

ESSENTIAL RESOURCES FOR POSTGRADUATE RESEARCH STUDENTS POLICY 2012

The Deputy Vice-Chancellor (Education), as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 1 December 2011

Signature:

Name: Professor Derrick Armstrong

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1 Name of policy

This is the Essential Resources for Postgraduate Research Students Policy 2012

2 Commencement

This policy commences on 1 January 2012

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

4 Statement of intent

This policy:

- (a) sets out the University's commitment to providing postgraduate research students with the support and resources necessary for them to undertake their research successfully and complete their degrees;
- (b) supports the proper supervision and training of postgraduate research students;
- (c) supports the sustainable and responsible use of resources; and
- (d) provides for shared and equitable access to finite support resources.

5 Application

This policy applies to:

- (a) the University, staff, students and affiliates; and
- (b) all postgraduate research training at the University.

6 Definitions

research student means a person who is currently admitted to candidature in a postgraduate research award course at the University.

7 Supervision

- (1) The supervisory relationship is one of the most important aspects of the higher degree by research experience. Successful completion of postgraduate research degrees is closely related to high quality supervision.
- (2) Every research student must have an appropriately qualified supervisor and associate supervisor.

Note: As at the date of this policy, detailed information about research supervision can be found in [Postgraduate Research Higher Degree Training Supervision at the University of Sydney](#).

- (3) Where possible, aspiring research students should contact potential supervisors before submitting an application for candidature.

Note: As at the date of this policy, aspiring research students can discover research opportunities and connect with potential supervisors through the University's *Research Supervisor Connect* website which can be found at http://sydney.edu.au/future_students/international_postgraduate_research/research_supervisor.shtml

8 Orientation, induction and training

- (1) All research students will have access to suitable orientation and induction events run by the University, faculty, school or department.

Note: As at the date of this policy, guidelines to induction and orientation can be found at: http://sydney.edu.au/graduate_studies_office/students/studentresources/shtml

- (2) The University will provide research students with a *Graduate Studies Handbook*, or equivalent document, which is a convenient source of reference about the requirements for postgraduate degrees, graduate diplomas and graduate certificates at the University.

Note: As at the date of this policy, this document is available at http://sydney.edu.au/handbooks/postgrad_hb

- (3) The University will provide research integrity training.

9 Support services

- (1) The University is committed to ensuring that all research students have sufficient support during their candidature.
- (2) Support resources should be discussed between research students and their supervisors as part of the students' annual progress review. Ongoing discussion and review between the student, supervisor and faculty should also occur as necessary to ensure appropriate resources are available.
- (3) Support resources required for research students will vary according to each individual project, and may vary across the duration of candidature.
- (4) In addition to support services provided by the University, faculties will support research students to connect with the University's research culture, including by:
 - (a) in-house research seminars;
 - (b) project and reading groups; and/or
 - (c) cross-disciplinary opportunities.
- (5) Faculties will determine the training requirements for research students in areas such as statistical methodology, research and writing.
- (6) Concerns about the availability of support resources should, in the first instance, be raised with the supervisor, and then with the school, faculty or the service providing the resource (such as the Library, Student Centre, or other non-faculty service).

10 Provision of infrastructure

- (1) The University is committed to improving the availability of office facilities for all research students.
- (2) Postgraduate research space will be included as a consideration in building planning and through the development of best practises for research student space.
- (3) Faculties are expected to provide research students with:
 - (a) access to appropriate office space that:
 - (i) is safe;

- (ii) complies with occupational health and safety requirements; and
- (iii) meets the recommendations of the Tertiary Educational Facilities Management Association (TEFMA) guidelines on the provision of space for postgraduate research students;

Note: As at the date of this policy, the TEFMA document is available at <http://www.tefma.com/uploads/content/26-TEFMA-SPACE-PLANNING-GUIDELINES-FINAL-ED3-28-AUGUST-09.pdf>

- (b) where possible, a dedicated sole-use desk located in a shared room close to the student's disciplinary area;

Note: The age of many buildings at the University means that not all are able to contain office space that meets accessibility requirements. Students with mobility or accessibility concerns should contact Disability Services to discuss specific needs. As at the date of this policy, Disability Services can be contacted at <http://sydney.edu.au/stuserv/disability/index.shtml>

