

Facilities and Resources to Support Higher Degree Research Candidates Instruction

1. Introduction

- 1.1. UNSW is committed to providing all Higher Degree Research (HDR) candidates with access to the facilities and resources needed to
 - meet their individual needs and abilities
 - gain a thorough grounding in their field, and
 - reach their full research potential.
- 1.2. Facilities and resources for HDR candidates include physical/material, social, emotional, and intellectual resources.
- 1.3. This instruction outlines the roles and responsibilities of schools, faculties and UNSW in providing the facilities and resources needed to support HDR candidates.
- 1.4. This instruction should be read in conjunction with the [Higher Degree Research Policy](#).

2. HDR Welcome and Orientation

- 2.1. The Graduate Research School (GRS) delivers a UNSW HDR Welcome and Orientation that provides candidates with information about the following:
 - research integrity, data management and codes of conduct
 - Research Progress Reviews for HDR candidates, and Confirmation of Candidature for doctoral candidates
 - HDR candidature phases and completion timeframes
 - responsible conduct of research and the [UNSW Code of Conduct and Values](#)
 - UNSW's expectations of supervisors and schools/faculties
 - UNSW facilities and support services
 - GRS services
 - [UNSW student complaint procedures](#).
- 2.2. Faculties and schools offer local inductions that complement the GRS Welcome and Orientation with the following information:
 - Discipline-specific facilities and support arrangements (e.g. funding for conferences/travel, HDR seminar programs).
 - Key contacts including the Associate Dean of Research Training (ADRT) or equivalent, the school Postgraduate Coordinator (PGC), and professional staff.
 - Workplace health and safety inductions and training.
 - Faculty, school or discipline-specific expectations regarding the degree and progression.
 - Access to buildings, offices and/or lab spaces.
 - Access to office resources including tea and washroom facilities, consumables, travel, and internet access.
 - Access to school and/or faculty research infrastructure.
 - Support for fieldwork, testing, technical support, statistical services, and equipment access.
 - Mandatory HDR activities and any other school and/or faculty requirements (e.g. seminars, coursework).

- Guidance on how to get involved in the school and/or faculty research culture.
- Support provided by other schools or faculties that may be relevant to candidate's whose research includes interdisciplinary work.

3. Office space and facilities

- 3.1. Candidates are entitled to a comfortable, safe and well-resourced work environment that includes the following:
 - a sole-use desk and ergonomically suitable chair
 - lockable cabinet or other storage space
 - adequate bookshelf space
 - a sole use computer with standard software and internet access
 - printing and photocopying facilities
 - adequate air conditioning (where available), lighting, security and privacy
 - tearoom and bathroom facilities.
- 3.2. If a sole-use desk is not available to every full time HDR candidate, hot-desks should be negotiated between the school/faculty, the supervisor and the candidate.
- 3.3. Part-time candidates should have shared use of a desk and study space.
- 3.4. If a school/faculty is not able to provide appropriate office facilities, all candidates have access to the Postgraduate Study Space at the UNSW Library, Kensington Campus.
- 3.5. Schools and/or faculties should communicate clearly and regularly with HDR candidates about any issues that may affect their candidature. This includes major building works that require candidates to relocate for any period.

4. Project support

- 4.1. Schools, faculties and supervisors work together to ensure that candidates have the support and resources they need to complete their research project. This includes:
 - access to a laboratory, studio, workshop or other workspace necessary for their research
 - equipment such as laboratory instruments and tools
 - access to external or shared research facilities
 - funding for fieldwork, including any associated travel costs.
- 4.2. Candidates should be provided with access to adequate consumables (photocopying, printing) and resources like phone and videoconferencing facilities where needed to conduct their research.
- 4.3. Schools/faculties may provide candidates with after-hours access to their workspace if this meets security and safety requirements. Laboratories at UNSW campuses restrict after-hours access unless an appropriate risk assessment has been approved with a buddy system in place.

