidates including people appointed as external supervisors or consultants
- University staff members appointed or acting in the role of Graduate Research Coordinator and
- Executive Deans and Heads of Academic Units of the University.

Policy Provisions
The University acknowledges that the provision of facilities and resources to Higher Degree by Research candidates is an important part of enabling Higher Degree by Research candidates to realise their full research potential.

The University recognises that Higher Degree by Research candidates require social, emotional, and intellectual resources as much as physical and material resources. The University maintains that the provision of a minimum standard of these
resources, like good supervision, is a cornerstone of quality research training and contributes to timely completions.

In keeping with the University’s commitment to creating and promoting inclusive research, learning, teaching and working environments, all Higher Degree by Research candidates should have equitable access to facilities and resources, in a way that takes appropriate account of their individual needs, abilities and expectations in line with relevant University policies.

As far as possible, Higher Degree by Research candidates should be treated as members of the University research community, who have an important contribution to make to the intellectual life of the University and its research reputation. The University is committed to providing Higher Degree by Research candidates with opportunities for involvement in relevant research communities within and beyond their discipline area and through attendance at national and international conferences.

Academic Units may provide infrastructure support beyond what is outlined in this policy. They may not offer less than these minimum requirements.

3.1 Admission and Commencement of Candidature

3.1.1 Offers of Candidature

As per Clause 9 of Rule 4, no candidate should be admitted to a Higher Degree by Research unless the College can provide adequate physical, financial and supervisory resources necessary to enable the applicant to undertake the proposed research and complete candidature within the Maximum Degree Period relevant to their degree. When a College Executive Dean recommends acceptance of a candidate into a Higher Degree by Research course, they must have established that they can provide the appropriate facilities and resources to support the candidate’s research project and associated costs.

3.1.2 Supervision

Appropriate supervision must be provided in accordance with the Higher Degree by Research Supervision Policy and the roles and responsibilities detailed in that policy adhered to.

3.1.3 Infrastructure

It is the responsibility of the Primary Supervisor to secure agreement from the Head of the Academic Unit of enrolment that appropriate facilities will be made available to the Candidates to undertake their research project and at minimum should include:

- a sole-use desk (full-time candidates) or access to a shared desk (part-time candidates), bookshelf and lockable filing cabinet
- other facilities and resources provided at the Academic Unit or College level (eg access to computer rooms, laboratory space and workshops)
- University infrastructure (eg specialist library collections; specialist laboratories or high-performance computing) and
- any financial support that the Academic Unit or College has identified as integral to the success of the research project (eg financial support for conference travel, experimental research and fieldwork) and
• any physical or other supports or accommodations required for candidates who have disclosed a disability or health condition.

3.2 Induction

Higher Degree by Research Candidates should be provided with a centrally run general induction program as well as an Academic Unit/College induction. Inductions should be conducted as soon as possible after commencement of candidature and must include information for candidates about the resources and facilities available to them.

3.2.1 General induction

The Office of the Dean of Graduate Research will provide an induction to Higher Degree by Research candidature at the University as part of **XGR 501 Introduction to Graduate Research**, one of two core units of the Graduate Certificate in Research. This unit will provide candidates with information about:

• relevant policies and procedures applicable to higher degree by research candidates enrolled at the University of Tasmania
design and presentation of the research plan for an extended research project;
• occupational health and safety
• equal opportunity training
• health and wellbeing
• research integrity and appropriate professional behaviour consistent with the **Australian Code for the Responsible Conduct of Research (2018)** and other relevant policies, procedures and guidelines
• University facilities, resources and services available to Higher Degree by Research candidates and
• identifying, evaluating and implementing personal learning strategies.

3.2.2 Local Induction

With Higher Degree by Research courses offered across a wide range of disciplines at the University, there is considerable variability in the project-specific needs of candidates across the institution. It is, therefore, important that Academic Units clearly articulate what facilities and other support will be available to Higher Degree by Research candidates.

Each Academic Unit is responsible for establishing written guidelines in relation to the infrastructure support that it offers its candidates. These guidelines will also set out how candidates can access resources available and apply for funding and list the appropriate contact in the Academic Unit. All Academic Units must make this document available to all current candidates within the organisational unit. This document must also be provided to enrolling candidates as part of the Academic Unit induction program.

