

Guidelines for Essential Facilities and Research Support for Higher Degree by Research Students

Higher Degree by Research Students

These guidelines detail 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.

These Guidelines should be considered in conjunction with Higher Degree by Research Policies and Procedures. These documents are available on the [Compliance, Legislation and Policy website](#).

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 appropriate software to allow satisfactory progress in the research program. Such resources may be shared.
- 1.6 A student's school will ensure that the student has access to a printer and will cover necessary printing costs to allow satisfactory progress in the research program.
- 1.7 A visiting student's school will ensure that the visiting student has appropriate access to essential facilities.
- 1.8 All facilities, equipment, consumables and computing resources remains the property of Curtin. Any unspent allocation of Research Support Funds or Mobility Support remains with, or must be returned to the Graduate Research School.

2. Research Support Fund (RSF)

2.1 Eligibility

- 2.1.1 The University will provide an allocation of funds to assist HDR students enrolled at one of Curtin's Australian campuses with research and fieldwork expenses. These funds are administered by the Graduate Research School and distributed as follows:
 - 2.1.1.1 For HDR students enrolled in high cost courses, support up to \$3,325 is allocated following the successful completion of Milestone 1 for Doctoral students and \$1,660 for Masters of Philosophy students. A further allocation of up to \$3,325 for Doctoral students and \$1,660 for Masters of Philosophy students is available following the successful completion of Milestone 2. A student's allowance will roll-over.
 - 2.1.1.2 For HDR students enrolled in low cost courses, support up to \$2,450 is allocated following the successful completion of Milestone 1 for Doctoral students and \$1,225 for Masters of Philosophy students. A further allocation of up to \$2,450 for Doctoral students and \$1,225 for Masters of Philosophy students is available following the successful completion of Milestone 2. A student's allowance will roll-over.
- 2.1.2 Students enrolled at Curtin's international campuses may be provided support by the administration of their campus.

2.2 What can RSF be spent on?

2.2.1 Students who receive an RSF allocation can use this to support their research and mobility costs (see section 3 for more details on mobility). At all times, it is the student's responsibility to ensure that they only use their RSF allocation to support their HDR research and maintain appropriate expenditure records and receipts.

2.2.2 Eligible Research Costs include:

Research related travel expenses

(Concur narration: e.g., "Travel for fieldwork" or "Travel for training")

Depending on the student's project design (as approved at Milestone 1), some HDR students will be required to undertake travel for fieldwork, to access specialist labs or equipment or to access specialist training. Travel may be eligible for reimbursement subject to the following conditions:

- All travel must comply with Curtin's Travel Procedures for Students. Notably, flights must be booked through a Curtin Travel Facilitator in order to be eligible for funding and travel approval must be obtained prior to the travel taking place. It is strongly suggested that travel is arranged at least 60 days prior to the departure date. Travel requests that are lodged retrospectively will not be approved for reimbursement.
- Accommodation may be booked by a Curtin Travel Facilitator or may be booked by the student themselves. Accommodation should be booked with a registered provider (e.g. hotel, motel, backpackers), except in circumstances where this is not practical.
- For travel for fieldwork and data collection, Milestone 1 approval, as well as any required Ethics approval, must be obtained prior to travel for fieldwork and data collection.
- Travel for training / workshops (i.e. specialised courses or training for specific data collection/ handling/ analysis techniques) may be eligible for reimbursement where the course is considered by the supervisory team as beneficial to enabling the candidate to conduct the approved research project. Where required, such travel will normally (but not always) occur prior to Milestone 2.

Scholarly books / texts

(Concur narration: e.g., "Scholarly book")

- The cost of scholarly books / texts may be eligible for reimbursement if the cost is incurred prior to the student's Milestone 2 due date. Only in exceptional circumstances will students have claims for books/ texts approved after their Milestone 2 due date.

Thesis production costs

(Concur narration: e.g., "thesis production: editing")

- The costs of engaging an external party to proofread a thesis, or part of a thesis, can be reimbursed if undertaken in accordance with the provisions set out in the Guidelines for Thesis Preparation and Submission.
- As a guide, the costs for thesis editing are normally \$1,000 to \$2,500 for more complex works.
- Students are strongly discouraged from sending their work to online editing services.

Research participant time/ cost reimbursement

(Concur narration: e.g., "Research participant reimbursement: Coles Myer vouchers")

- Any expenditure on reimbursing research participants for their time or costs incurred to participate in the approved research project requires Ethics approval. If the expenditure has ethics approval, a claim may be submitted to Concur.

Creative production costs

(Concur narration: e.g., "Creative production costs: art supplies")

- Art and design equipment and supplies (inclusive of set design, technical support, post-production and editing, studio hire, film and developing, exhibition space hire) are eligible for reimbursement where required for the approved research project.

Journal paper publication costs (including open access costs)

(Concur narration: e.g., "Journal publication cost")

- Publication costs for journal papers may be eligible to be supported by the RSF when:
 - The journal article reports on the results of the student's HDR research.
 - The student is the first named and the corresponding author, and Curtin is the student's only named affiliation on the paper.
 - The journal is a well-regarded scholarly peer reviewed journal, and the publication is supported by the supervisors.

