UNSW POLICY ON MINIMUM FACILITIES AND RESOURCES FOR POSTGRADUATE RESEARCH STUDY

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Superseded Documents	
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This document has been developed from the Council of Australian Postgraduate Associations' (CAPA) 2004 Statement of Minimum Resources for Postgraduate Study.

1. General Needs

Induction and ongoing training

Appropriate and comprehensive induction is critical to ensuring a good grounding for successful study. After consultation with the relevant postgraduate association, the University should ensure that all postgraduates are provided with a formal induction that covers:

1. Departmental/school/faculty procedures;
2. Access policy;
3. Safety policy;
4. An introduction to departmental/school/faculty staff;
5. Advice on accessing resources within the department, school, faculty and University;
6. Information on using library resources (including virtual resources);
7. Advice on the roles and responsibilities of the supervisor and the candidate;
8. All the information presented in the induction process should be placed on the school and/or University website.

Induction should be provided in the form of ongoing structured training at both the University and department/school/faculty level. In addition to the initial induction training the student should be accorded access to any further development training relevant to their specific needs. This training is to be funded by the University and should include:

1. A guide to preparing a research proposal;
2. Instruction in relevant computer applications;
3. Instruction in relevant research methodologies;
4. Advice on publishing papers; and
5. Guidance on applying for academic and other employment.

Additional induction and ongoing support will be provided to international students to help them familiarise themselves with Australian university culture, including: professional and social networks within the department/school/faculty or discipline; pedagogic norms (in particular the way plagiarism is defined in Australian universities); and assistance in deciding whether they may require additional language support.

Facilities
Each student should have appropriate access to:

1. Photocopying facilities, this should include an account for photocopying within University libraries;
2. Information technology support and department/school/faculty technical support;
3. Tea room;
4. Wash room; and
5. Full library services including Australian and overseas interlibrary loans and prompt access to subject librarians and other library staff.

Access to these services should reflect the needs of on- and off-campus students and full and part-time students. These facilities will be provided at the University's expense.

Study Environment
All postgraduate students will be accorded a study environment. This study environment will meet all legal, University and community standards as regards health and safety and equity and diversity. Each department/school/faculty should state on its own webpages what facilities, services and resources it offers. The statement must be easy to find--preferably through a link from the homepage.

Ancillary Services
Support services are essential to student well-being, and will be available at affordable subsidised rates. The services should be of a uniformly high standard. Such services should include:

1. Child care[1];
2. Refectory;
3. Counselling; and
4. Health

The services, facilities and resources provided to postgraduate students must be clearly stated on the University's website.

2. Individual Needs

The introduction of the Research Training Scheme (RTS) in 2000 has shifted the focus of research education away from content and on to completion. Because the RTS only provides ongoing funding support for postgraduate research places for up to 4 years PhD and 2 years Masters (FTE), CAPA and the UNSW Postgraduate Board believe that the best way to ensure the timely completion of quality research is to ensure that such students are well supported during candidature.

Agreed Support
In the case of research students, the establishment of an agreement between the postgraduate and supervisor will form part of the induction process for all research students. This agreement will include:

1. Any special resources necessary to undertake the project
2. The agreed frequency and duration of meetings between supervisor and student
3. A time-line or plan for the following 6 months

Such agreements should be reviewed every 6 months. During the completion of an annual progress report or similar, the space must be provided for the student to comment on the facilities and resources available to them and supervision.

[1] Recognising that there are resource implications in providing this facility the Postgraduate Board requests that the University develop a timetable for the provision of childcare to all postgraduate students who need this.

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Study Space
Research students generate new knowledge and contribute to the research output of universities. Research students are therefore the junior colleagues of the academic research staff with whom they work. It is appropriate that research students should have exclusive access to (as relevant to area of study):

1. A study space, according to OHS regulations and ASA standards, of no less than 4m2 in floor space that is secure, ventilated, heated, cooled, has suitable lighting, suitable noise levels, offers a level of privacy to work in and has reasonable access to toilets and other amenities.
2. Computing equipment in accordance with UNSW's information technology policy and access to department/school/faculty IT staff when assistance is needed.
3. Access to current research and publishing tools and computer programs
4. Internet access
5. UNSW email account
6. Adequate filing cabinet space that can be locked
7. Adequate book shelving space
8. 1 Desk (no less than 0.5 m2)
9. 1 Table
10. Ergonomic chair

It is also appropriate that research students should have access to equipment, facilities and sufficient space to complete the program of research.

Off-Campus Postgraduate Research Students
Postgraduate research students who have approval to conduct their research from home should be provided with the following facilities and resources:

1. Reimbursement (within reason) for costs associated with internet access and usage. An agreement must be reached with the department/school/faculty to cover these costs.
2. Reimbursement (within reason) for telephone calls associated with research. An agreement must be reached with the department/school/faculty to cover these costs.
3. Reimbursement (within reason) for faxes sent associated with research. An agreement must be reached with the department/school/faculty to cover these costs.
4. UNSW email account.
5. While at UNSW home-based research students should be provided access to
    a. Shared individual spaces consisting of computer with internet access or space for personal laptop to be set up with cables for internet access.
    b. The other resources and facilities listed below

Other Resources and Facilities
The following resources should also be available for activities related to the student's research.

1. Access to a fax machine;
2. Postage;
3. An on-campus mailing address, and
4. Stationery.

These facilities will be accessible for the duration of the research and writing-up components of the candidature and if revision is required after thesis examination.

Further to the resources and facilities listed above, UNSW should also provide:

1. Funds to cover expenses arising from fieldwork, experiments, data collection and conference attendance. (Such funds should be made available on an annual basis, and the amount available to students in a department/school/faculty must be clearly stated on the department/school/faculty web site.) The policy and procedures relating to this funding should be determined by the department/school/faculty, included in the induction process and made available on the web.

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2. Assistance with binding and other services required to produce copies of the thesis.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
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