College and Academic Unit induction programs should provide information regarding:

• the nature of research in the particular area of research
• Academic Unit policies regarding the code of conduct generally of higher degree by research programmes in the discipline
• College or discipline-specific expectations relevant to the degree and candidate progression, including attendance at the Academic Unit’s program of seminars
• discipline-specific facilities and support arrangements (e.g., funding from Colleges or Academic Units for conference attendance, other travel funding, and research seminar programs specifically available to Higher Degree by Research candidates in the College or Academic Unit)
• key personnel contact details, such as the Associate Dean or Graduate Research Coordinator, Candidature Management Advisors, Postgraduate Student representative(s), and key administrative staff (and their functions)
• Workplace Health and Safety inductions and training
• building access, access to office or lab space, tea and washroom facilities, photocopying, consumables, travel, internet access, on-campus mailing addresses
• support for fieldwork, testing, technical support, statistical services, equipment access, and laboratory space
• how best to effectively utilise the research infrastructure of the Academic Unit and/or College and become involved in its research culture and
• support provided by other Colleges or Academic Units that may be relevant to any interdisciplinary element of a candidate’s research project.

3.3 Early meeting with supervisor and Graduate Research Coordinator

As per the Higher Degree by Research Supervision Policy, Supervisors and students must discuss their respective roles, and the expectations and requirements of the degree and reach a common understanding of:

• key project aims
• key milestones
• proposed timetable and
• methods of working together

To this end, a meeting between the Higher Degree by Research candidate and the candidate’s supervisors and/or Graduate Research Coordinator, should be held on the day the candidate commences and no later than one week after commencement to discuss:

• project-specific support available to the candidate from the Academic Unit or University
• where a research project involves an interdisciplinary component, information and assistance to access support in another College or Academic Unit
• the supervisor’s and Higher Degree by Research candidate’s expectations and
• any other issues relevant to minimising ambiguity regarding the candidature to ensure that the expectations of the candidate and the supervisor(s) are realistic and understood by both.

3.4 Facilities and resource during candidature

These standards set out the minimum level of resources and support for higher degree by research candidates to be provided by all University Colleges. Part-time and external candidates may be allocated resources on a pro-rata basis and as required. Colleges should make clear what facilities and resources will be provided to part-time and external candidates.

Applicants/Candidates who require physical or other supports or accommodations because of a disability or health condition should discuss their needs with their (proposed) Supervisor and/or Graduate Research Coordinator to ensure specific
requirements are understood and can reasonably accommodated as per the University’s Disability and Health Conditions Policy and the Higher Degree by Research Candidates with a Disability or Health Condition Support and Resources Guidelines.

Colleges should communicate with Higher Degree by Research candidates clearly and regularly on issues that may affect their candidature such as staff cuts and major building refurbishments that require Higher Degree by Research relocation.

3.4.1 Personal Study Space

All Higher Degree by Research Candidates, on commencement of their research, should be provided with appropriate study space to conduct their research. All full-time Higher Degree by Research candidates should, where possible, be provided with shared or open-plan office accommodation that includes the following:

- accommodation appropriate to the discipline, of no less than four square metres in floor space which is secure, ventilated, heated, lit to the ASA standard for lighting levels at the desktop, and located proximate to toilets and other amenities
- a sole-use desk space of no less than 0.5m² and ergonomically suitable chair as specified by the University of Tasmania Work Health and Safety ‘Guidelines for the Use of Screen Based Equipment’ (a clear statement about the space that will be provided to part-time candidates must be provided by the Academic Unit of Enrolment)
- sufficient bookshelf space
- lockable filing cabinet (minimum 2 drawers) or alternative appropriate secure storage space
- access to a shared post box and postal facilities
- shared access to an internal phone extension and a reasonable level of free access to a telephone for research related local calls and
- access to staff tearoom and washroom facilities.

Colleges must provide a clear statement about the space that will be provided to part-time candidates

3.4.2 Project-specific Support

The research proposal completed by all candidates is to include (if relevant to the project) a detailed budget that the candidate and supervisor have discussed and that the Academic Unit considers an appropriate level of financial support for the research project. This budget should be regarded as indicative and reviewed when necessary. It is not intended to be an automatic entitlement to spend up to the budgeted amount irrespective of the needs of the project. Research related expenses might include: fieldwork, laboratory consumables, specialist software for data analysis, additional library services, off-site photocopying, thesis preparation or any other expense that may be substantiated as a legitimate cost.