- (c) office facilities, including:
 - (i) a desk and chair;
 - (ii) lockable storage;
 - (iii) technology access, including access to power and computing resources with network access;
 - (iv) amenities including a tea room, or equivalent, and toilets.
- (d) appropriate work space and laboratory or studio space and equipment, consumables, fieldwork and other costs, with which to conduct research subject to availability. These requirements will vary according to individual projects, and may change across the course of a project. They must be agreed between research student and supervisor at the beginning of the candidature and reviewed at least annually;
- (e) technical support and research and communication tools such as access to the internet, University networks and email
- (f) a reasonable quantity of photocopying and printing; and
- (g) reasonable use of fax, postage and telephones for research purposes, and a University mailing address.

11 Access to work space

Research students should have "after hours" access to offices, laboratories or shared work spaces where security and safety considerations permit. Ideally, this access should be available 24 hours.

12 Working off campus

- (1) Research students on approved leave to conduct research off campus must have reasonable access to University network services and other resources required to support their research and thesis preparation.
- (2) Costs associated with research work off campus should be discussed and agreed with the supervisor and faculty.

13 Conference presentations

- (1) All research students are encouraged to present their work at conferences.
- (2) The University's Postgraduate Research Student Support (PRSS) Scheme is available to assist research students to present and attend at local and international conferences. Applications should be made through the relevant faculty.

Note: As at the date of this policy, information about the PRSS can be found at <http://sydney.edu.au/scholarships/research/prss.shtml>

14 School culture and professional development opportunities

- (1) Research students should be encouraged to engage in and contribute to the professional life and culture of the school wherever possible.
- (2) Schools may offer suitably qualified research students the opportunity to tutor, demonstrate or engage in other professional development activities.

15 Library resources

- (1) Research students will have access to library services, including access to Australian and overseas inter-library loans
- (2) Research students should make effective and efficient use of library resources. This may require participation in general induction sessions and tours, as well as specialist courses run by the University Library. The University Library may also provide personal consultations for research students with faculty liaison librarians.
- (3) All research students are entitled to off-campus access to the University Library's licensed electronic resources.

16 Parking

Research students may apply for parking permits in accordance with the University's parking policy.

Note: As at the date of this policy, information about parking permits can be found at <http://sydney.edu.au/facilities/security/parking.shtml>

17 Working in areas not controlled by the University

Many research students will conduct their research or study in places not controlled by the University, such as clinical schools, other research institutes or workplace, the field or other external organisations. In these cases, control over space, resources or the provision of information technology will be subject to the policies and procedures of the relevant organisation. Students may raise any concerns regarding research or study in places not controlled by the University with their supervisor and faculty.

18 Sustainability

Research students are encouraged to use resources with an awareness of environmental sustainability impacts. For example, students are encouraged to use, read and store materials digitally in preference to photocopying or printing hard copies.

19 Sharing resources

- (1) Support resources must be used effectively and efficiently for the benefit of all research students.
- (2) Shared facilities must not be used in a manner which prevents or discourages other research students' use of them. For example, use of more than the allocated locker or storage space or the permanent occupation of a shared area is not acceptable.

20 Responsible completion

Upon completion of their degrees, research students must:

- (a) leave University workspaces fit for use by others, removing all stored materials, possessions or files; and
- (b) return any equipment or materials loaned by the University promptly.

21 Use of materials, and sanctioned organisations

- (1) Support resources must only be used for the purposes for which they are intended, that is research students' research. They should not be used for unrelated purposes.
- (2) In particular, University resources may never be supplied to persons or organisations the subject of sanctions by the United Nations Security Council or Australian autonomous sanctions, as notified by the Department of Foreign Affairs and Trade.

Note: As at the date of this policy, information about persons and organisation currently subject to sanctions can be found at http://www.dfat.gov.au/un/unsc_sanctions/index.html

Notes

Essential Resources for Postgraduate Research Students Policy 2012

Date adopted:

Date registered:

Date commenced:

Administrator: Director, Graduate Studies Office

Review date: *This date must be no more than 5 years from the date of commencement.*

Related documents:

Tertiary Education Facilities Management Association Space
Planning Guidelines Edition 3

University of Sydney (Higher Degrees by Research) Rule 2011

Postgraduate Research Higher Degree Training Supervision at
the University of Sydney Policy

Graduate Studies Handbook

Amendment history

Provision Amendment

Commencing