

# ESSENTIAL RESOURCES FOR HIGHER DEGREE BY RESEARCH STUDENTS POLICY 2016

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

Dated: 23 August 2016

Last amended: 25 October 2018 (administrative amendments)

Signature:

Name: Professor Philippa Pattison

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## 1 Name of policy

This is the Essential Resources for Higher Degree by Research Students Policy 2016. It replaces the *Essential Resources for Postgraduate Research Students Policy 2012*.

## 2 Commencement

This policy commences on 7 September 2016.

### 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 higher degrees by research at the University.

### 6 Definitions

<b>progress plan</b>	means a progress plan developed in accordance with the <a href="#">Progress Planning and Review for Higher Degree by Research Students Policy 2015</a>
<b>Riskware</b>	means the University's software application for the recording and management of incidents and hazards.
<b>research student</b>	means a person who is currently admitted to candidature in a higher degree by research award course at the University, as specified in the <a href="#">University of Sydney (Higher Degree by Research) Rule 2011</a> .

### 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 appropriately qualified supervisors.

**Note:** As at the date of this policy, detailed information about research supervision can be found in [Supervision of Higher Degree by Research Students Policy 2013](#).

- (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

## 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.
- (2) The University will provide research students with a convenient source of reference about the requirements for higher degrees by research at the University.

**Note:** As at the date of this policy, this information is available at the [HDR Administration Centre website](#). The University will provide research students with opportunities for professional development as university teachers.

- (3) The University will provide research students with opportunities for professional development as university teachers.

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

**Note:** As at the date of this policy, information about research integrity training is available at <https://sydney.edu.au/students/research-integrity-ethics.html>. Students and supervisors should use the progress plan to discuss the skills development required and training opportunities available.

- (5) Students and supervisors should use the progress plan to discuss the skills development required and training opportunities available.

## 9 Support services

- (1) The University is committed to ensuring that all research students have sufficient support during their candidature.
- (2) Higher degree by research students must have access to the services provided by [Student Support Services](#), the [Learning Centre](#) and [Educational Innovation](#).
- (3) Support resources should be discussed between research students and their supervisors as part of the students' progress reviews. Ongoing discussion and review between the student, supervisor and faculty should also occur as necessary to ensure appropriate resources are available.
- (4) Support resources required for research students will vary according to each individual project, and may vary across the duration of candidature.
- (5) 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.

- (6) Faculties will determine and record on the progress plan the training requirements for research students in areas such as statistical methodology, research and writing.
- (7) 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, Learning 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 practices 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 workplace 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;
  - (b) where possible, a 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.
  - (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 resources, 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 software, access to the internet, University networks and email;

**Note:** As of the date of this policy, information about Information technology can be found at: <http://sydney.edu.au/ict/student/> Information about access to software can be found at: [http://staff.ask.sydney.edu.au/app/answers/detail/a\\_id/115/related/1](http://staff.ask.sydney.edu.au/app/answers/detail/a_id/115/related/1)

- (f) a reasonable quantity of photocopying and printing; and
- (g) reasonable use of 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 with the supervisor and faculty.
- (3) Staff and students are responsible for workplace safety whether working on or off campus, consistently with:
  - (a) the [Work Health and Safety Policy 2016](#);
  - (b) the [Work Health and Safety Procedures 2016](#); and
  - (c) [Fieldwork Safety Standards](#)

## 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 to the HDR Administration Centre.

## 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 [Traffic and Parking Policy 2012](#).

**Note:** As at the date of this policy, information about parking permits can be found at <https://intranet.sydney.edu.au/services/campus-services/parking/permits.html>.

## 17 Working in areas not controlled by the University

- (1) Many research students will conduct their research or study in places not controlled by the University, such as clinical schools, other research institutes or workplaces, 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.
- (2) Students may raise any concerns regarding research or study in places not controlled by the University with their supervisor and faculty.
- (3) Students working in areas not controlled by the University must inform themselves of the WHS requirements and systems of the place where they are conducting their activities and/or research.
- (4) Safety incidents which occur in areas not controlled by the University are still considered safety incidents and must be reported in Riskware.