Laboratory access should be provided where appropriate. This includes individual bench space and access to relevant equipment for those in laboratory-based disciplines and does not imply permanent bench space in central facilities such as the Central Science Laboratory.
3.4.3 Consumable Resources and other running costs

Provision of consumable resources and other running costs, such as photocopying, printing, outside mail, controlled STD or ISD telephone use and fax use, should be commensurate with the requirements of the Higher Degree by Research candidate’s research topic. Reasonable limits will vary from Academic Unit to Academic Unit and Candidate to Candidate and over the course of the candidature. Higher Degree by Research Candidates should also be provided access to Academic Unit stationery, such as letterhead when necessary.

3.4.4 After-hours access to work space

With due regard to security and safety and approval of the relevant Head of Academic Unit, Higher Degree by Research candidates should have ‘after hours’ and ideally 24-hour access to their offices and shared work spaces.

3.4.5 Information Technology Resources

All Higher Degree by Research Candidates will be provided with

- access to appropriate computing with intranet and internet access
- personal email address and facilities
- access to shared dedicated postgraduate computing facilities: networked printing, IT support, and commonly used desktop publishing software, referencing software and anti-virus software where appropriate.

3.4.6 Library resources

Higher Degree by Research candidates are entitled to access full library services equivalent to staff access including general loan periods of up to 84 days, Australian and overseas interlibrary loans via the Document Delivery Services, online access to academic journals and other electronic resources and direct support and advice from librarians.

3.4.7 Student representation and advocacy

Higher Degree by Research Candidate issues and interests should be represented by elected members of a student organisation such as the Tasmanian University Union (TUU) Postgraduate Council. The University engages with the student organisation and its representatives through Academic Senate, the Research College Board and other University Committees. The University should also invite representatives of the student organisation to take part in informal consultation on the development of student related policy and procedures.

3.4.8 Other forms of support

The University, where practical, will provide on-campus access to a range of services and support for Higher Degree by Research candidates including but not limited to:

- counselling
- health, careers and employment advice
- assistance with respect to equity and disability support
- social support through the Tasmanian University Union Postgraduate Council and other support programs and
• where appropriate, English-language training and support offered by the English Language Centre.

In addition, the University should aim to provide for all Higher Degree by Research candidates:

• access to on-campus accommodation at reasonable cost and
• programs and resources available from the University’s International Student Advisors.

3.5 Building collegial environments to support intellectual engagement

Supervision strategies that enhance the development of a research community lead to successful completions, increased motivation, accountability and productivity, maintenance of common standards, and the perception that being part of a research community brings about real benefits (Conrad 2007, page 37).

It is expected that Academic Units build the intellectual and emotional climate and improve the research experience for Higher Degree by Research Candidates by implementing the following strategies:

• promoting the integration of Higher Degree by Research candidates within the Academic Unit’s community
• involving candidates within the broader research culture of the College and University
• developing a seminar program with high participation
• creating a stimulating research ambience
• ensuring there is effective pastoral care and
• promoting social contact between candidates.

In particular Higher Degree by Research candidates should be encouraged by their supervisors to:

• attend any seminars presented by visiting or local academics or other Higher Degree by Research candidates or Honours students
• engage with other researchers in their College by presenting their work in a seminar or similar setting and
• participate in professional development opportunities provided to students and researchers.

3.5.1 Publication and Conferences Presentation

The University considers the communication of research through publishing in peer reviewed journals or other outputs as appropriate to the discipline and conference attendance and presentation to be vital research training activities. Significant skills and networking opportunities can arise from the activities that can lead to future research collaborations and employment opportunities.

• The University expects Academic Units and supervisors to support and encourage candidates to actively publish discipline appropriate research outputs in addition to their thesis/creative equivalent
• In addition to any Academic Unit, College or project-specific conference-presentation support to which they may be entitled, all currently enrolled Higher Degree by Research candidates are entitled to apply for conference-
presentation funding under the *Graduate Research Candidate Conference and Research Travel Scheme*. The purpose of this scheme is to provide assistance to candidates to participate in one conference or workshop of international scope or highly significant to the research field during their candidature.