5. Information technology (IT) resources

- 5.1. Candidates should have the same level of access to specialised software and computing as UNSW staff.
- 5.2. HDR candidates are entitled to the following IT resources:
 - UNSW email account and data/file storage with remote access
 - UNSW licenced software required for the candidate's research project (e.g. data analysis, thesis publishing, information access)
 - wireless internet access
 - specialised computing equipment/software required for their research (e.g. high performance computing systems, software not provided by UNSW licence agreements)

- 5.3. If a candidate is approved to work away from a UNSW location, they should be given reasonable access to UNSW internet services and other resources needed to support their research while they are away.

6. Publication, professional development and research culture

- 6.1. Sharing research at national and international conferences, publishing in peer-reviewed journals, and producing other discipline-specific research outputs are all important parts of research training and development.
- 6.2. Faculties, schools and supervisors are responsible for supporting candidates to present at conferences and publish their research.
- 6.3. Local funding support for these activities may be supplemented by the UNSW Development and Research Training Grant (DRTG), a GRS grant that provides additional funding for a range of career development activities outlined on the [HDR Hub](#).
- 6.4. Professional development activities are provided at the UNSW, faculty and school level. Opportunities for skills development and involvement in research culture can include:
 - seminars presented by visiting or local academics
 - development and training activities
 - seminars or similar events with opportunities for candidates to present their own work to other researchers in the school/faculty
 - tutoring or other teaching and learning roles (for suitably qualified candidates)
 - workshops on career planning and employability.

7. Library resources

- 7.1. Candidates have the same level of access to Library services as UNSW staff.
- 7.2. Access includes six-month loan periods, Australian and overseas interlibrary loans, online access to academic journals and other digital resources.
- 7.3. Outreach librarians for each faculty are available for consultation about Library services and scholarly collections across disciplines.
- 7.4. Regular workshops for HDR candidates offering guidance on copyright, publishing and open access as detailed on the [Library website](#).

8. Candidate representation

- 8.1. Candidate representation is available through student organisations including Arc@UNSW.
- 8.2. Candidate representatives will be consulted on the development of HDR policies, procedures and instructions through membership on UNSW governance committees including the University Higher Degree Research Committee.

9. Other types of support

- 9.1. UNSW provides candidates with a range of support services and resources:
 - wellbeing and health services
 - careers and employment advice
 - equity and disability support
 - social support through Arc@UNSW
 - English-language skills courses
 - childcare
 - accommodation designed specifically for HDR candidates at a reasonable cost
 - programs and resources provided by UNSW's student support teams.

10. Review of support requirements

- 10.1. Candidates should raise any issues regarding access to facilities and resources with their supervisors and PGC. If further support is needed, they should contact the faculty ADRT or equivalent.
- 10.2. Research Progress Reviews provide an opportunity to review and document a candidate's progress and resource needs, as set out in the [HDR Progression Procedure](#).
- 10.3. If a candidate or supervisor feels that more resources are needed, or that the requirements listed in this instruction have not been met, they should record this in the Research Progress Review form in GRIS. The Review Panel Chair will raise any resourcing needs for discussion and develop a plan to address them.

11. Ongoing monitoring

- 11.1. The GRS works closely with all school and faculties to ensure that candidates are able to access the facilities and resources listed in this instruction, and that they are provided at the highest international standard.
- 11.2. The GRS conducts a biennial survey of candidate satisfaction that covers their access to facilities and resources. UNSW also participates in international candidate satisfaction surveys, include the Postgraduate Research Experience Survey (PRES).

12. Revision history

Version	Approved by	Approval date	UHDRC endorsement	Effective date	Sections modified
1.0	Dean of Graduate Research	28 July 2026	10 July 2026	3 August 2026	This is a new instruction

Effective: 3 August 2026

Responsible: PVCRT & Dean of Graduate Research

Lead: Director, GRS