Policy Owner	Deputy Vice-Chancellor (Research), Edwina Murphy
Contact	emurphy@aut.edu.au
Policy Approver	Research Committee
Responsible Body/Person	Research Committee
Initial Approval date	20 October 2017
Initial Effective date	1 January 2018
Review date	July 2028
Superseded documents	None
Related documents	Confirmation of Candidature Policy English Language Policy Grants Policy Grievance Resolution Policy – Students HDR Candidates and Supervisors Induction Policy Supervisor and Supervision Policy
Related HE Standards	4.2.1, 4.2.2
Student Lifecycle Stage/s	Admission, Learning

1. PURPOSE

To outline the expectation of the minimum resources and support to be provided for Australian University of Theology (**AUT**) **Higher Degree by Research** (**HDR**) candidates.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the Policy Glossary. The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to all AUT HDR candidates, supervisors, and supervising colleges.

4. POLICY STATEMENT

The Australian University of Theology recognises that the provision of support to HDR candidates is crucial for enabling the satisfactory completion of HDR courses and for developing the research ability of candidates.

All HDR candidates should have equitable access to resources, also taking into account individual needs and circumstances. Support provided should be aimed at both research-specific needs and the whole person.

HDR candidates are members of the Graduate School of Research (**GSR**) and the AUT research community and should be included in any applicable AUT research culture programs and initiatives.

5. PRINCIPLES

Admission

5.1.1 No candidate should be admitted to a Higher Degree by Research unless the affiliated college can provide adequate resources necessary to enable the applicant to undertake the proposed research and complete candidature within the Maximum Degree Period for their degree. When the Postgraduate Coordinator recommends acceptance of a candidate into a HDR course, they confirm that they can provide the necessary resources to support the

candidate's research project.

5.1.2 It must be demonstrated that appropriate supervision can be provided for the candidate in accordance with the *Supervisor and Supervision Policy*.

5.1.3 HDR Candidates must complete induction in accordance with the HDR Candidates and Supervisors Induction Policy. Inductions should be conducted as soon as possible after commencement of candidature and must include information for candidates about the resources and facilities available to them.

Physical Facilities

5.2.1 It is the responsibility of the Postgraduate Coordinator to ensure that necessary facilities will be made available to candidates.

5.2.2 The minimum facilities able to be provided for each candidate, if requested, should include:

- Personal desk space of no less than 0.5m^2, which may be shared dependent on student needs, loads and schedules. This desk space should be accessible to the candidate at all times, with disability access and support as required.
- A suitable office chair for use at the desk space
- Shelving sufficient for books under current use (at least ten books)
- Access to lockable storage for valuables and sensitive material while away from desk
- Access to a power point near the desk space
- Internet and intranet access
- Access to printing and photocopying facilities
- Referencing software and training
- A designated place for intra-college communication and physical post
- Access to tea/coffee making and toilet facilities

5.2.3 These facilities should be made available upon request regardless of the candidate's study load or own resources.

5.2.4 Candidates who have additional needs due to disability or other circumstances should discuss these needs with the affiliated college at application or when they arise, if not apparent at admission. The college should make all reasonable adjustments to accommodate these needs.

5.2.5 Candidates who live at a distance from the affiliated college campus should be offered assistance with locating affordable nearby accommodation when attending the campus.

5.2.6 Affiliated colleges may consider providing facilities beyond the minimum, such as desk lights, telephone access, filing storage, personal lockable

drawers, email address, HDR candidate common room, useful software, IT support and designated parking.

5.2.7 When undertaking renovation or building works, the affiliated college should ensure HDR candidate needs are considered and included.

Consumable resources and running costs

5.3.1 Provision of consumable resources and other running costs, such as photocopying, printing, outside mail, college stationery, communication needs (for instance, video conferencing facilities e.g. Zoom), should be commensurate with the requirements of the candidate's research project.

5.3.2 Reasonable limits will vary from candidate to candidate depending on the nature of the research project and will also vary over the course of the candidature.

Library resources

5.4.1 HDR candidates are entitled to access full library services equivalent to faculty access.

5.4.2 Library access should include a general loan period of at least a month, Australian and overseas interlibrary loans, and online access to academic journals and research databases.

5.4.3 Libraries are encouraged to consider the needs of specific HDR candidates when making purchases.

5.4.3 HDR candidates may apply for reciprocal borrowing rights at other AUT libraries by using the form on the GSR website.

