

# Guidelines for Essential Facilities and Research Support for Higher Degree by Research (HDR) students

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This guideline details the parameters of the University's provision of essential facilities and the allocation of Research Support Funds to HDR students.

## 1. Essential Facilities Provided by Schools

- 1.1 A student's enrolling school will ensure that the student is provided with adequate access to supervision for the duration of their HDR enrolment.
- 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 enrolling school will provide eligible students with lockable storage space.
- 1.4 A student's enrolling school will undertake their best endeavor to ensure that the student has adequate and appropriate after-hours access to relevant on-campus facilities.
- 1.5 A student's enrolling 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.

## 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 A portion of the funding amount allocated per enrolled HDR student may be used by the enrolling school on behalf of the student to contribute to the cost of providing research support resources and other discretionary matters in addition to the essential facilities. The school will make best endeavors to advise students in such cases. The remaining funds will be made available to the student and administered by the Graduate Research School.
- 2.3 HDR courses are broadly classified, based on field of education, in the categories of high and low cost research. The following amounts are relevant for HDR students at Curtin Bentley that enrolled into their course from 1<sup>st</sup> July 2019 onwards.

HDR Course	High Cost	Low Cost
Doctoral	\$3325	\$2275
Master of Philosophy	\$1662.50	\$1137.50

- 2.3.1 The first allocation is available at completion of Milestone 1 and the second allocation is available at Milestone 2.
- 2.3.2 For students enrolled in the Master of Research course (MRes) will receive \$750 on completion of Milestone 3.
- 2.3.3 For students enrolled in a Joint Award they are assessed on a case by case basis. Students may be entitled to receive research support funds on a pro-rata rate aligned to the amount of time spent on campus at Curtin Bentley.
- 2.3.4 Research Office at Curtin / Graduate Research School funded stipends for HDR students linked to successful research projects and programs (Grants/CRE etc.) are not eligible for Research Support Funds – the research consumables will be expected to come from the grant funds and will be administered by the enrolling school according to the funding obligations.
- 2.3.5 For students enrolled at Curtin Sarawak the respective allocation is listed in the table below

HDR Course (Miri Sarawak)	High Cost	Low Cost
Doctoral	MYR \$3325	MYR \$2275
Master of Philosophy	MYR \$1662	MYR \$1137.50

- 2.4 Students will need to refer to the *Research Support Reimbursable Items List* to familiarize themselves with the items permitted for claiming against their research support fund allocation before lodging a reimbursement claim.
- 2.5 Students can use their research support fund to support travel related to student internships or visiting other universities as a visiting scholar. The internship or visiting scholar opportunity must be directly related to the student's research project and be for the purpose of advancing that study.
  - 2.5.1 Evidence of the supervisor's support and host institution's support should be submitted at the time of the claim related to travel.
  - 2.5.2 Funds can be used to contribute to the cost of a 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.
  - 2.5.3 All fieldwork related travel funded by the Research Support Fund will be completed prior to Milestone 3
  - 2.5.4 Students will adhere to Curtin's Travel Policy, where all travel will be coordinated with a Curtin Travel Facilitator.
- 2.6 Students are only permitted to use 50% of their allocated Research Support Funds

to top up their mobility funds for the permitted purposes of travel.

- 2.7** Cash advances to cover the cost of permitted research support expenses will only be considered in exceptional circumstances.
- 2.8** Students are required to ensure expenses are permitted for claims prior to expenditure and must use Concur to claim reimbursements for expenses.
- 2.9** Students without an Australian bank account will not have access to Concur. These students will submit a [Research Support Fund Application](#), to claim a reimbursement.
- 2.10** A student's allowance will roll-over.
- 2.11** Reimbursement claims will normally only be considered where the claim is submitted no later than 90 days after the date that the expenditure was occurred.
- 2.12** 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. Students may claim reimbursement of permanent thesis printing/binding up to 6 months after they've been passed/approved to graduate.

### **3.0 Mobility support funding**

**3.1** To be eligible for Mobility funding students must:

3.1.1 Submit a mobility plan as part of their Milestone 2 application at the latest that is endorsed by the student's Thesis Committee. This should be reviewed within the student's enrolling School as part of the Milestone 2 application review.

- A Mobility program must be planned, clearly organized and must extend the candidate's research training experience.

3.1.2 Students must complete their Mobility Program prior to their Milestone 3 due date.

3.1.3 Where the candidate is visiting an institution, laboratory or undertaking a visiting position in an industry setting, a letter of invitation must be provided to the Graduate Research School when applying for the Mobility funding. The letter of invitation must set out the dates that the student will be visiting and the support that will be available at the visiting institution/lab and any associated costs.

3.1.4 Complete any applicable Work Integrated Learning / Fieldwork / Curtin travel forms covering risk assessments.

**3.2** Students on Conditional Status will only have a Mobility Program supported in exceptional circumstances.

**3.3** For Doctoral students enrolled in a thesis program up to \$2,500 (or MYR \$2,500 for Curtin Sarawak students) is available to support their mobility program. This amount may increase at the discretion of the ADVCRE for strategic projects.

- 3.4** For Master of Philosophy students who enroll from January 1<sup>st</sup> 2020, they will be eligible for \$1000 Mobility funding to support their mobility programs.
- 3.5** Doctoral and Master of Philosophy students can use up to 50% of their Research Support Fund allocation to support their mobility program where approved by the Thesis Committee. These funds will then be subject to the same limitations of the Mobility funds.
- 3.6** Students transferring from a Master of Philosophy to a Doctoral program will only have a maximum of \$2500 mobility funding during their enrolment, if approved by the Thesis Committee.
- 3.7** Students that are undertaking fieldwork may combine aspects of their mobility program and fieldwork program to save on travel costs.
- 3.8** A mobility program **MUST** be directly aligned to the student's research training program and can include any, or a combination of the following (with approval from the Thesis Committee):
  - 3.8.1 Participation in a scholarly conference
  - 3.8.2 Participation in a workshop
  - 3.8.3 A visiting position at a research institution or laboratory
  - 3.8.4 A visiting position within an industry setting
  - 3.8.5 Visiting one of Curtin's offshore/partner campuses
- 3.9** Claims for mobility costs cannot be submitted after a student has completed the course.
- 3.10** Funds can be used to contribute to the cost of a return airfare, accommodation, conference registration fees and related travel costs. Food and beverage costs and other incidental costs will not be covered.
- 3.11** Students will adhere to Curtin's Travel Policy, and all travel will be coordinated with a Curtin Travel Facilitator. Approvals for support may be revoked if circumstances change in regards to travel purpose, thesis progression and travel risks.