



Guideline: HDR Resourcing in the Research School of Humanities and the Arts

Purpose

To provide guidelines for the allocation of resources to Higher Degree by Research (HDR) candidates in the Research School of Humanities and the Arts.

Guideline

1. This document should be read in conjunction with the [Research Awards Rule](#) and the [Policy: Higher degree by research-candidature](#).
2. The Australian National University is committed to providing its HDR candidates with the resources required for timely completions and student satisfaction.
3. The Research School of Humanities and the Arts (RSHA) accepts responsibility to provide a level of support sufficient to enable the completion of the HDR candidate's agreed program of study and any agreed variation.
4. This guideline applies to all HDR candidates whose Primary supervisor is part of an organisational unit, (Relevant School/Centre) within the Research School of Humanities and the Arts.
5. Resources covered by this guideline include infrastructure support and research funding.

Information for candidates

6. Information on resource support for programs of study is communicated to HDR candidates at the time of induction and reviewed annually by the Primary supervisor together with HDR candidate.

Infrastructure support

7. The ANU Research School of Humanities and the Arts (RSHA) is committed to providing HDR candidates with a secure workspace and access to research infrastructure, equipment, collections and/or specialised facilities to complete the agreed program of research within the operational and financial constraints of the relevant School/Centre.
8. The base (minimum) level of infrastructure support available to full-time HDR candidates includes:
 - a. After-hours access to offices and laboratories where possible with regard to security and Work Health and Safety (WHS) requirements.
 - b. Reasonable access to computing and relevant software facilities, including internet and e-mail, computer facilities for data analysis, printing and technical support.
 - c. Reasonable provision of stationery, postage and receipt of mail; access to photocopying facilities and use of a telephone.
 - d. Access to library facilities.
 - e. The terms of the above provisions are clearly defined at the time of orientation and as required as the project develops.

9. External and part-time students

- a. External candidates agree with their Primary supervisor regarding arrangements for their on-campus visits, and provide the relevant School/Centre with 20 working days' notice of each visit to the University to ensure that facilities are available.
 - b. Part-time candidates agree with their Primary supervisor regarding their hours on campus to allow the relevant School/Centre to ensure that desk space and other facilities are available during agreed times.
10. All HDR candidates requiring short-term access to a private consultation space for research interviews or similar should contact the relevant professional staff team to arrange a room booking. Short-term access may include, for example, a one-hour video conference or series of meetings with research participants. HDR candidates employed by RSHA as casual sessional academics should contact their employment supervisor to make arrangements to support their teaching.

Workspace allocation

11. In the first 12 months of candidature, HDR candidates will be accommodated in large multi-workstation HDR spaces, with access to a computer where required. These will generally be fixed-desk arrangements, but may include hot-desking or time-sharing.
12. After 12 months, pending successful completion of the Thesis Progress Review milestone, candidates *may be given* the option of moving to a smaller shared office, subject to operational needs of the relevant School/Centre.
13. HDR candidates not using their workspace for 4 weeks to 3 months should ensure it is sufficiently clear to be temporarily used by another HDR candidate.
14. HDR candidates who do not use their workspace for more than 3 months, or plan to be absent for at least this period, must vacate their workspace. They may apply for a new workspace upon their return.
15. HDR candidates on extended medical leave may expect to have their personal belongings shifted to storage and will be required to return all keys during medical leave period as advised by the relevant Head of School/Centre.
16. HDR candidates may be required to reapply for a workplace space every 12 months, or as the operational needs of the relevant School/Centre change over time, and will be notified of this process by email.
17. Once standard HDR candidature has lapsed, including legitimate extensions, or the thesis has been submitted, candidates will be required to vacate their office within two weeks.
18. The maximum length of workstation allocation will not exceed four (4) years; extensions of up six (6) months are subject to approval of relevant School/Centre.
19. Hot desk or large shared office space may be made temporarily available in order to complete required thesis revisions.
20. HDR candidates will be given as much advance notice as possible about impending moves, and the level of assistance available.
21. Where a HDR candidate cannot be contacted about a scheduled or otherwise necessary move, their items will be packed in boxes and stored for up to 12 months. HDR candidates should make arrangements to collect their belongings during that time.
22. Any deviations from this workstation allocation process will be assessed on an individual basis by the Head of School, and must include a statement of support from the Primary supervisor.

Allocation of specialised infrastructure and equipment

23. Access to research infrastructure, equipment, collections, and/or specialised facilities - including, but not limited to, laboratories, workshops, studios, performance spaces, museums and galleries - is subject to approval from the relevant Head of School/Centre. These arrangements should be discussed with a HDR candidate's Primary supervisor in the first instance and reviewed annually by the Primary supervisor together with HDR candidate.

