

Graduate Research Degrees



GRADUATE RESEARCH STUDENT SUPPORT BOOKLET

University Department of Rural Health, Tasmania
University of Tasmania
Locked Bag 1372, Launceston 7250
Phone: (03) 6324 4000
Facsimile: (03) 6324 4040
URL: <http://www.utas.edu.au/ruralhealth/>

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GRADUATE RESEARCH STUDENT RESOURCE BOOKLET

1. Introduction

Welcome to commencing and continuing Masters and Doctoral candidates with the Rural Health Graduate Research Program at the University of Tasmania. The program is a collaborative program run by the University Department of Rural Health (UDRH) and the Rural Clinical School (RCS). Both Departments are part of the Faculty of Health Science. The UDRH, Tasmania and the RCS are part of a nationwide network of University Departments of Rural Health and Rural Clinical Schools supported by the Australian Government Department of Health and Ageing. While both the UDRH and RCS contribute to research supervision and to infrastructure support for our students, the administration of the program is through the UDRH.

1.1 Mission Statement of the University of Tasmania

The University of Tasmania is committed to excellence in the creation, preservation, communication and application of knowledge and to scholarship that is international in scope but that also reflects the distinctiveness of Tasmania and that serves the needs of its community.

1.2 Key Result Areas of the University Departments of Rural Health Program

Under current funding arrangements with the Australian Government, the key objectives of the UDRH are to:

- increase and improve rural experiences for health science students;
- expand educational opportunities that are relevant for rural and remote practice;
- undertake research in rural and remote health issues;
- provide support for rural health professionals, consumers, and communities;
- contribute to innovation in education, research and service development through collaborations with universities, health services and professional and community organisations;
- embrace a strong population or public health focus; and contribute to the development of innovative service delivery models in rural and remote health.

The success of your academic program is important to us. Remember, academic staff and office personnel are here to help you, so if in doubt about any issue, please ask.

1.3 Academic Staff

The UDRH has a mix of academic and Graduate Research support staff. Some of these are employed on core funds while others are working in contract positions related to specific research or project grants. Supervisors are identified with a *

Mr Stuart Auckland (Assistant Director, UDRH)

Email: Stuart.Auckland@utas.edu.au

Ph: 6324 4035

Anne O'Byrne Centre, room 221

Dr Erica Bell* (Research Fellow)

Email: Erica.Bell@utas.edu.au

Ph: 6226 7377

CMA Building, Elizabeth Street, Hobart

Ms Kim Boyer* (Senior Research Fellow)

Email: Kim.Boyer@utas.edu.au

Ph: 6226 7372

CML Building, Elizabeth Street, Hobart

Dr Rosemary Cane (Junior Research Fellow)

Email: Rosemary.Cane@utas.edu.au

Ph: 6324 4036

Anne O'Byrne Centre, room 215

Ms Lisa Dalton (Lecturer – Rural Educational Support)

Email: Lisa.Dalton@utas.edu.au

Ph: 6324 4042

Anne O'Byrne Centre: room 327

Ms Jennifer Houston (Associate Lecturer, Indigenous Health & Higher Education)

Email: Sharon.Dennis@utas.edu.au

Ph: 6430 4063

Off Campus, Cradle Coast Campus

Ms Shandell Elmer (Lecturer in Rural Health)

Email: Shandell.Elmer@utas.edu.au

Ph: 6324 4046

Anne O'Byrne Centre: room 327

Mr Andrew Harris (Lecturer in Rural Mental Health)

Email: Andrew.Harris@utas.edu.au

Ph: 6324 4043

Anne O'Byrne Centre: room 233

Mr Martin Harris (Lecturer in Rural Health)

Email: Martin.Harris@utas.edu.au

Ph: 6324 4029

Anne O'Byrne Centre: room 322

Ms Karen Hern (Researcher Assistant)

Email: Karen.Hern@utas.edu.au

Ph: 6226 7370

CML Building, Elizabeth Street, Hobart

Mrs Miriam Herzfeld (Researcher in Primary Health Care)

Email: Miriam.Herzfeld@utas.edu.au

Ph: 6226 7374

CML Building, Elizabeth Street, Hobart

Dr Clarissa Hughes* (Research Fellow)

Email: Clarissa.Hughes@utas.edu.au

Ph: 6226 7797

CML Building, Elizabeth Street, Hobart

Ms Helen Howarth (Lecturer - Rural Pharmacy)

