	HIGHER DEGREE BY RESEARCH SUPPORT POLICY
Policy Owner	Chair, Graduate Research
Contact Officer	Chair, Graduate Research
Endorsement Authority	Academic Senate
Date of Next Review	24 January 2026

1.   PURPOSE AND OBJECTIVES

Bond University is committed to providing a high level of support to candidates enrolled in Higher Degree by Research (HDR) programs to ensure success in their research and enhance their research training experience. The provision of appropriate infrastructure and maintaining an enriched learning environment is integral to that success.

The Policy and Schedules outline the core elements of University support for HDR candidates and their research. The Policy outlines the resources available to all candidates and recognises that some candidates require other reasonable research related resources to support their research. Faculties may provide specific support to candidates in addition to the resources outlined in this Policy. The Policy also relates to part-time and/or off-campus students who must be provided with suitable work facilities for research purposes and appropriate access to resources. The resources provided and the conduct of the program, shall comply with the University policies on occupational health and safety and equal employment opportunity (EEO) requirements.

2.   AUDIENCE AND APPLICATION

Higher Degree by Research Students

3.   ROLES AND RESPONSIBILITIES

Role	Responsibility
Faculties	Clause 4.1 Assess research-related resources required by potential candidates.
	Clause 4.1 Ensure an induction meeting between candidates and their supervisory team takes place.
	Clause 4.1 Provide links to resources for candidates and supervisors.
	Clause 4.2 Ensure candidates are provided access to appropriate on-campus workspace and other amenities.
	Clause 4.5.2 Ensure Faculty orientation is available
Chair of Graduate Research	Clause 4.1 Ensure candidates are briefed on the University-level services available to them.
	Clause 4.4 Approval of budget allocations.
	Clause 4.5.1 Ensure University orientation is available
Students	Clause 4.5.3 Attend Research Integrity Training
Supervisors & Students	Clause 4.6 Annual reports on progress submitted

4.   POLICY STATEMENT

4.1.   Consideration of Research Facilities Support for Enrolling Candidates

As part of the application processes, the Faculty of enrolment shall assess the research related resources required by the potential candidate throughout their candidature and approve only those applications where the Faculty is satisfied, they can provide the necessary supervision, physical amenity, equipment and other resource support for successful completion of the research project, within the limits of available resources.

Once enrolled, an induction meeting between the candidate and their supervisory team is essential to discuss both general infrastructure support, technical support, equipment access, and project specific support which will be provided to the candidate by the University.

The Faculty will also ensure that the candidate is briefed on the University-level services available to them and other accessible ancillary supports specifically designed for HDR candidates (such as scholarships, grants, ethics approval, health and well-being care, career support services, employment, Student Wellbeing services, Bond University Student Association and other HDR student associations).

All enrolling candidates and their supervisors receive an email from their Faculty with links to the HDR iLearn community which includes administration tools, such as the Student-Supervisor Agreement, HDR relevant forms, guidelines and checklists and the HDR Handbook.

4.2. Support for On-campus Workspace Facilities

All candidates must be provided access to appropriate on-campus workspace including laboratory space. Full-time and on-campus HDR candidates will be prioritised in the allocation. Part-time and off-campus HDR candidates will be assisted with a workspace allocation appropriate to their circumstances. All candidates will, as a minimum, have access to 'hot desk' facilities in Faculties.

Workspace allocations will normally be in the Faculty of enrolment. One key for the secured locations will be held by the candidate and the spare key is to be held by the appropriate administrator in the Faculty.

Workspaces will be equipped with a desktop computer wherever possible. University computers will be equipped with access to:

- Internet access;
- An email account;
- iLearn;
- Bond University supported word processing software, such as currently licensed version of Word, Excel and PowerPoint;
- On request, a relevant statistics package and/or other commonly related research software if required;
- Information Technology Support; and
- Electronic Library material (see 4.3 below)

All candidates will be able to secure 24-hour access to their workspace in the Faculty.

As appropriate to the research project, laboratory access, individual bench space and access to relevant equipment in laboratory-based disciplines will be provided where necessary.

All candidates will be provided with a Bond University email account and will be required to adhere to the University policy on appropriate email use (ICT Acceptable Use Policy).

The Faculty will ensure that there is at least one telephone per HDR area/office. Internal and free local access will be permitted on phones. Access to photocopier and printer equipment will be facilitated by the Faculty of enrolment and subject to the Faculty user guidelines. All candidates will have access to the fee-per print photocopier/printer available in the Library and Multimedia Learning Centre. The Faculty of enrolment will maintain a shared HDR candidate mail pigeonhole close to the HDR area.

