

# Guidelines for Essential Facilities and Research Support for Higher Degree by Research Students

## Higher Degree by Research Students

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*These guidelines detail the parameters of the University's provision of essential facilities to HDR students, and provides direction and flexibility in determining the appropriate level of support required to meet the needs of student projects.*

*These Guidelines should be considered in conjunction with Higher Degree by Research Policies and Procedures. These documents are available on the [Compliance, Legislation and Policy website](#).*

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### 1. Essential Facilities Provided by Schools

- 1.1 A student's school will ensure that the student is provided with adequate access to supervision.
- 1.2 Students will be provided access to a desk, chair and adequate storage space for books, reference materials etc. Such space may be shared and made available during the most appropriate times for student access.
- 1.3 In accordance with the requirements of a project's data management plan or ethics requirements, a student's school will provide eligible students with secure storage space.
- 1.4 A student's school will ensure that the student has adequate and appropriate after-hours access to relevant on-campus facilities.
- 1.5 A student's school will ensure that the student has access to a computer and appropriate software to allow satisfactory progress in the research program. Such resources may be shared.
- 1.6 A student's school will ensure that the student has access to a printer and will cover necessary printing costs to allow satisfactory progress in the research program.
- 1.7 A visiting student's school will ensure that the visiting student has appropriate access to essential facilities.
- 1.8 All facilities, equipment, consumables and computing resources remains the property of Curtin. Any unspent allocation of Research Support Funds or Mobility Support remains with, or must be returned to the Graduate Research School.

### 2. Research Support Grants

- 2.1 HDR students who meet the relevant eligibility criteria will be eligible to apply for two grants during their candidature. These grants will be available for eligible students from 1 July 2022.
- 2.2 Eligible Doctoral students will be able to access up to \$5,000 in grant funding, and eligible Masters of Philosophy students will be able to access up to \$1,500 in grant funding. Doctoral students will be able to apply for up to \$2,500 for each grant and Masters of Philosophy students may choose to apply for a total of \$1,500 in one scheme, or across two schemes, as needed.
- 2.3 Masters of Research (MRes) students are not eligible for these grants.
- 2.4 The two research support grants are as follows:
  - 2.4.1 HDR Engagement Grant: students can apply for a once-off grant of up to support engagement related activities such as attending conferences, fieldwork activities and other mobility activities. Students can apply for each grant only once, but the application may include multiple activities.
  - 2.4.2 HDR Dissemination Grant: students can apply for a once off grant to support the dissemination of their research. This may include thesis editing or open access publication costs, for example.

- 2.5 Full criteria, eligibility rules and instructions can be found in the relevant grant guidelines, available [here](#).
- 2.6 Students enrolled at Curtin's international campuses are not eligible for the above grants, but may be provided support by the administration of their campus.

### 3. Internship Incentives

- 3.1 This incentive will be available to eligible students from 1 July 2022.
- 3.2 Doctoral students who undertake an eligible internship during their candidature will have access to internship incentive funding.
- 3.3 This support is only available for internships that meet the RTP internship criteria (see guidelines [here](#))
- 3.4 Masters of Philosophy and Masters of Research students are not eligible for an internship incentive.
- 3.5 Doctoral students who undertake an eligible internship will have access to this funding as follows:
- 3.5.1 Students enrolled in high cost courses will be provided up to \$4,000 and students enrolled in low cost courses will be provided \$3,000.
- 3.5.2 To access this funding, doctoral students will need to follow the appropriate internship guidelines and complete required information at Milestone 1, 2 and 3.
- 3.5.3 This incentive will be provided in two tranches:
- 3.5.3.1 At Milestone 1, 50% is paid
- 3.5.3.2 At Milestone 3 or the start of the eligible internship (whichever is the latter), the remaining 50% is paid.
- 3.6 Where a student has indicated an intent to undertake an internship at Milestone 1 and received the first tranche of funding, but the requirements to complete an eligible internship are then not met, this means the criteria for this incentive has also not been met. In this instance, the equivalent amount of the payment made at Milestone 1 will be deducted from the amount the student can apply for in the Engagement Grant outlined above or any other grant or initiatives made available via the Graduate Research School.

### 4. Students enrolled prior to July 1 2022

- 4.1 HDR students enrolled prior to July 1 2022, will have two options for research support funding, as follows:
- 4.1.1 If a student has exhausted their previous Research Support Fund and Mobility allocations, no further support funding will be available through these prior mechanisms or the above outlined grants. However, these students may still qualify for the internship incentive, if they meet the eligible internship criteria.
- 4.1.2 If a student has Research Support Funds or Mobility allocations, and meets the eligibility criteria to access those, they can choose one of the following options:
- 4.1.2.1 To access these funds through the previous process, using the Concur system. Guidelines available [here](#).
- 4.1.2.2 To access the new grants through the application process.
- 4.1.3 A student who chooses to use the old process, will not be eligible to access the grants.
- 4.1.4 A student who chooses to access the grants will be able to do so up to the amount of RSF/Mobility allowance they have remaining. In this instance, if their previous RSF/Mobility balance is higher than the total amount they can apply for under the grants, they will forfeit the difference.
- 4.1.5 A student cannot access funds through both the previous RSF/Mobility process and the new grant system, they must choose one option.
- 4.2 Where previous arrangements have been in place for RSF to be provided directly to schools, the following applies:

4.2.1 GRS will continue to make direct payment for students enrolled prior to 1 July 2022.

4.2.2 In the above instance:

4.2.2.1 If the school currently receives all the RSF directly, students will not be eligible to apply for the grants.

4.2.2.2 If the school receives a percentage of the RSF, students should choose an option outlined in 4.1.2 above, for the percentage of the RSF and mobility they would have had direct access to otherwise.

### 4.3 Claiming Research Support Funds

4.3.1 For the support grants, students must follow the instructions in the grant application guidelines and form and select an appropriate payment method.

4.3.2 Similarly, for the internship incentive, students must follow the instructions in the Milestone forms and select the appropriate payment method or distribution of funds.

4.3.3 For students enrolled prior to 1 July 2022, who choose to access available Research Support Funds, the following applies:

4.3.3.1 Students must use Concur to claim reimbursements. Students without an Australian bank account will not have access to Concur. These students will submit a Research and Fieldwork Expense Application.

4.3.3.2 Students must use a Concur narration to narrate each item that is claimed. Students also need to submit an appropriate and legible tax receipt to support their claim. Advance claims on allowances yet to be accrued will be considered if supported by the Principal supervisor.

4.3.3.3 Cash advances may be available for expenses and should be negotiated with the Graduate Research School.

4.3.3.4 All travel funded by the RSF must be completed prior to the student's Milestone 3 due date.

4.3.3.5 Reimbursement claims should normally be submitted within 90 days of the date that the expenditure was incurred.

4.3.3.6 Reimbursement claims will only be considered for expenditure incurred up to thesis submission. Claims for thesis editing or binding are the exception to this rule. Any claims for final thesis editing or permanent binding can be submitted up to six (6) months from course completion.

## RELATED DOCUMENTS/LINKS/FORMS

### Internal

- [Higher Degree by Research \(HDR\) Dissemination grant guidelines](#)
- [Higher Degree by Research \(HDR\) Engagement grant guidelines](#)
- [Higher Degree by Research \(HDR\) Student Progression Policy](#)
- [Higher Degree by Research \(HDR\) Student Progression Procedures](#)

### External

- [Higher Education Support Act 2003 \(Cth\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)](#)
- [Education Services for Overseas Students \(ESOS\) Act \(Cth\)](#)