Email: Helen.Howarth@utas.edu.au

Ph: 6226 2173

School of Pharmacy, Sandy Bay

Ms Susan Johns (Junior Research Fellow)

Email: Susan.Johns@utas.edu.au

Ph: 6324 4008

Anne O'Byrne Centre: room 314

Assoc Prof Sue Kilpatrick* (Director, UDRH)

Email: Sue.Kilpatrick@utas.edu.au

Ph: 6324 4011

Anne O'Byrne Centre: room 224

Dr Quynh Lê* (Lecturer in Rural Health – Graduate Research Coordinator)

Email: Quynh.Le@utas.edu.au

Ph: 6324 4053

Anne O'Byrne Centre: room 225

Assoc Prof Peg LeVine* (Rural Mental Health)

Email: Peg.LeVine@utas.edu.au

Ph: 6324 4004

Anne O'Byrne Centre: room 320

Dr Pat Millar* (Lecturer in Rural Health)

Email: Patricia.Millar@utas.edu.au

Anne O'Byrne Centre: room 237

Dr Peter Orpin* (PHCRED Coordinator, Senior Research Fellow)

Email: Peter.Orpin@utas.edu.au

Ph: 6226 7344

CML Building, Elizabeth Street, Hobart

Mrs Amanda Radcliffe (Researcher in Primary Health Care)

Email: Amanda.Radcliffe@utas.edu.au

Ph: 6226 7371

CML Building, Elizabeth Street, Hobart

Mrs Georgina Routley (Associate Lecturer)

Email: Georgina.Earles@utas.edu.au

Ph: 6324 4047

Anne O'Byrne Centre: room 316

Ms Judy Spencer (Lecturer in Rural Workforce)

Email: J.Spencer@utas.edu.au

Ph: 6324 4064

Anne O'Byrne Centre: room 231

Ms Samantha Splatt (Lecturer in Rural Mental Health)

Email: Samantha.Splatt@utas.edu.au

Ph: 6324 4054

Anne O'Byrne Centre: room 235

Dr Christine Stirling (Assistant Director, Research Fellow)

Email: Christine.Stirling@utas.edu.au

Ph: 6226 7798

CML Building, Elizabeth Street, Hobart

Professor Judi Walker* (Professor of Rural Health)

Email: Judith.Walker@utas.edu.au

Ph: 6430 4561

Rural Clinical School, Burnie

Miss Jessica Whelan (Lecturer in Rural Health)

Email: Jessica.Whelan@utas.edu.au

Ph: 6324 4020

Anne O'Byrne Centre: room 4020

Ms Sue Whetton (Lecturer in Flexible Education Development)

Email: Sue.Whetton@utas.edu.au

Ph: 6324 4025

Anne O'Byrne Centre: room 318

Honorary

Assoc Prof Joan Abbott-Chapman* (Honorary Fellow)

Email: J.AbbottChapman@utas.edu.au

Ph: 6226 2591

Off Campus – Hobart

Dr Gerald Gill*

Email: Gerald.Gill@utas.edu.au

Ph: 6324 4056 – Mobile: 0408 132 723

Anne O'Byrne Centre: room 330

Mr Harvey Griggs* (Honorary Associate)

Email: harvey@posvibes.array-designs.com

Ph: 0427 975 043

Off Campus

Mr John Guenther (Honorary Associate)

Email: john@catcom.com.au

Ph: 6425 9016

Off Campus

Ms June Hazzlewood (Honorary Associate)

Email: june.hazzlewood@utas.edu.au

Ph: 0414 770 864

Off Campus

Ms Rosa McManamey* (Honorary Associate)

Email: rosa.mcmanamey@utas.edu.au

Ph: 6324 4065

Anne O'Byrne Centre: room 312

Mr Richard Phillips*

Email: Richard.Phillips@utas.edu.au

Ph: 6226 2710

School of Medicine, Hobart

Dr David Woods*

Email: david.woods@dhhs.tas.gov.au

School of Medicine

1.4 Administrative Support Staff

Requests for assistance from administrative staff must be directed through your Supervisor and/or the Graduate Research Executive Officer. Please do not go directly to the administrative staff.