All candidates will have access to University stationery where necessary for research-related purposes.

All research activities must comply with established University policies on Work Health and Safety and Equal Employment Opportunity requirements.

4.3. Support for Learning Related Facilities

All HDR candidates are encouraged to maximise the services of the University Library (https://library.bond.edu.au/help-support#infoskills) in their research. Library resources will include:

- Borrowing rights to the physical research material in the standing collection;
- Extensive electronic databases;
- Extensive access to electronic journals;
- Free document delivery and inter-library loans within defined parameters; and
- Training on electronic research techniques.

Candidates are able to access, without charge, all services offered by the Academic Skills Centre (https://bond.edu.au/current-students/services-support/student-support/academic-skills-centre).

Services available include, but are not limited to:

- Academic writing;
- Oral presentations;
- Citing and referencing;
- Grammar and punctuation;
- Developing your reading skills;
- Organising and structuring an essay;
- Managing time and selecting ways to study; and
- Preparing for exams

The Office of Learning and Teaching (OLT) provides online resource materials and research workshops without charge to students. Resources and workshops include, but are not limited to:

- Teaching approaches, strategies and ideas;
- Professional development as a teaching academic;
- How to help your students learn;
- Assessment, assignments, and marking;
- Applying for Teaching and Learning Awards and Grants;
- Student evaluation of teaching (TEVAL) processes and applying student feedback; and
- Cultural awareness.

4.4. Support Costs Related to Research

All HDR candidates are able to access funding to support and enrich their research for both project and dissemination costs. This includes travel to collect essential data. Funding to attend a conference to present a research paper derived from their HDR studies is also supported as part of this Policy, where sufficient justification is provided.

4.4.1. Due Diligence Prior to Offer of Enrolment

Prior to making an offer of enrolment, the Faculty and the prospective candidate must take all reasonable steps to define the budget parameters for the entire project and ensure that they are contained within the maximum available funding outlined in Schedule 1.

Projects that will require funding beyond the maximum available for a degree must be specified by the candidate, prior to enrolment, and agreed to by the Provost on recommendation of the Associate Dean, Research (ADR) and Chair of Graduate Research.

4.4.2. Budget Development and Approval

To access funding, HDR candidates must prepare, as part of their confirmation document, a proposed balance-of-candidature budget subdivided into calendar years. The budget must be prepared in consultation with the supervision team, and it is recommended that a budget is completed as early into enrolment as is feasible to facilitate forward project planning and access to funding support.

The budget must be manageable within the resource constraints of the Faculty and the University. The University is not obliged to fund amounts in excess of established limits if prior agreement is not reached on project costs or conference support.

Funding requests must be supported by the Faculty Associate Dean Research and be approved by the Chair of Graduate Research. All requests and expenditure must comply with requirements outlined in the HDR Student Handbook and HDR Guideline.

4.4.3. Maximum Available Funding During Enrolment

It is expected that the maximum amount of funding available to HDR candidates for project costs and conference travel support during their candidature will be determined by the cost of the degree as determined by the Commonwealth Research Training Program and the Annual operating budget of the University. See Schedule 1 for the maximum available funding during enrolment. Schedule 1 will be adjusted annually as necessary.

4.4.4. Project Budgets

Project support includes the following:

- Laboratory consumable costs;
- Data collection costs;
- Record access costs;
- Field work consumables;
- Field work travel and subsistence for data collection; and
- Materials, practical projects and films.

Some project costs may already be supported through existing University infrastructure including:

- Access to literature and publication resources;
- Access to databases and other relevant online records;
- Large equipment; and
- Minor equipment already owned and used in the University.

4.4.5. Conference Support

The University provides financial support to all HDR candidates on a case-by-case basis to fund conference registration, accommodation, and associated travel costs where the candidate has been accepted to do an oral presentation, paper presentation, poster or other form of research dissemination and after a candidate has confirmed their candidature.

Process for obtaining travel funding:

1. It is desirable for candidates to have budgeted for funds to attend a conference to present for the current calendar year. Application to attend conferences to present research outside of this annual budget process can be made with the support of the Supervisor and ADR. These will be considered by the Chair of Graduate Research on a case-by-case basis, using the same guidelines as all other applications.
2. Candidates will consult with their supervision team and complete a conference and travel application. This must include all expected costs including conference registration, transportation, and accommodation. The conference program must be submitted with the application.
3. The application will be submitted to the candidate's Principal Supervisor and ADR for approval. The application will normally be made no later than 6 weeks prior to the proposed dates for domestic travel and 12 weeks for international travel.
4. Once approved, the candidate must provide the HDR Unit with the flight details, accommodation, and conference registration fees. The HDR Unit will make these bookings on behalf of the candidate.
5. The University will, via the HDR Unit, book all travel and conference registration in advance. Candidates will not be reimbursed if they pay for these expenses outside of this system.
6. The HDR Unit will reimburse the candidate with all approved out-of-pocket incidental expenses incurred during the trip upon presentation of tax invoices.