Transcription and translation services

(Concur narration: e.g., "Transcription services")

- The cost of transcription and / or translation of data is reimbursable where the student has specified the use of these services in their approved project.
- The cost of textual translation may be reimbursed where this is required for the research project.

Other miscellaneous costs

(Concur narration: e.g., "Miscellaneous: safety equipment" or "Miscellaneous: dictaphone") includes:

- Safety equipment (project specific and not provided by the enrolling school)
- Data sets (including panel data) not already available in the University for use by the student (data purchased using RSF remains the property of Curtin University) and may be used by others within the University.
- License to access databases or archives where these are not already held by Curtin
- License to access software (or software when a license is not an option) which is required for the research when not already available at Curtin
- Dictaphones and other data recording devices (including for images) where required for interviews where interviews are an approved data collection method for the study.
- Lab consumables purchased through an approved University provider (where not provided by the Enrolling school).

2.2.3 Not all research cost can be supported by the RSF. RSF is provided to support students with their data collection (including required specialised training), data analysis and thesis preparation. Schools are to provide essential facilities including adequate access to computers and appropriate basic software, a workspace and telephone. While there is considerable flexibility regarding the types of expenses that can be supported, the following **will not be funded**:

- Computing expenses including personal computer or laptop, computer hardware, computer accessories, basic software, mobile devices, data storage, tablets and cameras.
- Costs relating to family travel and incidentals.
- Costs for travel related to supervisor meetings or to access Curtin's campuses or facilities.
- Costs of obtaining travel visas.
- Professional association membership fees (unless this is included in a conference registration fee/ or is purchased for the purpose of lowering the conference registration fee).
- Home internet or telephone access.
- HDR student parking costs incurred on a Curtin campus.
- Personal living expenses (e.g. home rent, private car costs)
- Food or catering cost, including costs incurred while traveling for fieldwork or to attend a conference. Reimbursement for food items will only be considered where the food items are the subject of the research project. Catering for meeting will not be reimbursed.
- Supervisor or mentor time.
- Mileage.
- Laboratory equipment.
- Journals and books available through the library or interlibrary loan.
- Local consumables and lab expenses, including printing costs. These are to be covered by the Enrolling School.
- Stationery is to be provided by the Enrolling School.
- Fines for library, parking or other.

- Student Services Amenities Fee (SSAF).
- Graduation expenses.

2.3 Submitting a Claim

- 2.3.1 Students must use Concur to claim reimbursements. Students without an Australian bank account will not have access to Concur. These students will submit a Research and Fieldwork Expense Application.
- 2.3.2 Students must use a Concur narration to narrate each item that is claimed. Students also need to submit an appropriate and legible tax receipt to support their claim. Advance claims on allowances yet to be accrued will be considered if supported by the Principal supervisor.
- 2.3.3 Cash advances may be available for expenses and should be negotiated with the Graduate Research School.
- 2.3.4 All fieldwork related travel funded by the RSF must be completed prior to the student's Milestone 3 due date.
- 2.3.5 Reimbursement claims should normally be submitted within 90 days of the date that the expenditure was incurred.
- 2.3.6 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. Any claims for final thesis editing or permanent binding can be submitted up to six (6) months after course completion.

3. Support for Mobility (Internships, Visiting Positions or Conferences)

- 3.1 Doctoral students, who have achieved Milestone 1, will be allocated up to \$2,500 to support mobility costs (internships, visiting positions or conferences).
- 3.2 Masters of Philosophy students enrolled after 1st January 2020 who have achieved Milestone 1, will be allocated \$1,000 to support mobility costs (internships, visiting positions or conferences).
- 3.3 In addition to the mobility support, HDR students may use up to 50% of their RSF allocation to support costs associated with mobility.
- 3.4 If a student uses their RSF allocation to support mobility, no more than \$1000 of their RSF allocation can be spent on conference attendance.
- 3.5 To be eligible for reimbursement of costs to attend a conference, the student must be presenting a research paper based on their HDR research or be participating in a scholarly panel at the conference. Funding must only be used to attend reputable and scholarly national or international conferences, and the academic standing of the conference must be confirmed by the Principal supervisor or an appropriate alternative.
- 3.6 Students must complete their mobility program before milestone 3 due date. Conference costs eligible for reimbursement are 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.
- 3.7 To be eligible for reimbursement for costs related to an internship or visiting position, the internship or visiting position must be related directly to the student's PhD study and 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. During the internship or visiting position, the student must be enrolled in their course on a fulltime basis. Mobility funds can be used to contribute to the cost of an economical return airfare, accommodation, internal travel 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.
- 3.8 Overtime students are not eligible for mobility support.

RELATED DOCUMENTS/LINKS/FORMS

Internal

- [Higher Degree by Research \(HDR\) Student Progression Policy](#)
- [Higher Degree by Research \(HDR\) Student Progression Procedures](#)

External

- [Higher Education Support Act 2003 \(Cth\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)](#)
- [Education Services for Overseas Students \(ESOS\) Act \(Cth\)](#)