Ms Cecilia Chiu (Marketing and Communications Coordinator)

Email: Cecilia.Chiu@utas.edu.au

Ph: 6324 4028

Anne O'Byrne Centre: room 213

Mr Jason Ffello (Executive Officer)

Email: Jason.Ffello@utas.edu.au

Ph: 6324 4006

Anne O'Byrne Centre: room 214

Mrs Leonie Geard (Finance Officer)

Email: Leonie.Geard@utas.edu.au

Ph: 6324 4000

Anne O'Byrne Centre: room 212

Miss Bedeliah Mallet (Receptionist)

Email: Bedeliah.Mallett@utas.edu.au

Ph: 6324 4000

Anne O'Byrne Centre: room 212

Mr Chris McKay (System Administrator)

Email: Chris.McKay@utas.edu.au

Ph: 6324 4014

Anne O'Byrne Centre: room 228

Mrs Yvette Massey (Graduate Research Executive Officer – Jan 2008 onwards)

Email: Yvette.Massey@utas.edu.au

Ph: 6324 4048

Anne O'Byrne Centre: room 217

Mrs Kim Pitty (Administrative Coordinator)

Email: kim.pitty@utas.edu.au

Ph: 6324 4028

Anne O'Byrne Centre: room 212

Mr Jeremy Charles Rayner (Web Technology Officer)

Email: jcrayner@utas.edu.au

Ph: 6324 4038

Anne O'Byrne Centre: room 227

Mrs Vicki Simm (Graduate Research Executive Officer – Jun to Dec 2007)

Email: Yvette.Massey@utas.edu.au

Ph: 6324 4048

Anne O'Byrne Centre: room 217

2. Support for your Study

2.1 Support through the University

2.1.1 Board of Graduate Studies by Research (BGSR)

The BGSR is responsible for the programs of study and research leading to a Graduate Research degree. The Graduate Research Coordinator can provide you with the names and contact details of board members.

2.1.2 Graduate Research Unit (GRU)

The Graduate Research Unit (GRU) is located on the Hobart Campus. The GRU will provide you with details of enrolment status, scholarship status, etc. The GRU website has a great deal of information to support your study including policies and procedures.

<http://www.research.utas.edu.au>

Or you can go straight to the Graduate Research student section of their website at:

<http://www.research.utas.edu.au/rhd/>

Contact details are as follows:

phone (03) 6226 2766

fax (03) 6226 7497

email scholarships@research.tas.edu.au

A representative from the GRU attends the Launceston campus one day per week and may be contacted in the Student Services building.

2.1.3 Ethics Committees

With few exceptions, all Graduate Research projects will require prior clearance by the Ethics Committee for either Animal or Human Experimentation. Candidates will also be required to be registered investigators or associate investigators. Your supervisor(s) will assist you to complete the necessary paperwork required to allow you to undertake your surveys or experiments. This will occur as soon as possible after your enrolment.

All Graduate Research candidates should also familiarise themselves with the NH&MRC guidelines on the Code of Practice on the Use of Animals for Experimentation **or** Use of Humans for Research, which may be viewed within the Research College Website.

http://www.research.utas.edu.au/human_ethics/index.htm

2.1.4 Scholarships

Application forms for Graduate Research coursework scholarships are available from the Tasmania Scholarships Office or on the University website under Tasmania Scholarships at <http://www.scholarships.utas.edu.au>. Information about Tasmania Graduate Research Scholarships and electronic application forms are also available on the Web at:

<http://www.research.utas.edu.au/rhd/>

2.1.5 Internet Access

As a student of the University of Tasmania, you will be provided with internet access and an email account through IT services (you will be informed of the procedure at enrolment). You may also wish to access the University facilities off-campus. The IT Service Desk (ext 1818) will provide you with the procedure and current costs associated with this service.

2.1.6 Library

The University has extensive library collections on both the northern and southern campuses. Library loans are free; however, you will need your Supervisor's authorisation to be registered for interlibrary loans. Tours of the Library facilities can be organised by contacting Library staff at the Help Desk. The Science Librarian in Launceston is Mr Ian Bollard (extn 3361). Costs associated with obtaining articles are to be met from the student's research fund allocation.

2.2 Support through the University Department of Rural Health

2.2.1 Graduate Research Coordinator

The UDRH Graduate Research Coordinator position is held by Dr Quynh Lê, Lecturer in Rural Health. (see 1.3)

The role of the Graduate Research Coordinator is to answer queries of either a minor or major nature regarding your candidature and she will meet with you during your degree to discuss your progress and other issues pertinent to your candidature.