**Note:** As at the date of this policy, information about Riskware can be found at <https://riskware.sydney.edu.au/>

## 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.

**Note:** See the [Environmental Sustainability Policy 2015](#).

## 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 Resources available while under examination

- (1) While under examination, research students must have access to:
  - (a) the library, including online library services;  
**Note:** Students under examination can apply for a temporary library card at <https://library.sydney.edu.au/libraries/membership.html>
  - (b) information technology systems as required, including a University email address and Unikey access.  
**Note:** IT assistance can be obtained by email: [ict.support@sydney.edu.au](mailto:ict.support@sydney.edu.au) or phone 9351 2000
  - (c) the services provided by [Student Support Services](#), [Careers Centre](#), [Learning Centre](#) and [Educational Innovation](#).
- (2) Faculties may allow research students under examination access to other facilities as deemed necessary by the relevant head of school or associate dean.

## 22 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](http://www.dfat.gov.au/un/unsc_sanctions/index.html)

## NOTES

### Essential Resources for Higher Degree by Research Students Policy 2016

Date adopted:	23 August 2016
Date registered:	29 August 2016
Date commenced:	7 September 2016
Date amended:	25 October 2018 (administrative amendments)

Administrator: Director, Graduate Research

Review date: 23 August 2021

Related documents:

*Tertiary Education Facilities Management Association Space Planning Guidelines Edition 3*

*University of Sydney (Higher Degrees by Research) Rule 2011*

*Environmental Sustainability Policy 2015*

*Progress Planning and Review for Higher Degree by Research Students Policy 2015*

*Supervision of Higher Degree by Research Students Policy 2013*

*Traffic and Parking Policy 2012*

*Work Health and Safety Policy 2016*

*Progress Planning and Review for Higher Degree by Research Students Procedures 2016*

*Work Health and Safety Procedures 2016*

*Fieldwork Safety Standards*

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## AMENDMENT HISTORY

Provision	Amendment	Commencing
6	Definitions added and updated	7 September 2016
7(2), 13(2)	Updated to reflect Supervision of Higher Degree by Research Students Policy 2013	7 September 2016
8(2)	Updated to reflect implementation of HDR Administrative Centre	7 September 2016
8(4)	Web links updated	7 September 2016
8(3), 8(5), 9(2)	New subclauses added	7 September 2016
9(6)	Updated to reflect Progress Planning and Review of Higher Degree by Research Policy 2015 and Procedures 2015	7 September 2016
9(7)	Reference to Learning Centre added	7 September 2016



<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
10(3)(a)(ii)	Amended on advice of Safety Health and Wellbeing	7 September 2016
10(3)(b)	Amended to remove reference to “dedicated sole use” desk	7 September 2016
10(3)(e)	Reference to software and note added	7 September 2016
12(3), 17(3), 17(4)	New subclauses added on advice of Safety Health and Wellbeing	7 September 2016
16	Updated policy name	7 September 2016
21	New clause added	7 September 2016
Notes	Policy administrator changed to Director, Graduate Research	7 September 2016
Notes	Name of policy amended	7 September 2016
Notes	Policy approver name updated	7 September 2016
6 and Notes	Incorrect date on <i>Progress Planning and Review for Higher Degree by Research Students Policy</i> amended	25 October 2018
8(2); 8(4); 16 note; 21(1)(a)	Updating of hyperlinks	25 October 2018
7(3); 9(2); 10(3)(b); 12(3)(c); 21(1)(c)	Replaced hyperlinks in notes with direct hyperlinks.	25 October 2018
8(3) note	Removed. Sessional tutors course no longer offered	25 October 2018
10(3)(a)(iii)	Link to TEFMA guidelines removed as no longer publicly available	25 October 2018
13(2)	Updated hyperlink and moved from note to clause	25 October 2018
21(b)	Updated internal phone number	25 October 2018