- The criteria governing the award of funding under the *Graduate Research Candidate Conference and Research Travel Scheme* should be made available to all Higher Degree by Research candidates.

### 3.5.2 Professional development

Wherever possible, Academic Units should offer suitably qualified Higher Degree by Research Candidates the opportunity to tutor, demonstrate or engage in other professional development activities, within the guidelines on work/study approved by the University and set out on the Higher Degree by Research Candidature Policy. Candidates should be made aware of any remuneration that would result from such work, any restrictions that apply to the hours or the nature of such paid employment and the advantages and disadvantages of taking part.

### 3.6 Ongoing review of support requirements

#### 3.6.1 Ongoing role of Supervisor and/or Graduate Research Coordinator

Higher Degree by Research candidates are entitled to raise any issues regarding the appropriate level of support for their research with their Primary Supervisor and Graduate Research Coordinator in the first instance, and thereafter to the Head of Academic Unit Annual Review of Progress.

Before every Annual Review of Progress meeting, Higher Degree by Research candidates should review their needs with their supervisory team, including the forms of support and resources that are required and available to conduct the candidate’s project. Any additional resources required, and any complaints about non-compliance with this Policy should be reported at this time and appropriate strategies devised for meeting resource needs agreed at the Annual Review of Progress meeting.

#### 3.6.2 Ongoing monitoring by the Office of the Dean of Graduate Research and Graduate Research Coordinators

Graduate Research Coordinators should monitor the implementation of this Policy across Academic Units. To this end, Graduate Research Coordinators should compile a list of any complaints of non-compliance with this Policy made during Annual Review of Progress meeting and report on these, indicating what action was taken, to the Dean of Graduate Research on an annual basis. The Office of the Dean of Graduate Research should conduct a biennial survey of student satisfaction with facilities and resourcing for Higher Degree by Research candidates to supplement the information collected from the Annual Review or Progress meetings.

### 3.7 Complaints, grievances and resolving difficulties

#### 3.7.1 General

Where possible, candidates should work with their supervisor(s) to resolve difficulties as soon as they arise during their candidature.
Where a Candidate has been unable to resolve a problem(s) with their supervisor(s), they should continue to seek to resolve the problem(s) by working with the following people in the order presented:

1. Graduate Research Coordinator
2. Head of Academic Unit (or equivalent)
3. Executive Dean

If a Candidate is still unable to resolve the problem(s) they can make a formal complaint under Ordinance 8 – Student Complaints through the Dean of Graduate Research following the procedure outline on the student complaints website.

### 3.7.2 Prevention of Inappropriate Behaviour, Harassment and Discrimination

The University is committed to the provision of a working, research and learning environment that is free from harassment and unlawful discrimination, and a culture where all members of the University community are treated with dignity, courtesy and respect. The University Behaviour Policy outlines these commitments and expectations. Contact Officers (CO’s) are appointed and trained under this policy to provide a first point of contact for persons wishing to discuss how to have a complaint dealt with in accordance with University policy and procedures. For more information refer to the University Behaviour Policy and Procedure.

### 4 Responsibilities

#### 4.1 The Dean of Graduate Research is responsible for:

- ensuring candidates are supported with sufficient resources and infrastructure to assist them to undertake their research and
- assisting Higher Degree by Research candidates with University complaints procedures.

#### 4.2 Executive Deans are responsible for:

- the strategic management of financial, supervision, and infrastructure resources as per the Academic Structures Policy, Delegations Policy and Schedules.

#### 4.3 Heads of Academic Units (or equivalent) are responsible to Executive Deans for:

- the administration of the Academic Unit including planning, budget, strategy, human resources and performance as per the Academic Structures Policy, Delegations Policy and Schedules.

#### 4.4 Graduate Research Coordinators are responsible for:

- Working with Heads of Academic Unit to ensure that the Academic Unit policies and procedures, including space, resources and facilities meet minimum standards in accordance with this Policy and section 3.2.3 of the Higher Degree by Research Graduate Research Coordination Policy.
4.5 Higher Degree by Research Candidates are responsible for:

- taking part in opportunities at the University to develop skills and knowledge that complement their research
- being active participants in research seminars and other research engagement activities
- raising issues regarding the appropriate level of support for their research with their supervisory team especially where those issues impact on the timely completion of their degree.

