

# Procedure 1: Postgraduate Researcher Support and Development

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## 1. OVERVIEW

Resources and facilities to support postgraduate research are provided at both University and School level. The actual level of support provided to individual candidates will be dependent on a range of factors: including discipline and specific approved project requirements; availability of external funding support; location/s in which the research is being conducted and enrolment status of the candidate.

Before approving on-campus admission, the Dean of School (or nominee) must ensure that adequate supervision, facilities and resources are available to support the proposed research project. Where a project is inter-disciplinary in nature and involves cross-school supervision, the provision of facilities and support must be agreed upon by all Deans (or nominees) and recorded on the HDR Assessment Outcome Form.

Before approving online/off-campus admission, the Dean of School (or nominee) must ensure that agreement is reached on the provision of facilities and resources to support the proposed research project and by whom. This must be recorded on the [Off-Campus Doctor of Philosophy Agreement](#).

Support includes, but is not limited to:

- Research support funding;
- Work space and facilities (for on-campus enrolment);
- Library and computing services;
- Orientation, induction and information;
- Researcher and professional development opportunities;
- Supervision.

## 2. RESEARCH SUPPORT FUNDS

2.1 Schools should allocate a budget to support higher degree by research candidates aligned to their School.

2.2 The recommended minimum support funds for the duration of candidature are:

High-cost PhD	\$4,500
Low-cost PhD	\$3,000
High-cost Master by Research	\$2,500
Low-cost Master by Research	\$1,500

*\* High-cost and low-cost is determined by the Department of Education and Training, defined by field of study.*

2.3 Schools should maintain accurate records and a running total of the amount of funding available to each of their eligible candidates. Schools are responsible for advising their candidates of the level of research funding support available, and how applications should be made. This advice should be supplied to candidates at orientation.

2.4 Applications should be made in advance of expenditure, and should contain detailed justification for the planned expenditure. Application forms for research support funding must be endorsed by the candidate's supervisor and submitted to the relevant School Administrative Assistant.

2.3 Research candidates may only apply to access funding after candidature has been confirmed.

2.4 The expenditure of funds must be in line with standard University policies and regulations. All equipment purchased by candidates through the provision of research support funding remains at all times the property of the University and must be returned to the School which provided the funding at the conclusion of the research project.

2.5 It is expected that all Candidates have the opportunity for mobility, which may include:

- Attending and wherever possible presenting at a conference of national or international significance;
- Opportunities to work with world class institutions or industry partners external to Western Australia;

- Professional development or training (as identified through the candidate's learning plan) offered external to Western Australia.
- 2.6 Expenditure of research support funds not related to mobility must directly related to the research project and may include:
- Purchase of equipment;
  - Purchase of consumables;
  - Costs associated with data collection;
  - Office consumables;
  - Business cards identifying the student as an ECU research candidate;
  - Thesis production, editing or binding
- 2.7 Research projects should be budgeted within the scope of research support funding available to candidates. If the research project requires funding in excess of the research support funding, candidates should indicate where the additional funds will be sought from. Shortfalls in funding should be addressed as part of the project risk assessment.

### **3. WORK SPACE AND FACILITIES (For on-campus enrolment)**

- 3.1 Schools should allocate a work space on campus for the purpose of desk-based research and writing. Priority is given to full-time on-campus students. Part-time and off-campus students will be expected to share work spaces.
- 3.2 Work spaces should contain desks, chairs, bookcases, lockable filing cabinets, computers equipped with appropriate software and Internet access, and access to printer/copier. With due regard to ethics requirements, candidates should be given access to an individual lockable cupboard or filing cabinet and, in special cases, a secured computer.
- 3.3 Where possible, the University should provide some private study spaces for candidates engaged in research of a confidential or sensitive nature, and should maintain some private study offices for research candidates in the writing-up stage of their degrees.
- 3.4 With appropriate School approval, access to work spaces may be provided on a 24-hour basis, subject to compliance with relevant University Occupational Health and Safety policies.
- 3.5 Schools provide candidates access to specialised facilities, equipment and services such as laboratories, glass and shade houses, rehearsal spaces, exhibition spaces, studios, computer laboratories, boats, and 4WD vehicles, and technicians as deemed necessary based on the research project and stage of candidature.

### **4. LIBRARY AND COMPUTING SERVICES**

- 4.1 Higher degree by research candidates should have access to consultation with a subject specialist librarian and ongoing assistance as required; an orientation to library services; tutorials and training on using information sources relevant to the students particular area of study; access to information services from other libraries (negotiated agreement required), such as inter-library loan and document delivery services and the Libraries Australia Reciprocal Agreement.
- 4.2 Research candidates will be able to use University licensed software on university owned computers and may use some software on personal computers where the license permits. Candidates will need to confer with their School for specialist software such as MATLAB, Autocad and Sigmaplot.

### **5. INDUCTION AND INFORMATION**

- 5.1 During provisional candidature, all candidates must complete the online Graduate Research Induction Program (GRIP) provided by the Graduate Research School, which includes training relating to the Australian Code for the Responsible Conduct of Research, research ethics and integrity, the confirmation of candidature process, conducting a literature review and research methodology. The Graduate Research School will hold face-to-face induction sessions for commencing higher degree research candidates to provide information on centrally provided support and services.
- 5.2 Schools will hold an induction session for commencing higher degree by research candidates which will include information about School provided support and services, familiarization with

occupational health and safety requirements, any special discipline requirements of researchers, research centres and Institutes closely affiliated with the School's research areas, and School related procedures and processes relating to research candidates.

## **6. RESEARCHER AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

- 6.1 The Graduate Research School will provide a semester based calendar of training open to research candidates. Wherever possible, the Graduate Research School will provide workshop materials online for candidates who are unable to attend the face-to-face training.
- 6.2 The Graduate Research School will provide online resources through its Blackboard site.
- 6.3 Research Centres and Institutes provide seminars and other researcher development opportunities.
- 6.4 Specialist areas will provide seminars and other researcher support. This includes research and writing consultants in Centre for Learning and Teaching and the Library.
- 6.5 Where Schools or research centres seek to employ research assistants or sessional academics, they should wherever possible, support and encourage the employment of higher degree by research candidates from Edith Cowan University. Employment opportunities should be discussed with the principal supervisor and should not impede student progress.