

Guidelines on Minimum Resources for Higher Degree Research Students

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2020.09	Academic Board	21 September 2020	21 September 2020

1. PURPOSE

The Australian National Institute of Management and Commerce (IMC) seek to provide higher degree research (HDR) students with a level of support that facilitates successful completion within a reasonable timeframe. The provision of minimum resources and facilities for HDR students is intended to provide a high quality and productive education environment with the greatest opportunity for quality outcomes and experience. This document provides information on the principles and procedures relating to the required minimum level of resources and facilities. This guideline should be read in conjunction with related IMC policies.

2. PRINCIPLES

- All new students and supervisors are provided with a copy of this guideline. The document is included in the induction package for new students. This guideline and related documents can also be accessed electronically from IMC’s website.
- This guideline specifies the expected minimum facilities and resources provided to HDR students. Where additional resources/facilities above the minimum are available, students are to be supplied with written information regarding access to and the distribution of such funds/facilities.
- Minimum resources and facilities are expected to be provided to all HDR students, dependent upon satisfactory progress and approval of supervisors. Refer to the *Higher Degree Research Confirmation of Candidature and Progression Review Policy and Procedure* for explanation regarding IMC’s expectations for satisfactory progress.
- This guideline applied to all HDR candidates while enrolled.
- IMC is committed to enabling equity and diversity and provides facilities to cater for specific needs, where possible. Refer to IMC’s *Access and Equity Policy* for information on conditions and procedures relating to special provisions.
- The resources and facilities provided, and the conduct of the program must meet requirements for safety and wellbeing and comply with IMC’s *Workplace Health and Safety Policy*.

Access to resources

HDR students are allowed access to IMC’s resources as necessary for their research-related purposes. Resources normally include computer access, necessary software and access to data bases and library facilities. Access to workspaces is determined on a need’s basis and dependent upon availabilities that exist from time to time.

Funding

HDR students are eligible to apply for reimbursement of costs associated with research activities. A minimum of \$1,500 per annum for each full-time student (or pro-rata equivalent for part time candidates), for the period of enrollment. This is normally three years for doctoral and two years for research masters' candidates (pro rata for a part-time student), is available. The funding allocation may be used for costs incurred for activities related to research including:

- Travel and fieldwork;
- Conference attendance and participation;
- Project costs such as those associated with surveys, interviews, data acquisition and analysis;
- Additional use of resources such as copying and printing in excess of prescribed standard use;
- Thesis preparation;
- Purchase of software, journals and other research related resources not available at IMC;
- Training workshops (e.g. specialist software courses);
- Dissemination of research outputs; and
- Any other cost incurred which may be substantiated as a legitimate research or research-related activity.

The student research grant is held in an account for HDR students. Approval in advance of expenditure must be obtained from the Principal Supervisor and Dean. Unexpended funds are not available to be carried forward without the written approval of the Principal Supervisor and the Dean and can only be carried forward for specific research-related purposes, where the accumulation of funds would enable access to activities or facilities that would not otherwise be possible without the carry-forward.

3. RELATED DOCUMENTS

- i. *Code of Conduct for Research*
- ii. *Higher Degree Research Confirmation of Candidature and Progression Review Policy and Procedure*
- iii. *Higher Degree Research Supervision Policy*
- iv. *Access and Equity Policy*
- v. *Workplace Health and Safety Policy*
- vi. *Student Complaints and Appeals Policy and Procedures*
- vii. *Higher Degree Research Assessment and Assessment Appeals Policy*

4. VERSION CONTROL

Historical Version	Approved by	Approval Date
2019.07	Academic Board	17 July 2019
2013.12	Academic Board	19 December 2013