5 Definitions and Acronyms

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<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
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<tr>
<td>Annual Review of Progress</td>
<td>An annual meeting to review a Higher Degree by Research candidate’s academic progression against agreed milestones.</td>
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<td>Candidate</td>
<td>A person enrolled at the University as a candidate for a Degree.</td>
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<td>Candidature</td>
<td>The status conferred on a person who is enrolled as a Candidate under Rule 4.</td>
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<td>Candidature Management Advisors</td>
<td>a designated member of Research Services staff tasked with providing administrative assistance to the Graduate Research Coordinators.</td>
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<tr>
<td>College</td>
<td>means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College</td>
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<td>Dean of Graduate Research</td>
<td>The Dean of Graduate Research is the person who has responsibility for:</td>
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<td></td>
<td>• establishing the academic framework for research training at the University; and</td>
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<td></td>
<td>• for working with Faculties and Institutes to ensure the University maintains appropriate standards for research training at the University (including admission, appropriate infrastructure, supervision and examination).</td>
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<td>Executive Dean</td>
<td>means: (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College.</td>
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<tr>
<td>Graduate Research Coordinator</td>
<td>an academic staff member who oversees Candidature supervision within an Academic Unit in consultation with the Head of Academic Unit.</td>
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<td>Head of Academic Unit</td>
<td>means the head of the relevant Academic Unit</td>
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Maximum Degree Period

As per Clause 11 of Rule 4:

- **Doctor of Philosophy**: 4 years Full Time or equivalent Part Time.
- **Professional Doctorate**: the maximum Degree Period as approved by Academic Senate and set out in the applicable the University course and unit handbook.
- **Master Degree (Research)**: 2 years Full Time or equivalent Part Time.
- **Joint/Cotutelle Doctoral Degree**: the maximum degree period as specified in the Candidate Agreement.

Primary Supervisor

The Supervisor who is primarily responsible for ensuring that all administrative and regulatory requirements prescribed for Candidates are met.

Research Degrees Committee

means the committee responsible for providing advice to the Research College Board on matters related to Higher Degrees.

Supervisory Team

As defined in the Higher Degree by Research Supervision Policy a supervisory team consists of

- a Primary Supervisor;
- at least one co-supervisor; and
- a maximum of four supervisors.

University

Unless otherwise stated all references to the University mean the University of Tasmania.

6 Supporting Documentation

- Higher Degree by Research Minimum Infrastructure and Resources Procedure
- Higher Degree by Research Supervision Policy
- Higher Degree by Research Supervision Procedure
- Work Health and Safety Policy
- Higher Degree by Research Candidates with a Disability or Mental Condition Support and Resources Guidelines
- Guidelines for the Use of Screen Based Equipment
- Responsible Conduct of Research Policy
- Managing Allegations of Research Misconduct Procedure
- Research Ethics Policy
- National Statement on Ethical Conduct in Human Research (2007)
- Gene Technology Policy
- Minimum Standard- Field Activity
- Records Management Policy
- Academic Structures Policy
- Delegations Policy and Schedules
7 Acknowledgements and references

7.1 Acknowledgements

This policy draws upon and has been structured along the same lines as the University of New South Wales Facilities and Resources to Support Higher Degree by Research Candidates Guideline; it has also been developed with reference to the DDOGs Principles of Best Practice in Graduate Research and the CAPA report on the Research Education Experience.

Relevant policies and procedures from a range of other Australian universities were reviewed and related policy documents from the following universities are gratefully acknowledged:

- University of Canberra
- RMIT
- University of Melbourne
- University of Queensland
- University of Western Australia

7.2 References


Denholm, C. and Jones, B. (eds) 2007 Supervising Doctorates Downunder: Keys to Effective Supervision in Australia and New Zealand, ACER Press

8 Versioning

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<td>Current Version</td>
<td>Version 3- Higher Degree by Research Minimum Infrastructure and Resources Policy; approved deemed minor alterations January 2019</td>
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