The HDR Unit will keep records for each candidate and will provide reports for funding commitments and expenditure to the ADR and HDR Subcommittee when requested.

4.5. Support Orientation to the University

Bond University consider an Orientation program as essential for all commencing HDR candidates so that all candidates are aware of the services offered by the University throughout their candidature. Orientation involves:

4.5.1. University HDR Orientation

The HDR orientation is an introduction to the University, research practices, and the support mechanisms available to HDR students, such as Library Services, ethics management, scholarships, the Career Development Centre, , Academic Skills Centre, Student Wellbeing Services, the Nyombil Indigenous Support Centre and personal support and information for international students. The program is held once a semester and it is an opportunity to meet with other HDR students. Key members of the University community attend the program and provide information essential for completion. The HDR Orientation is a compulsory activity for all HDR students.

The Orientation is also an opportunity to meet the HDR representatives, who are elected by the HDR student community. Bond University wishes to ensure that the interests of HDR candidates are protected and well represented. HDR representatives sit on Bond University Higher Degree by Research Subcommittee (BUHDRS) and contribute to the work of the Committee.

4.5.2. Faculty Orientation

Faculty orientation is essential to discuss general infrastructure support (including building access, access to office/workspace or laboratory space, photocopying, travel, tea and bathroom facilities, technical support, equipment access, parking requirements, disability access requirement) which will be provided to the candidate by the Faculty.

All newly enrolled candidates are directed to the HDR Handbook where they will find information on all aspects of their candidature, including complaints and dispute resolution processes.

4.5.3. Research Integrity Training

All HDR students complete Research Integrity Training in their first year of enrolment, prior to confirmation.

4.6. Ongoing Review of Support Requirements

Candidates are encouraged to raise any issues regarding the appropriate level of support for their research with their Supervisors and Faculty Research Development Manager in the first instance.

Regular Progress Reviews provide a formal mechanism for the candidate to report both progress and support requirements for the forthcoming year of research. Candidates and Supervisors are asked to report on progress

of research to date and to review the resources available to conduct the Candidate's project and identify and discuss any issues or unanticipated resource requirements.

Where a Leave of Absence is approved, access to buildings, laboratories, Library, IT and other student support services is suspended until the candidature is resumed.

4.7. Compliance

Faculties that are unable to comply in full with the provisions of this Policy are required to document what additional provision needs to be available or what actions are being taken to comply with the Policy. This documentation is to be collected as part of the continuous quality audit and improvement process in research matters and administered by the Bond University Higher Degree Research Subcommittee.

5. DEFINITIONS, TERMS, ACRONYMS

6. RELATED DOCUMENTS

Student-Supervisor Agreement
HDR Manual and Forms - Your Handbook/The HDR Manual
Funding Support and Scholarships:
https://bond.edu.au/researchers/research-degrees/hdr-unit
https://bond.edu.au/researchers/research-degrees/hdr-scholarships
ICT Acceptable Use Policy
Higher Degree Research Student Supervision Policy
Student Travel Policy

7. MODIFICATION HISTORY

Date	Sections	Source	Details
24 January 2023	4.4, 4.4.2, 4.4.5, 4.5.1, 4.6	BURC	V 3: 3-year cyclical review
24 January 2020			V2.1: added reference to Academic Skills Centre
2 October 2019	2.1; 2.2; 2.4.5; 2.6		V2
23 July 2014			Date First Approved

APPROVAL AUTHORITY: Vice Chancellor

Schedule 1 – Maximum Available Funding During Enrolment

	Candidates Enrolled Prior to 1/1/2022	Candidates Enrolled After 1/1/2022
Low-Cost PhD or Research Doctorate	Up to $ 4,000	Up to $ 5,000
Low-Cost Masters by Research	Up to $ 2,000	Up to $ 3,000
High- Cost PhD or Research Doctorate	Up to $ 10,000	Up to $ 12,000
High-Cost Masters by Research	Up to $ 5,000	Up to $ 6,000

Refer to Schedule 2 for a list of high-cost disciplines.

Schedule 2 – High-Cost Disciplines as defined by the Commonwealth Government

Refer to Section 1.7 of the Commonwealth Scholarships Guidelines (Research) 2017