Project-specific Support

5.5.1 The Principal Supervisor should discuss upon admission and then annually afterwards with each candidate an agreed amount of support for the year ahead for their specific project. A budget should be set for each year in discussion with the Postgraduate Coordinator. The candidate should prepare a budget proposal before meeting with the Postgraduate Coordinator. This budget should be regarded as indicative and is not intended to be an automatic entitlement to spend up to the budgeted amount irrespective of the needs of the project.

5.5.2 An HDR candidate is entitled to receive up to $600 from their college over the course of their candidature towards necessary project-specific resources, as approved by their supervisor and postgraduate coordinator. Before submitting an application to Research Committee for an HDR candidate, the college should ensure that these funds will be sufficient for the proposed project and, if not, modify the project accordingly or commit to the higher amount of support. Project support will be affirmed by the college as part of the Confirmation of Candidature process.

5.5.3 Research related expenses might include: fieldwork, consumables, specialist software for data analysis, additional library services, off-site photocopying,

thesis preparation (including printing and binding) or any other expense that may be substantiated as a legitimate cost.

Other support

5.6 Affiliated colleges, where necessary and practical, will provide access to a range of services and support for HDR candidates including but not limited to:

- copy editing;
- counselling;
- career and employment advice;
- assistance with respect to equity and disability support;
- social support; and
- English Language Proficiency support.

Academic Development

5.7.1 The AUT and affiliated colleges commit to including HDR candidates in any relevant activities directed towards research culture, development and training.

5.7.2 Candidates must attend, and participate in, a minimum of 4 college research seminars (or other research conferences approved by the Graduate School of Research) during each year of full-time candidature (minimum of 2 for each year of part-time candidature) as per HDR course rules.

5.7.3 Supervisors should encourage candidates to attend and engage in local research seminars, colloquia, conferences and other academic or professional development opportunities in addition to those of their supervising college.

5.7.4 Supervisors should discuss paper presentation and publication opportunities with candidates at least annually, providing reasonable support in accessing these opportunities.

5.7.5 All currently enrolled HDR candidates are entitled to apply for conference participation funding in accordance with the Grants Policy. Affiliated colleges should inform candidates about this scheme and other such opportunities available to them.

5.7.6 Affiliated colleges should consider providing HDR candidates with opportunities to develop academic experience wherever possible, whether through fellowships, tutor positions or similar. Appropriate remuneration should be provided, and expectations should be clearly communicated.

Student representation and advocacy

5.8.1 HDR Candidate issues and interests are represented on the Research Committee by a member elected from among current HDR candidates. Candidates should be informed of this provision by affiliated colleges.

5.8.2 Affiliated colleges should also have structured opportunities for HDR candidate representation and advocacy for any matters relevant to them, whether by participation in committees or forums.

Communication

5.9.1 A meeting between the HDR candidate and the candidate's supervisors and/or Postgraduate Coordinator, should be held at the earliest convenient time for all parties after admission to discuss expectations and inform the candidate of the support and resources available. A copy of, or link to, this policy should be given to the candidate, as well as any affiliated college polices that detail HDR support.

5.9.2 Any changes within the AUT or affiliated college that would affect a candidate's research and support should be communicated as soon as possible with the candidate and the Deputy Vice-Chancellor (Research).

Ongoing Review

5.10.1 Postgraduate Coordinators should monitor the implementation of this policy in their affiliated college. Candidate satisfaction with the resources provided is monitored via the Annual Progress Report.

5.10.2 HDR candidates should discuss resource needs at least annually with their supervisors in the light of this policy. Complaints and suggestions should be reported to their Postgraduate Coordinator, following the Grievance Resolution Policy – Students, if necessary.

6. RELATED LEGISLATION

None

7. REFERENCES

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	R&RSC	20 October 2017	1 January 2018	New policy
2	R&RSC	02 October 2020	1 January 2021	Linked to HESF 4.2.2 Addition of links to Grievance Resolution Policies Minor changes to wording.
3	RC	8 April 2022	8 April 2022	Minimum amount of $600 over the course of the candidature; to be confirmed at CoC.
4	RC	19 April 2024	19 April 2024	Changed to initial approval and effective dates; updates on GSR; alignment with changes in related policies.
5	Vice-Chancellor	June 2025	June 2025	New policy format, minor editorial updates

				to implement university status.
6	Research Committee	July 2026	July 2026	Editorial updates.

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