Resources for Higher Degree Research Students: Statement of Expectations

1. Statement of Purpose

1.1 This document sets out the minimum resources (excluding supervision) the University of Waikato will provide to all enrolled higher degree research students. It assumes a mutually beneficial relationship between the University and the higher degree research student, with expectations of reciprocity and good faith on behalf of both parties.

The University of Waikato shall make available, to all enrolled higher degree research students, resources and facilities that will provide an environment appropriate for the successful completion of research degrees. Our aim is to foster a strong and dynamic postgraduate research culture, and one that facilitates interaction between research students as well as their integration into the University’s community of scholars.

These minimum resources will apply to all students enrolled for higher research degrees (PhD, MPhil, EdD, SJD and DMA) in all Faculties at the University of Waikato. Some students will, of course, require far more than the minimum resources. Agreements about supporting such students should be made between the student and the relevant Chairperson/s when the application to enrol is signed off. In other instances, some Faculties may be in a position to exceed these minimum resources, particularly in disciplines which are more generously funded by the government and/or where research grants will help support the thesis. This document does not deal with such matters. Finally, this document recognizes that it is critical to have institutional support for the Faculties in meeting the objectives below.

1.2 This document aligns with the University’s goals of strategic intent, in particular the following:

Goal 1: Provide a world-class, relevant and sustainable programme of teaching and learning.

Goal 2: Be recognized nationally and internationally as making a contribution to New Zealand’s tertiary education and research sectors that is significant, distinctive and reflective of the University’s values.

Goal 3: With an international perspective, contribute to the educational, social, cultural, environmental and economic development of our region and nation.

Goal 4: Be recognized nationally and internationally for research excellence in our areas of expertise.

Goal 5: Achieve management and operational excellence in support of teaching, learning, postgraduate supervision and research.

(University Strategy 2010-2013, adopted by Council in September 2009)

1.3 Higher degree research students, like other students, have access to University services including library, student learning support, International Services Office, support services delivered by the Office of the Pro Vice-Chancellor (Māori), disability support, accommodation services, student health, financial support and the recreation centre; these services are not given special mention below.
2. **Induction Programme**

2.1 Higher degree research students will receive an induction programme relevant to the Department and Faculty in which they are enrolled. For example, this could include a tour of the Department, introduction to key staff and resources and how to seek further advice and support. The Chief Supervisor and/or Chairperson will ensure that the candidates are introduced to relevant people for their programme of study, e.g. Administrator, Postgraduate Studies Representative and Ethical Review Committee Convenor in the Faculty or School.

2.2 The University, through the Postgraduate Studies Office and supported by the Postgraduate Studies Committee, will also provide an ongoing induction programme for all new and enrolled higher degree students.

3 **Office space and furniture**

3.1 Higher degree research students will be provided with adequate workspace and/or laboratory space with access to: a recent computer capable of performing the functions necessary for the programme of research, an ergonomic chair; and adequate heating and ventilation in compliance with Occupation Safety and Health standards.

3.2 Facilities will be provided in close proximity to academic staff (wherever possible) or alternatively in a group environment with other students located near the focus of their research activity. Twenty-four hour access to work space will be available unless there are overriding and unavoidable security issues.

3.3 Where there are common room facilities for staff, higher degree research students will have access to those facilities on the same conditions as academic staff members, unless separate tea facilities for postgraduate students are provided.

4 **Electronic facilities**

4.1 Higher degree research students will have access to a computer which will have the ability to connect to: all relevant University systems, including the library; the internet; email; and the University network by Ethernet or wireless, all on the same basis as academic staff.

4.2 The computers will also have access to standard supported software, e.g., Microsoft Office, or equivalent. Other specialized software can be arranged by the Faculty or obtained through packages available at the library, subject to agreement at the time of enrolment.

4.3 Higher degree research students should have sufficient electronic data storage space available to them on the same basis as academic staff.

4.4 In addition, there will be access to a toll-barred phone available, preferably in each office or laboratory.

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1 The term ‘recent’ is defined as being consistent with the University of Waikato ITS staff equipment renewal policies.
5 Financial support

5.1 Office consumables and supplies are to be provided by the Department/Faculty.

5.2 Higher degree research students will have available to them a total amount of $3000 for research-related, non-stipendiary expenses, subject to Faculty approval, over the course of their candidature (a maximum of four years’ full-time enrolment), pending satisfactory progress and pending receipt of approved research-related expenditure (including conference presentations) on the following conditions:

5.2.1 No more than one-third of this sum should be spent in the first year of enrolment.

5.2.2 Applications for such grants will normally be limited to a maximum of $2000 in any one year.

6 Other

In all cases the Occupational Health and Safety Policy will be required for all parties concerned.
(See: http://www.waikato.ac.nz/hrm/internal/health&safety/ohspolicy.shtml)

7 Protocol for addressing concerns

Higher degree research students with concerns regarding any of the above should refer to the Student Complaints Policy or contact the Waikato Student Union Advocacy Service.

This document will be reviewed as a whole in November 2012 and periodically thereafter.