



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

GUIDELINE: SUPPORT FOR HIGHER DEGREE BY RESEARCH STUDENTS

Purpose:	To provide adequate support and resources for Higher Degree by Research [HDR] students in order to attract and retain high quality research students and to ensure timely and successful completions.
Responsible Executive:	Executive Director, Academic Services
Responsible Office:	Research Management Office
Contact Officer:	Manager
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Rationale

The aim of this guideline is to outline the support and resources provided by the University to Higher Degree by Research [HDR] students.

Definition

A Higher Degree by Research [HDR] student is a student enrolled in a PhD, a professional doctorate, or a Masters by Thesis.

Principles

1. Resource allocation to HDR students is an integral component of the University's commitment to quality in research degree programs.
2. Support for HDR students is in the form of infrastructure support and financial assistance.
3. Financial assistance provided to HDR students represents only partial funding of research.
4. Financial assistance is essentially limited to supporting the research component of a student's program, namely the data collection and analysis portion of that research and to presentation of refereed conference papers. Consequently, financial support will generally not be available prior to the submission and acceptance of a research proposal.

Provisions

1. Accommodation/workspace

The Schools of the University provide desk space where possible, normally in a shared environment.

2. Computers and software

Students will have the use of a computer with word processing software and with internet access. Each student will have a University email address.

3. Photocopying

HDR students may apply to use the School's photocopier to the limit imposed by the School.

4. Library Services

Students have full library services available to them. Web access is available, providing students with the capacity to use the library catalogue and electronic databases from off-campus.

Assistance from the Liaison Library is available on request.

5. Teaching

Students may be provided with opportunities to become involved in the teaching activities of the School, at the discretion of the Dean. Where teaching is allocated to a HDR, teaching will not exceed 6 hours per week and will normally be at the tutorial level. Should lecturing duties be involved, the maximum hours per week will not exceed 4 hours.

6. Grants

HDR students are eligible to be awarded a grant to assist with research up to a maximum amount. In normal circumstances, the limits that apply are:

- (a) PhD students are eligible to apply for up to \$3000

- (b) Professional doctorate students are eligible to apply for up to \$2500
- (c) Masters by Thesis students are eligible to apply for up to \$1500

The award of a grant is not an entitlement. The pool of grant funds is a supplementary source of financial support for research. These amounts are subject to adjustment without notice and may be varied at the discretion of the PVC&I or delegate. The financial support is limited to expenses related to:

(a) **Presentation of Conference Papers**

Criteria

1. Acceptance for presentation of a paper, based on research conducted as part of a UNDA research degree, at a research-oriented conference.
2. The conference is a national conference.
3. The student is in the final 'write up' phase of the thesis
4. Support of the application by the principal supervisor
5. Acknowledgement of the UNDA affiliation in the conference paper and any subsequent publication.

(b) **Direct costs of conducting research**

Criteria

1. The costs of research are directly and immediately related to the applicant's UNDA research degree studies.
2. The research proposal has been accepted by the School Research Committee.
3. Support of the application by the principal supervisor.
4. The student is not in receipt of research funding from an industry partner or research grant.

(c) **Fieldwork**

Travel to or from the place/s of research as well as associated living costs.

(d) **Library research**

Literature searches, relevant photocopying, inter-library loans, archival document purchase may be funded.

This category does not provide for the purchase of books or journals.

(e) **Surveys**

Preparation of survey materials and postage may be funded. Data entry may also be funded.

(f) **Data**

Funding may be sought for the purchase of data sets relevant to research.

(g) **Software**

The purchase of specialist software will be considered on a case-by-case basis where required for research. The purchase for software for which the University has a site licence will not be considered. Any software purchased for student use remains the property of the University.

(h) **Thesis editing** (see Guideline: *Editing Support for HDR Students*)

(i) **Research training**

Funding may be provided to attend a research training course, where the University does not provide such training.

(j) Any other reasonable expenditure may be approved by the PVC&I or delegate, on the recommendation of the School Research Committee and the principal supervisor.