

GUIDELINES FOR RESOURCING HIGHER DEGREE BY RESEARCH CANDIDATES



Workspaces and Minimum Resources

Each on-campus Higher Degree by Research (HDR) candidate is to, at the very least, have access to the following:

- a desk and chair and workspace¹;
- a lockable filing cabinet or cupboard;
- photocopying and printing services;
- access to office facilities for the transmission and receipt of official telephone and mail;
- sufficient access to computer facilities and software programs, and training to use such programs², so that progress on the research project and thesis preparation is not impaired;
- where appropriate, sufficient laboratory facilities (including consumables) and bench space so that progress on the research project is not impinged upon;
- adequate library access and free access through inter-library loans.

For off-campus HDR candidates, the level of resources to be provided is agreed between the candidate and the School and documented at the time of enrolment or upon approval of off-campus enrolment.

HDR Laptop Scheme

All commencing HDR candidates (full-time, part-time, on and off campus) will receive a laptop. The terms and conditions associated with this scheme are attached.

Annual HDR Candidate Allocation

Each eligible HDR candidate is allocated an annual allowance administered through their school. Candidates enrolled in high cost programs can apply for an annual funding allocation of \$2,000 and candidates enrolled in low cost programs can apply for an annual funding allocation of \$1,500.

Further information on the annual HDR candidate allocation can be found in the [Direct Research Cost Allowances Guidelines](#).

¹ Workspaces may be available on a shared basis through use of a flexible booking system – see Study Spaces for HDR Students Guidelines for further information.

² Such costs may be covered by the annual Higher Degree by Research Candidate Allocation.

Terms and Conditions - HDR Laptop Scheme

For the issue of a University laptop to Higher Degree by Research candidates

This computer is a University asset and has been issued for the duration of your candidature as a Higher Degree by Research candidate at the University of Newcastle.

You are required to agree to the terms and conditions stated in this document. Any breaches of these conditions may result in forfeiting your access to the computer.

1. The computer must only be used and kept in accordance with the policies of the University of Newcastle, in particular 'Information Technology Conditions of Use Policy - D09/1993P' which is available on the web at <https://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library/document-record?RecordNumber=D09/1993P>
2. The computer must not be used for any illegal purposes.
3. The University will provide each candidate with one laptop only under this scheme. If the laptop is stolen, lost or misplaced it will not be replaced by the University. The custody and security of the computer and any accessories are your responsibility at all times. You must ensure that no other person uses your computer for his or her own purposes. Lost, stolen or damaged computers must be reported immediately to your supervisors and Graduate Research. If the laptop is stolen from a University campus you must ring Security immediately on 49 21 5888 (Callaghan campus) to report the theft. Regardless of where the laptop is stolen from you must phone the Police Assistance line (131 444) and report the theft.
4. All software loaded onto the computer must comply with the conditions set by the manufacturer of the software. 'Pirated' copies of applications must not be loaded onto the computer at any time.
5. You are entirely responsible for maintaining backup copies of your work stored on the computer.
6. The laptop is issued with a four year warranty period, noting this does not cover any user at-fault damage e.g., the laptop being dropped or liquid spillages.
7. If you withdraw or are terminated from your Higher Degree by Research you are required to return it, and any accessories, to Graduate Research or DTS Services, Ourimbah.
8. If you complete your Higher Degree by Research the computer will become your property provided any outstanding debts to the University are cleared. You must then remove all software on the computer that is licensed to the University. The University will not support the computer after termination or completion of your studies.
9. Support for the computer will be provided by IT Services in accordance with the agreed service levels negotiated with your Faculty. If you make changes to the configuration installed on the computer (including but not limited to: changing the host operating system, removing the laptop from the University's domain, changing administrator passwords, or removing installed anti-virus and desktop management software) the computer will not be supported by IT Services.
10. If you encounter any problems with the default configuration of the computer you must log a call to the IT Service Desk (17000) who can arrange an appointment for you. Drop-in support is not available. For hardware repairs under warranty, you must contact the registered Dell or Apple repairer. Students who are off campus can only be given limited assistance.