2.2.2 Car Bookings

Authorisation for car use for work purposes needs to be obtained from the Director or designate and your Supervisor prior to car use. Cars can be obtained from the University Car Pool in either Hobart or Launceston. Car bookings are made in the first instance through Leonie or Yvette.

Please fill the car up with petrol, using the fuel card supplied, before the end of your journey, so that the next user does not come to use a car with an empty fuel tank. The Department is charged for the use of University cars so it is important to return them promptly.

The vehicle use sheet must be completed and returned to the Car Pool Office, stating your name, destination, kilometres at start and end of journey, and the purpose of the journey.

Cars must be left in a clean and tidy condition.

PLEASE NOTE that speeding and parking fines are the responsibility of the user! Please report any damage or mechanical problems to Bruce Baudinette on extn 3796 (Launceston vehicles) or Peter Sargison on extn 2692 (Hobart vehicles), as soon as possible.

2.2.3 Computers

All graduate students will be provided with access to a computer for the duration of their study. In addition, students have access to computers in the Student Computer Lab (room 312 in the Anne O'Byrne Centre). Should you experience computer problems, please contact the Department's Computer Systems Support Officer, Chris McKay (ex 4014), in the first instance. Should you require toner to be replaced in printers located in either of the computer rooms, please liaise with Vicki Simm, Yvette Massey or Bedeliah Mallet.

After hours access to your building will be dependent upon the site. The Anne O'Byrne (AOB) Centre, designated student workstations in Hobart and the Rural Clinical School (RCS) are all accessed by security card. Please contact Executive Officer, Jason Ffello for details of our policy on the issue of security cards and information about after-hours access.

2.2.4 Facsimile Use

The department's fax number is (03) 6324 4040 (Launceston) or (03) 6226 1952 (Hobart). If you are located at the Rural Clinical School the fax number is (03) 6431 5670. The fax machine in Launceston is located in the Utility Room (room 208) at the Anne O'Byrne Centre. The fax machine in Hobart is located in the UDRH office at the CML Building. Fax cover sheets are available from the folder located near the fax machines. Incoming faxes are normally placed in mail trays. Please do not remove other people's faxes from the machine.

2.2.5 Funding Allocation

Students may receive a funding allocation from the UDRH towards the research project costs. The amount in total will be negotiated at the time candidature is accepted. Negotiations are between the student, supervisor and Director, UDRH. You will need to submit a proposed budget showing anticipated expenditure for approval by both your supervisor and the Director, UDRH. All expenditure must be authorised by the Supervisor in the first instance. See also Appendix A, clause 18.

Access to research account information is only to be made through your Supervisor.

2.2.6 Photocopying

A photocopier is located in the Utility Room (208) at the Anne O'Byrne Centre, the CML Building in Hobart and at the RCS. 'Reasonable' photocopying and printing is allowed for all Graduate Research candidates using your assigned code. Please contact Yvette Massey for arranging photocopying outside these areas.

2.2.7 Publications and Other Research Output

Any papers or articles published during your studies with the University must be included in the Department's PES (Publications Entry System) publication list which is submitted to the Department of Education, Science and Training (DEST) annually. Please give copies of the article, journal contents page and journal name to Kim Pitty.

2.2.8 Reimbursement for Purchases / Expenditure

For petty cash reimbursements, please see Leonie Geard. You will need to keep tax invoices/receipts if you wish to claim reimbursement.

NOTE: All expenditure must be authorised by your Supervisor in the first instance, before requesting reimbursement.

2.2.9 Research Retreats

All research Masters and PhD candidates are expected to attend the research retreats advertised on the students support program. In 2007 there will be two 1-day retreats. You will have the opportunity to present an aspect of your study and receive feedback on your work. You can also provide others with critique. Additional opportunities to present topics of interest to other UDRH staff will be encouraged through the seminar series.

2.2.10 Seminar/Conference Attendance

Graduate Research degree candidates are encouraged to attend and present at professional forums. The extent of financial support is dependent on the year's Graduate Research budget and is limited to one major event per calendar year for each student.

Please complete a purchasing/travel authorisation form and liaise with Kim Pitty when making booking arrangements. All interstate travel requires the Graduate Research Coordinators and Director's prior approval and international travel must be authorised by the Director and/or the Dean of the Faculty of Health Science.

