

Guidelines for Essential Facilities and Research Support 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.

1. Essential Facilities Provided by Schools

- 1.1 A student's school will ensure that the student is provided with adequate access to supervision.
- 1.2 Students will be provided access to a desk, chair and adequate storage space for books, reference materials, etc. Such space may be shared and made available during the most appropriate times for student access.
- 1.3 In accordance with the requirements of a project's data management plan or ethics requirements, a student's school will provide eligible students with lockable storage space.
- 1.4 A student's school will ensure that the student has adequate and appropriate after-hours access to relevant on-campus facilities.
- 1.5 A student's school will ensure that the student has access to a computer and printer with appropriate basic software to allow satisfactory progress in the research program. Such resources may be shared.
- 1.6 A visiting student's school will ensure that the visiting student has appropriate access to essential facilities.

2.0 Research Support Fund

- 2.1 The University will provide funds to assist HDR students with research and fieldwork expenses. These funds are administered by the Graduate Research School.
- 2.2 HDR courses are broadly classified, based on field of education, in the categories of high and low cost research.
 - 2.2.1 For HDR students enrolled at Curtin Bentley in high cost courses, support up to \$4,000 is allocated at Milestone 1 for Doctoral students and \$2,000 for Masters by Research students. A further allocation of up to \$4,000 for Doctoral students and \$2,000 for Masters by Research students is available at Milestone 2.

- 2.2.2 For HDR students enrolled at Curtin Bentley in low cost courses, support up to \$2,800 is allocated at Milestone 1 for Doctoral students and \$1,400 for Masters by Research students. A further allocation of up to \$2,800 for Doctoral students and \$1,400 for Masters by Research students is available at Milestone 2.
- 2.2.3 For students enrolled at Curtin Sarawak the respective allocation is MYR \$4,000/ MYR \$2000 per allocation for high cost courses and MYR \$2,800/ MYR \$1,400 per allocation for low cost courses.
- 2.3 Students will need to refer to the *Research Support Reimbursable Items List* to familiarise themselves with the constraints of the funding available before lodging a reimbursement claim.
- 2.4 Students can use their research support fund to support travel related to student internships or visiting positions at other universities. The internship or visiting position must be directly related to the student's research project and be for the purpose of advancing that study. Evidence of the supervisor's support and host institution's support should be submitted at the time of the claim. Funds can be used to contribute to the cost of an economical return airfare, accommodation and 'desk costs' at the host institution. Enrolment fees are not eligible for reimbursement. Food, beverage and other incidental costs will not be covered.
- 2.5 Advance claims on allowances yet to be accrued will only be considered in exceptional circumstances.
- 2.6 Students must use Concur to claim reimbursements.
- 2.7 Students without an Australian bank account will not have access to Concur. These students will submit a Research Support Fund Application, available at <http://students.curtin.edu.au/essentials/higher-degree-by-research/hdr-forms/>, to claim a reimbursement.
- 2.8 A student's allowance will roll-over.
- 2.9 All fieldwork related travel funded by the Research Support Fund will be completed prior to Milestone 3. Students will adhere to Curtin's Travel Policy, and all travel will be coordinated with a Curtin Travel Facilitator.
- 2.10 Reimbursement claims will normally only be considered where the claim is submitted within 90 days of the date that the expenditure was incurred.
- 2.11 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.

3.0 Support for Conference Attendance and Mobility

- 3.1 For Doctoral students enrolled in a thesis program up to \$2,500 (or MYR \$2,500 for Curtin Sarawak students) is available to support participation in a national or international scholarly conference or conferences. Normally (but not always) students will have completed Milestone 2 prior to attending a conference.
- 3.2 To be eligible for conference support students must be presenting a research paper based on their HDR research at the conference.
- 3.3 The conference must be completed and all conference related travel must be completed prior to course completion. Claims for costs cannot be submitted after a student has completed the course.
- 3.4 Funds can be used to contribute to the cost of an economical return airfare, accommodation, conference registration fees and related travel costs. Food and beverage costs and other incidental costs will not be covered.
- 3.5 Students will adhere to Curtin's Travel Policy, and all travel will be coordinated with a Curtin Travel Facilitator.
- 3.6 Students can use their conference allocation (as well as Research Support Fund) to support travel related to student internships or visiting positions at other Universities. The internship or visiting position must be related directly to the students PhD study and must be for the purpose of advancing that study. Evidence of the supervisor's support and host institution's support should be submitted at the time of the claim. Funds can be used to contribute to the cost of an economical return airfare, accommodation, and 'desk costs' at the host institution. Enrolment fees are not eligible for reimbursement. Food and beverage costs and other incidental costs will not be covered.