Infrastructure Provision for Higher Degree Research candidates

These guidelines are consistent with MOPP H/1.2 Space management and provide an overview of the infrastructure that is provided routinely to Higher Degree Research candidates who conduct their research on-campus or at an approved external, QUT endorsed facility.

As appropriate the faculty and/or supervisory team will discuss this framework, or the specific Faculty, School, Centre and/or Institute policy arising from it, with each prospective and currently enrolled candidate. Regular monitoring and negotiation in light of changing needs of particular candidates would be anticipated, and such processes may result in relocation of candidates; such relocations will not be made without appropriate consultation with associated parties (administration officers, supervisors, candidates).

SPACE MANAGEMENT - NON-LABORATORY POSTGRADUATE RESEARCH SPACE

Non-laboratory work space for higher degree research (HDR) candidates is allocated to the executive dean of faculty or institute director for management within their organisational area. Faculties and institutes are responsible for the provision of non-laboratory postgraduate work space, equipment and associated resources, including the provision of any furniture additional to the original allocation.

Higher Degree Research candidates who are currently enrolled full-time, campus based will normally be provided with access to suitable workspaces, including both shared and dedicated workstations, in order that:
- the changing needs of individual students are met; and
- an average utilisation rate of 60% is achieved for all HDR workstations.

To assess individual candidate's needs and to ensure optimal utilisation of HDR work spaces, faculties and institutes are responsible for undertaking the following space management practices:
- HDR work spaces are managed at the faculty/institute level rather than at the school or discipline level.
- The allocation of work spaces to HDR candidates is reviewed by faculties and institutes through a simple space assessment based on physical audits of each work space and consultation with candidates and supervisors in relation to their changing requirements. It is anticipated that regular monitoring of HDR work spaces and the changing requirements of particular candidates may result in changes to space allocation. Such changes will also require appropriate consultation with relevant stakeholders (administration officers, supervisors, candidates, etc.)
- Space requirements of higher degree research candidates must be identified in each faculty or institute's annual planning process and in any external grant proposals so as to inform space planning.
- Any requests for additional HDR work spaces are to be submitted by the faculty/institute to the University's Space Planning Group for consideration. Such submissions must include a copy of the faculty or institute's HDR work space assessments as supporting evidence.

Where a faculty or institute chooses to provide workstations for coursework postgraduate or honours students this must be accommodated within the existing allocation of postgraduate space. HDR candidates who are placed in or share staff workspace accommodation must be prepared to relocate if the workspaces are required for new academic or professional staff.

OFF-CAMPUS AND PART TIME

Where a student is studying off-campus or part time, such that they relinquish access to on-campus office facilities as described above, they may be assisted to secure enhanced telecommunications facilities in their off-campus study location. They are also required as part of the application process for external enrolment to secure memoranda of understanding regarding external supervision and external organisational support to ensure that they have appropriate infrastructure provisions. This may include financial assistance from the School/Centre/Faculty/Institute towards appropriate computing and network infrastructure, information technology support, and telephone facilities of the standard described in this statement. Such assistance will be within the limits of Faculty policy on financial support for higher degree research (HDR) candidates and is to be agreed in writing.

FACILITIES

Each enrolled, campus based HDR candidate may negotiate as required a level of access to:
- photocopying facilities, this may include an account for photocopying within university libraries; information technology support and school/centre/institute technical support;
- a telephone;
- postage and courier;
- an on campus mailing address;
- stationery;
- funds to cover expenses arising from field work, experiments, data collection and conference attendance, which may not reasonably be expected to be covered by research grants of supervisors;
- tea/common room (where available);
- wash room;
- full library services including access to specialist librarians including Australian and overseas interlibrary loans.

Access to these services shall respond to the potentially dynamically changing needs of HDR candidates depending on their current status (eg. full and part-time; on and off campus) and should normally be provided on a 24 hour basis for the entire year excluding periods when the University is officially closed. Costs associated with the conduct of the research, including funding of the above services shall be regularly reviewed and monitored by the candidate and their supervisory team and met by the School/Centre/Faculty/ Institute or external funding source as appropriate. Faculties will be asked to confirm appropriate infrastructure support can be provided as part of the sign off for admission and for critical milestones during candidature.

STUDY ENVIRONMENT

All on-campus HDR research candidates shall be accorded a study environment where work areas:
- meet health and safety regulations;
- are suitably insulated from noise;
- are accessible to ancillary facilities;
- provide secure 24 hour extended access;
- are free of discrimination on the basis of age, gender, race, religious affiliation and sexuality; and
- are free of harassment.

Related Services:
➢ Grievance/Complaints Handling: http://www.mopp.qut.edu.au/E/E_09_02.jsp
➢ Research Student's Orientation and Induction: https://wiki.qut.edu.au/display/rst/Orientation
➢ Research Training/development opportunities for staff and HDR candidates: https://wiki.qut.edu.au/display/rst/Research+Students+Training+Resources
➢ QUT Policies and Procedures: http://www.mopp.qut.edu.au/

Approval & modification history

DATE	AUTHORITY	DETAILS
June 2016	QUT Research Degrees Committee	Revision of guidelines to align with MOPP H/1.2

Responsible Officer: Research Degrees Committee Secretary