2.2.11 Study Progress

All graduate research students will undertake an annual review of progress. This will be conducted by the student, supervisors and Graduate Research Coordinator and authorised by the Director, UDRH. Progress must comply with the guidelines accepted by the university and deemed to be within the accepted completion dates. This process is set out in the GRU website.

2.2.12 Useful Resources for Graduate Research Study

The Graduate Research Unit has a number of useful resources on its website for Graduate Research students. These can be found at <http://www.ruralhealth.utas.edu.au/gr/resources/>

A list of resources will be made available to you at your induction session and at intervals during your candidature.

Your supervisor may also have resources that he or she can advise you to source.

3. Your Working Environment

You may by now have received the current Graduate Research Degrees Handbook and other literature relevant to your higher degree study from the Graduate Research Degrees Unit. Please read this material carefully. Further detailed information is available from the University of Tasmania website. This information includes a set of minimum infrastructure standards for Graduate Research Degree candidates approved by the University Council in November 2002 (reproduced as Appendix A) and which will be applied by the UDRH.

3.1 Car parks

Three types of car parking spaces are available within the university boundaries: free (yellow areas), pay-as-you-use voucher areas (blue) and yearly permit (white). Permits are available through Physical Resources at a cost of \$55 p.a. (including GST). Parking in a permit area without a permit or failure to purchase a voucher for a voucher area will incur a fine. Parking space at the Anne O'Byrne Centre is very limited but permits are not required. Street parking is available for students in Hobart and standard parking metre fees apply.

3.2 Emergency Phone Numbers

University Security should always be contacted for any emergency (real or perceived). The Emergency Number for Security in Launceston and Burnie is **extn 3336** or **6324 3336**. If you are in Hobart the number is **6226 7600** if phoning from outside the University telephone network). Please terminate each request with 'over' as you may be speaking with a security officer via short wave radio. Failure to contact Security first may delay any ambulance, police or fire personnel due to locked doors.

3.3 Health and Safety

The University and the Department take your health and safety seriously. You should acquaint yourself with the Occupational Health and Safety site on the University website <http://www.admin.utas.edu.au/hr/ohs/ohs.html>. The Occupational Health and Safety Officer for Rural Health is Karla Peek (room 2229, extn 4012).

All accidents must be reported to the OHS Officer and an Accident Report filled out.

3.4 Insurance

- ** **Personal items** – are your responsibility and are not insured by the University. Always carry your purse or wallet and keep your office door locked. In the event of items being stolen, report the theft immediately to Security (ext. 3336).
- ** **University items** – are covered by insurance. Any damage/loss should be reported immediately to your supervisor.
- ** **Travel** – When required to work at locations off-campus it is important to complete the appropriate authority to travel forms prior to the travel. This is for Insurance coverage purposes for you and should be given to one of the Administrative Assistants for signing by the Director. Failure to do so and a resulting accident may complicate claims settlement.

All Student Association members are covered by Student Accident Insurance, 24 hours a day, 365 days a year¹. The insurance covers all university work-related accidents that occur ON or OFF campus, but most importantly it covers non-Medicare medical expenses if your accident occurs during a University-related activity or while you are driving to or from this activity. Please contact the Student Association if you need clarification of an Insurance issue or wish to make a claim.

¹ Insurance Coverage Policy may change from time to time, but if you are in doubt, please contact the Student Association.

3.5 Keys

Please see one of the Administrative Officers who will order a security card for you. Cards must be picked up in person (and signed for) at the Security Centre (beside the Commonwealth Bank on the Newnham Campus, ext. 3633). The card must be surrendered to Security on completion of candidature.

3.6 Letterhead

University of Tasmania/UDRH or RCS letterhead is not for use on correspondence by students unless prior approval is given by the Director.

3.7 Mail/Deliveries

- ** **Inward mail** - is placed in pigeonholes twice daily.
- ** **Outward mail** - is put in the general office in the tray provided (before 10.30am or 4.00pm). External mail should be stamped with the Department stamp for identification and charging purposes. Internal University mail must have a box number for recipient, as outside postal workers (Australia Post) are used.
- ** **Personal mail** - is paid for by the individual, but can be left for posting in the tray provided in the general office.
- ** **Email** - as a student you are entitled to a University email address. To obtain this facility, please liaise with personnel from IT Services (located near the Cafeteria on the Newnham campus). This is a free service.
- ** **Courier services** - collections by couriers can be arranged through the Administrative Assistants.

