

Higher Research Degree Resource Guidelines

1. Purpose and Scope

These Guidelines outline the minimum resources, excluding supervision, that the University of Waikato will provide to all students enrolled in its higher research degrees (MPhil, PhD, DHSc, DMA, EdD and SJD) onshore in New Zealand. It assumes a mutually beneficial relationship between the University and higher research degree students with expectations of mutual responsibility and good faith on behalf of both parties.

The University is committed to making available to all higher research degree students the resources and facilities necessary to provide an environment conducive to the successful completion of their degrees. Its aim is to foster a strong and collegial research culture that facilitates interaction between higher research degree students and the wider University community.

All higher research degree students, regardless of their Division/Faculty or campus location, will be given equal access to the minimum resources outlined in this document. It is acknowledged that some may require resources beyond this minimum level. In such cases, agreements about supporting these researchers should be made between the supervision panel, the relevant Head of School or equivalent and the Associate Dean Postgraduate Research, prior to approving the application to enrol wherever possible. Some Divisions/Faculty may have the ability to exceed these minimum resources, such as in disciplines receiving greater government funding or external research grants supporting the research. These circumstances fall outside the scope of this document.

Higher research degree students, like other students, have access to central University services including the Library, Student Learning Support, Student Services, support services delivered by the Deputy Vice-Chancellor Māori and Assistant Vice-Chancellor Pacific, Accessibility Services, Accommodation Services and Student Health. These services are also outside the scope and remit of this document.

2. Onboarding

- 2.1 Higher research degree students will receive an induction relevant to the Division/Faculty they are enrolled in. This induction may include an introduction to key staff, overview of available resources and how to access them, familiarisation with local health and safety procedures such as fire or laboratory safety, and how to seek further advice and support within the Division/Faculty.
- 2.2 The Chief Supervisor will ensure that the researcher is introduced to the relevant people for their programme of study, including the local administrator, Associate Dean Postgraduate Research, the representative from the Divisional Ethics Committee, and technical support staff.
- 2.3 The University, through Te Mata Kairangi School of Graduate Research, will provide a series of candidature workshops throughout the research degree (e.g. induction, preparing for confirmation of enrolment, submission and examination) for all enrolled higher research degree students.

3. Office space and furniture

- 3.1 Higher research degree students will be provided with adequate workspace. This may be provided in an open-plan arrangement or as a shared office space and will include either an allocated desk or access to flexible hot-desks. Wherever possible, workspaces will be co-located with other higher research degree students and near academic staff.
- 3.2 Higher research degree students will be provided with appropriate access to specialist research facilities such as a laboratory, creative or exhibition space, as required. These may be provided at a different University of Waikato campus from the student's primary location.
- 3.3 All workspaces will have appropriate ventilation or heating in line with the University's obligations under the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.
- 3.4 All University workspaces will be equipped with an ergonomic chair, monitor, keyboard and mouse to enable a healthy working environment.
- 3.5 24-hour access to the workspace will be available unless there are overriding and unavoidable health and safety and/or security issues. Additional access restrictions may apply to laboratory spaces.
- 3.6 Where common room facilities are available for staff, higher research degree students will be allowed access to them on the same conditions as staff members, unless separate facilities are provided.

4. Computing equipment

- 4.1 Higher research degree students may request the use of a laptop computer, if required, that meets University standard. This request can be made at any stage during the student's enrolment. The laptop must be returned to the University on completion of, or withdrawal from, the higher research degree, or if no longer required. Students may choose to use their own computer and in such case the University will provision for software updates to meet the University standard.
- 4.2 If a higher specification computer is required for a specific research project, this must be arranged by the Division/Faculty, subject to agreement of the Chief Supervisor and the Head of School or equivalent, and the availability of resources. Wherever possible, this should be identified, discussed and agreed prior to approving the application to enrol.
- 4.3 The laptop computer will be given standard supported software, e.g., Microsoft Office or equivalent. Any specialised software for which institutional licenses are not provided will need to be arranged by the Division/Faculty, subject to agreement of the Chief Supervisor and the Head of School or equivalent and the availability of resource.
- 4.4 Standard supported software can only be guaranteed for laptop computers provided by the University. If a higher research degree student chooses to use their personal computer instead, access to software will depend on the institutional licenses in place.
- 4.5 Higher research degree students will have electronic data storage space (either local or cloud storage) available to them. If data storage exceeding the standard allocation is required, researchers should discuss this with their supervisor who can arrange additional capacity through the Division/Faculty if resources allow.
- 4.6 The Division/Faculty under which the student is enrolled for their higher research degree will provide a reasonable amount of office consumables and supplies.

5. Financial support

- 5.1 Higher research degree students will have available to them a minimum of \$3000 (doctoral) and \$1000 (MPhil) for research-related, non-stipendiary expenses over the course of their enrolment (a maximum of four years' full-time enrolment) subject to achieving confirmed enrolment and pending satisfactory progress.
- 5.2 The funding amount must be set within Divisions/Faculty in a transparent and consistent way to all higher research degree students. Any higher resourcing will be dependent on need and require pre-arrangement with the relevant Division/Faculty. Wherever possible, this should be identified, discussed and agreed prior to approving the application to enrol.
- 5.3 Research funding may be used to fund research-related expenditure including, but not limited to, consumables, software, access to services and facilities, analytical costs, conference fees and travel, fieldwork, exhibition or performance costs. In some cases, these funds may be used to cover costs charged to the Division/Faculty to support research (for example, use of scientific machinery or consumables) in shared facilities.
- 5.4 Use of research funding is subject to approval from the Chief Supervisor and the Division/Faculty, and approval should be sought prior to incurring expenses. Higher research degree students should consult the relevant Division/Faculty for specific information on how to access or apply for this funding. Where expenditure is required for services external to the University, the relevant Division/Faculty may arrange for purchase orders or for reimbursement of small expenditure.
- 5.5 All expenditure must adhere to the Procurement Policy and Purchasing and Sensitive Expenditure Policy. Receipts for payment of expenses and, where required, evidence of attendance at funded events, must be provided to the Division/Faculty before reimbursement can be issued.
- 5.6 Travel should be booked through the University's preferred travel provider, wherever possible, as per the Travel Policy.

6. Addressing concerns

- 6.1 Higher research degree students with concerns about the allocation of resources outlined in this document should first discuss these with their supervision panel.
- 6.2 If unresolved, the matter should be escalated to the Associate Dean Postgraduate Research for the relevant Division/Faculty.
- 6.3 If a higher research degree student is dissatisfied with a resolution made under 6.2 of these Guidelines, they may make a complaint either under the Higher Degrees Complaints and Appeals Regulations or through the Student Complaints Procedures. The Waikato Students' Union Advocacy Service can assist students undertaking complaints processes.

This document will be reviewed annually by the Research Committee.

These Guidelines recognise the importance of institutional support for the Divisions/Faculty in meeting the resources outlined above.

The allocation of all resources and facilities detailed in this document must adhere to the University's Health and Safety Policy (<https://www.waikato.ac.nz/about/governance/docs/policies/safety-and-wellness-policy/>).