Rights and responsibilities of candidates in regard to infrastructure support

24. The provision of University infrastructure support comes with the expectation that all spaces will be used responsibly to work on the thesis and conduct related academic activities, and as a basis to participate fully in campus life.
25. It is expected that HDR candidates will act at all times in a considerate and respectful manner towards other building occupants, including professional and academic staff and fellow students, in line with the [ANU Code of Conduct](#).
26. HDR candidates have a responsibility to respect the needs of those with whom they share space, to maintain a quiet, suitable work atmosphere, and to keep their own workspace clean.
27. Storage of larger personal items in the shared spaces is not permitted.
28. HDR candidates are required to complete a WHS Induction and comply promptly and respectfully with all WHS directives from the relevant Head of School/Centre or professional staff team.
29. Where there is inappropriate use of infrastructure, HDR candidates will be asked to revise their behaviour or cease utilising University infrastructure.

Research funding

30. The ANU Research School of Humanities and the Arts (RSA) is committed to providing HDR candidates with a level of research funding support sufficient to enable the candidate's agreed program of study and any agreed variation.
31. RSA HDR candidates may apply for research funding from the relevant School/Centre to the following maximum amount over the term of their candidature:
- a. \$7,000 for PhD which includes fieldwork or international archival research; or,
 - b. \$5,000 for PhD which does not include fieldwork; or,
 - c. \$3,500 for MPhil.
32. Research funding may be utilised to:
- a. Conduct research, including travel costs related to accessing materials or collections only available in physical archives or cultural institutions; and/or,
 - b. Conduct fieldwork, including costs for travel and accommodation; and/or,
 - c. Travel and registration for academic conference at which HDR candidate will be presenting; and/or,
 - d. Register and/or pay material fees for online conference attendance, regardless of whether HDR candidate is presenting; and/or,
 - e. Procure software, other materials or services required to enable the candidate's agreed program of study. Requests for equipment may be considered on a case-by-

case basis; any equipment purchased with HDR funding will remain the property of the University during and after completion of candidature.

- 33. Research funding is not provided for travel meals except in exceptional circumstances.
- 34. The level of support available is subject to the operational and financial requirements of the relevant School/Centre and is therefore not considered an entitlement.

Responsibilities of HDR candidates in regard to research funding

- 35. Funding applications should be lodged at least two months in advance of the intended research expenditure; and in the case of fieldwork or complex international travel, at least four months in advance.
- 36. Candidates must successfully complete the Thesis Proposal Review milestone (TPR), Research Integrity Training (RIT) online module, and ethics clearance (If required) *prior to applying for funding*; all other candidature milestones must also be current.
- 37. Candidates must comply with all current requirements of the University WHS Policy, including completion of relevant training and risk assessment.
- 38. Candidates who receive approval for funding associated with travel, must also obtain University Travel approval for insurance and safety purposes.

Budget and payment considerations in regard to research funding

- 39. All funding requests should be based upon an agreed research budget that has been developed by the candidate and their Primary Supervisor, and approved by the candidate's Chair of Panel and Head of the relevant School/Centre.
- 40. Candidates and their Chairs of Panel should explore further sources of research funding available from the University or more broadly.
- 41. Conference travel funding should generally be requested in combination with funding for fieldwork and/or archival research. A compelling case must be provided in cases of funding for conference travel only, for example, presenting papers at multiple high profile conferences during the same trip may be considered.
- 42. The most competitive price for all purchases must be obtained, and screen shots of quotes/estimated expenses must be attached to funding applications. All quotations or expenditures must comply with ANU Procurement Policy and Procedure.
- 43. Payment for approved expenditure will generally be made via reimbursement. All receipts of expenses must be kept and submitted along with a reimbursement form to the relevant professional staff team. HDR candidates should contact their primary supervisors and/or professional staff team if further payment support is required.
- 44. Under no circumstances should HDR candidates expend or commit to spend funding prior to receiving confirmation of funding and University Travel approval, as there is no guarantee that the funding requested will be approved.

Resource allocation beyond HDR candidate

- 45. Candidates are ineligible for research funding upon submission of thesis.
- 46. Recent PhD graduates may apply for "Visiting Fellow" status in the School for a 12-month period. The process for becoming a Visiting Fellow and related resource allocation is not covered by this guideline. These arrangements should be discussed with a candidate's Primary supervisor in the first instance.

Information	
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