3.8 Media

If you speak publicly or to the media in relation to Rural Health and the University of Tasmania, you do so from a personal viewpoint (and you are strongly encouraged to seek the advice of your Supervisor or the Director before you speak to anyone). Any statement giving a "University" viewpoint can only be issued through the University Media Liaison Office. The Department's Marketing and Communications Coordinator, Cecilia Chiu, can also help with drafting media releases and arranging publicity.

3.9 Pigeon Holes

Mail trays are located at the Anne O'Byrne Centre, Stanley Burbury Theatre and RCS. Your mail tray will normally be at the location you have been allocated desk space.

3.10 Postal or Delivery Address

The University Department of Rural Health's post box address, for the northern campus, is:

Launceston Campus

University Department of Rural Health
University of Tasmania
Locked Bag 1372
Launceston TAS 7250

Hobart Campus

University Department of Rural Health
Private Bag 103
Hobart TAS 7001

UDRH Student Space, Hobart Campus

Stanley Burbury Theatre

Private Bag 60

Hobart TAS 7000

3.11 Purchasing

To generate a Purchase, please adhere to the following:

- complete a purchasing authorisation form;
- approval of expenditure from your Supervisor prior to requesting an order, is essential and must be within the approved allocation;
- give the purchasing authorisation form to Leonie Geard for processing;
- .current office product catalogues are held at Reception and must not be removed from her office;
- please place orders in a timely fashion ensuring that the correct information is provided in the first instance and that requests are not made to change an order once it has been processed. Once an order has been approved, the computer software will not allow it to be changed!
- Remember that the University can claim reimbursement for the Goods and Services Tax (GST), so two prices will need to be quoted for the goods required. Failure to do this will mean your research account will be billed for the GST!

3.12 Student Offices

For students visiting Launceston – the UDRH maintains an office for visiting staff at the Anne O’Byrne Centre. You will need to bring your own laptop computer. Bookings **must** be made through reception (ext 4000).

Currently our ability to provide visiting space in Hobart is very limited, please contact UDRH Reception to make any bookings.

Finally, enjoy your studies with us here at Rural Health at the University of Tasmania. Remember we are here to help you, and make your studies successful and enjoyable.

APPENDIX A

Minimum Infrastructure Standards for Graduate Research Degree Candidates

The following set of infrastructure standards was approved by University Council on 15 November 2002.

1. Accommodation appropriate to the discipline; accommodation of no less than four square metres in floor space which is secure, ventilated, heated, lit to ASA standards, and located proximate to toilets and other amenities, with a desk space of no less than 0.5m². There should be a clear statement about the space provided for part-time students.
2. Twenty-four hour building access and own keys.
3. Laboratory access where appropriate. Individual bench space and access to relevant equipment for those in laboratory-based disciplines; this does not imply permanent bench space in central facilities such as the Central Science Laboratory.
4. An ergonomically sound chair as specified by the University of Tasmania's Occupational Health and Safety Policy.
5. Bookshelves.
6. Lockable filing cabinet, or appropriate space therein.
7. Full library services including access to inter-library loans and document delivery.
8. Shared access to an internal phone extension and a reasonable level of free access to a telephone for research related local calls. Permission required for STD/ISD calls and calls to mobile phones for research related purposes.
9. Controlled fax access.
10. Shared mailbox and mail out facilities.
11. Access to operational and regularly serviced photocopier.
12. Twenty-four hour access to tearoom facilities.
13. Twenty-four hour access to washroom facilities.
14. Access to shared dedicated Graduate Research computing facilities including: computer/work station, networked printing, email facilities and an address, Internet and Intranet access, IT support, and commonly used research related software where appropriate.
15. Access to school stationery, such as School letterhead when necessary.
16. School induction program.
17. Provision of written documents outlining School policies regarding the conduct of the Graduate Research program.
18. The research proposal completed by all candidates to include a detailed budget that the School considers appropriate to carry out the research project. This budget should be regarded as indicative and subject to annual change in the light of experience. The intention is to ensure a level of financial support appropriate to the project being undertaken. It is not intended to be an automatic entitlement to spend up to the budgeted amount irrespective of the needs of the project. Research related expenses might include: fieldwork, laboratory consumables, additional library services, off-site photocopying, thesis preparation or any other expense that may be sustained as a legitimate cost.
19. Remote/distance candidates provided with infrastructure appropriate to their needs.