

## Minimum Standard of Resources and Facilities and other Support Provided to Higher Degree by Research Students

### Annual Report form

Each Dean of College is required to report annually to the Research Education Sub-Committee regarding compliance, or problems with compliance, with the Minimum Standard of Resources and Facilities and other Support Procedure provided to Higher Degree by Research Candidates Policy.

The Research Education Sub-Committee will review and note the percentages of Research Higher Degree Students on each campus who record overall satisfaction with the suitability of resources, facilities and other support in the 'Postgraduate Research Students Annual Survey on the Quality of Supervision and Academic Support.'

The Minimum Standard of Resources and Facilities and other Support Provided to Higher Degree by Research Candidates policy can be found at: <https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-minimum-standard-or-resources,-facilities-and-other-support-procedure>

Minimum Standard of Resources	Has Support been provided?	If no, reason for support not being provided
<b>Infrastructure</b>		
Guaranteed access to desk or bench space in a secure shared space and or work area appropriate to the discipline dedicated to postgraduate and/or honours candidates with 24/7 access, subject to security, health and safety precautions.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Normal office facilities including phone, photocopier, printer, internet and email access, and stationary	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bench space and access to suitably maintained scientific and technical equipment appropriate to the discipline in which the research is being conducted and complying with the University's Workplace Health & Safety Policies.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Access to communal tearoom/kitchen	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Use of a lockable filing cabinet or locker adequate for the need of the individual candidate.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Computer with specialist software required for the research project if required* (JCU expects each candidate to own a computer with software privileges equivalent to staff on university owned computers)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Share drive storage quota equivalent to staff	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Access to e-EGRS e-storage site and Career Hub software to store evidence of completed Research Skills activities	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Library privileges equivalent to staff	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Off-campus library services via EZproxy <a href="https://www.jcu.edu.au/library/connect/off-campus-access-to-eresources">https://www.jcu.edu.au/library/connect/off-campus-access-to-eresources</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Use of University vehicles, video and audio recording equipment etc., on certification by Primary Advisor of relevance to the program of research	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Financial Assistance</b>		
Notional allocation totalling a minimum of \$1,500 per research candidate EFTSL per annum for up to 2 years for a Masters and up to 3.5 years for a doctoral candidate to support the research candidate enrolled in the College for the following relevant research costs.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>*Please note:</b> If a HDR candidate has exceeded his or her allocated RTS or fee paying candidature period the candidature should be maintained by the College independently of this policy		
Photocopying	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Thesis costs including printing.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Internet charges related to the project including reasonable recompense for charges external to JCU in the case of off-campus HDR candidates. Such recompense must be negotiated in advance on a case by case basis and approved by the relevant Head of College.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Essential inter library loans and document delivery	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reasonable expenses for undertaking approved research at libraries and archives external to host campus	Yes <input type="checkbox"/> No <input type="checkbox"/>	
ISD and STD telephone calls related to the project	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cost of access to service facilities	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Data analysis and other specialised computer packages	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fieldwork expenses appropriate to the research project (sufficient to enable the research to be conducted in accordance with the University's Workplace Health & Safety Policies).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Laboratory consumables specific to the research project.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Postage associated with essential research activities, e.g. Surveys.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Training costs to meet requirements of the University's Workplace Health & Safety Policies	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contribution towards the expenses associated with attendances of at least one conference associated with the research project at which the HDR candidate is making a presentation (verbal or poster).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Participation in College Research Culture</b>		
<i>This section is most easily implemented for full-time on campus HDR candidates and or other HDR candidates resident in Townsville, Cairns and Singapore. A candidate enrolled as an external candidate is expected to be on campus at least 5 working days each year as negotiated with their Advisory panel to fulfil their degree requirements</i>		
Involvement in a structured program of research seminars based on research being undertaken by HDR candidates and College staff or other initiatives such as a HDR candidate conferences.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Access to any relevant distinguished visitors, either in-group seminars or on an individual basis.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Entry to any space (e.g. reserved tearoom) provided for College staff.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Opportunities for social interaction with other honours and HDR candidates, as well as College staff to provide opportunities for collegial information interactions	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Orientation</b>		
<i>The Graduate Research School's website will provide enrolling HDR candidates with information about the University's policies and procedures pertaining to their candidature e.g. The expectations and responsibilities of Advisors and candidates, the degree requirements, progress procedures, research integrity and ethics, grievance procedures, health and safety procedures and availability of support services</i>		
All research HDR candidates will have access to on-line University and College HDR Candidate Handbooks *It may be more appropriate to have a campus handbook for candidates based in Singapore which outlines procedures relevant to and entitlements of HDR candidates	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A tour of the College's facilities.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
An introduction to relevant academic, technical and administrative staff, including the Associate Dean Research Education, the HDR	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Administrator and the liaison librarian appointed to assist the College's HDR candidates		
Advice on how to contact the liaison librarian appointed to assist the College's HDR candidates.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Information on access to relevant training opportunities, e.g. AARNET and computer training, workplace health and safety	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Information on procedures to resolve problems.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Information on opportunities for participation in College decision making processes, including arrangements for electing HDR candidate representatives to relevant College committees.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Guidelines on ethical and safety procedures appropriate to College disciplines. In addition, the College will provide access to relevant training to ensure that HDR candidates comply with these safety procedures and other relevant University safety policies	Yes <input type="checkbox"/> No <input type="checkbox"/>	

	Signature	Date
Dean of College or Nominee		
Associate Dean of Research Education		
Division DVC		