

# Higher Degree by Research - Minimum Resources Procedure

## Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') is committed to providing an environment that enables and supports transformative education through higher degrees by research (HDR) and drives world-class research in areas critical to the sustainable and prosperous development of Northern Australia and the wider region.

## Section 2 - Purpose

(2) This document outlines the minimum resources that HDR candidates should receive to support their candidature. The Faculty (including Menzies) in which these candidates are affiliated arranges the supply of these resources.

## Section 3 - Scope

(3) This procedure applies to all HDR courses, candidates enrolled in HDR courses, and University staff responsible for supporting HDR candidates and courses.

## Section 4 - Procedure

(4) All HDR candidates should be allocated a minimum level of resources, the cost of which should be independent of the location in which they study or the field of education. Candidates enrolled part time, or whose candidature is of a shorter duration, such as for PhDs by prior publication, will receive a pro-rata allocation.

(5) Minimum resources should be supplied within the first month of candidature where reasonable.

(6) The minimum level of resources that first year HDR candidates receive should be comparable over successive cohorts.

(7) Because the needs of candidates vary, whether due to the requirements of the research project or the needs of the individual, the specific items purchased may vary across individuals.

(8) The Faculty or Menzies School of Health Research with which the candidates are affiliated (the Home faculty) is responsible for organising the supply of these minimum resources because these units can accommodate the diverse needs of candidates.

(9) If the Home faculty cannot organise provision of the minimum resources, they must inform applicants of this shortfall before these individuals enrol and contact the Dean of Graduate Studies to discuss alternative arrangements.

### Workspace and lab access

(10) On-campus HDR candidates and their supervisors should advise the Home faculty of their expected arrival date in a timely manner to ensure a workspace can be arranged in advance.

(11) On-campus HDR candidates are entitled to an individual workspace or guaranteed access to a hot desk. Access to a workspace should be provided within one week of commencement. At minimum, this workspace should have a desk with monitors, a keyboard, and a mouse, a chair, and access to a printer/photocopier and lockable storage and should be available to the candidate during office hours and on weekends.

(12) Whenever possible, especially on larger campuses, the workspace should be located as close as possible to other HDR candidates and early career researchers, either in the Home faculty or not attached to any particular institute or centre.

(13) If candidates need specialised support, for example, because of a medical condition or disability:

- a. they should inform the Home faculty of this need before they start; and
- b. the University must introduce reasonable adjustments, consistent with the [Students with Disability Policy](#).

(14) For projects that depend on laboratory space, the Home faculty will grant HDR candidates access to this space.

### **Research Training Program allowance**

(15) Home faculties should allocate all HDR candidates a minimum level of annual funding to pay expenses related to their research project (the RTP allowance). Funds will be allocated depending on whether the project is categorised as high-cost or low-cost and whether they are enrolled full time or part time. RTP allowance funds that are unspent at the end of the year will accumulate and be available for candidate use in subsequent years.

(16) Expenses funding comes from the RTP budget for the maximum duration of three years full-time equivalent for PhD candidates and two years full-time equivalent for Master by Research candidates. After this time, the candidate may access accumulated funds from the RTP allowance of previous semesters but will not be provided with additional RTP funds.

(17) On a case-by-case basis, the Associate Dean Research may approve the provision of funding from another (non-RTP) source to support a student past the maximum candidature.

(18) All HDR candidate purchase requests are to be approved by their Principal Supervisor before purchases are made.

(19) In addition to this minimum amount, Home faculties can allocate additional discretionary funding to HDR candidates.

(20) The Home faculty must develop a systematic approach to allocate these discretionary funds and inform all candidates about how this is managed.

(21) Once a student completes or discontinues, their access to the RTP allowance, including any unspent accumulated funds, will cease.

### **Information technology**

(22) Students of the University are expected to supply their own laptop to complete their studies. There is limited access to shared computers available in the Library and computer labs.

(23) The information technology resources and support available to all students are outlined on the University website at [ITMS for students](#).

(24) On-campus HDR candidates may request access to a standard laptop within the first month of candidature.

(25) The issuance of University laptops must be coordinated through DTS to ensure correct setup, security, and tracking of issued devices. Before they receive their laptop, students must sign a declaration acknowledging that the

laptop is the property of the University and that it will be returned when they discontinue or complete their candidature.

(26) If the Home faculty or a supervisor has a spare University laptop that they wish to provide to a student, they must liaise with DTS to ensure that:

- a. the laptop is correctly and securely set up;
- b. the student signs a declaration acknowledging the laptop is the property of the University; and
- c. the laptop is registered to the student in the DTS asset register.

(27) The Home faculty may approve the use of one semester's RTP allowance for the purchase of a non-standard laptop through DTS.

(28) The RTP allowance cannot be used for the retail purchase of a laptop.

- a. In exceptional circumstances, the Dean of Graduate Studies may approve the retail purchase of a laptop using the student's available RTP allowance. The principal supervisor must present a case for the purchase. If approved, a copy of the receipt and the serial number must be provided to the Home faculty so the device can be included in the University's asset register. A laptop purchased with the RTP allowance remains the property of the University and must be returned to the University when the student completes or discontinues.

(29) Any device purchased with the RTP allowance or issued by DTS remains the property of the University and must be returned when the student completes or discontinues.

- a. Once a student has completed their HDR course, they may request to retain their laptop. The Home faculty will forward such requests to the Chief Information and Digital Officer for assessment and processing in accordance with the [Fixed Assets Policy and Procedure](#) and the delegations in the [Delegations Register](#).

## **Transfer to another administrative unit**

(30) HDR candidates may move to another Home faculty. The relinquishing Home faculty will provide a statement to the new Home faculty that details funding available to the candidate, including expenses to that point.

(31) The accepting Home faculty will ensure the candidate receives the minimum level of funding.

## **Third parties**

(32) If HDR candidates are working with a third party, such as a private institution or Government agency, the third party may offer the minimum resources in lieu of the Home faculty. The Home faculty must approve these arrangements to ensure they meet the minimum requirements and any resources the candidate can access must be documented.

## **Review**

(33) Each year, Research and Innovation, in collaboration with Faculties and the Menzies School of Health Research, will assess the minimum resources available to HDR candidates and may adjust them accordingly.

# **Section 5 - Non-Compliance**

(34) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct - Employees](#) or the [Code of Conduct - Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin](#)

[University and Union Enterprise Agreement 2025](#) and the [Code of Conduct - Students](#).

(35) Complaints may be raised in accordance with the [Complaints and Grievance Policy and Procedure - Employees](#) and [Complaints Policy - Students](#).

(36) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

## Status and Details

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Effective Date	16th August 2024
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Responsible Executive	Steve Rogers Deputy Vice-Chancellor Research and Community Connection +61 8 89466890
Implementation Officer	Steven Greenland Dean of Graduate Studies
Enquiries Contact	Steven Greenland Dean of Graduate Studies

## Glossary Terms and Definitions

**"Home faculty"** - The Faculty in which a Higher Degree by Research candidate is enrolled. The Menzies School of Health Research is the home faculty for students of Menzies.

**"Faculty"** - An organisational and academic unit in the University that delivers courses and conducts research.