



## Statement of Infrastructure Provision for QUT Postgraduate Research Students

This statement is provided in support of QUT's Research Training Quality Assurance System.

It is the Principal Supervisor's responsibility to discuss this framework, or the specific Faculty, School or Centre and/or Institute policy arising from it with each prospective student.

### 1. Study Space

Unless otherwise agreed by the student in writing, each fulltime, on campus student shall have an agreed level of access to:

- an office space of approximately 4 square meters which is secure, ventilated, lit and where possible heated, and cooled, to university standards, and located near toilets and other amenities;
- an appropriate chair and desk, desk space to be no less than 0.5 square meters;
- a lockable four draw filing cabinet;
- a personal desktop computer or, where more appropriate, guaranteed access to shared computing facilities with access to current;
- research and publishing tools including e-mail, standard data analysis and bibliographic software, and the internet; and
- sufficient laboratory or studio space, equipment and facilities to complete the program of research.

Where appropriate, and with due regard to Health and Safety, and Security policies, these facilities will be accessible 24 hours a day for the duration of the research and writing-up component of the candidature and if revision is required after thesis examination. Where a student is studying off-campus, such that they relinquish access to office facilities as described above, they shall be assisted to secure enhanced telecommunications facilities in their off-campus study location. They are also required as part of the application process for external enrolment to secure memoranda of understanding regarding external supervisor and external organisational support to ensure that they have appropriate infrastructure provisions. This may include financial assistance from the School/Centre/Faculty towards appropriate computing and network infrastructure, information technology support, and telephone facilities of the standard described in this statement. Such assistance will be within the limits of Faculty policy on financial support for postgraduate students and is to be agreed in writing.

### 2. Facilities

Each student shall have an agreed level of access to:

- photocopying facilities, this shall include an account for photocopying within university libraries;
- information technology support and school/centre technical support;
- a telephone, and phone number in the QUT telephone directory;
- a fax;
- postage and courier;
- an on campus mailing address;
- stationery;
- binding and other services required to produce copies of the thesis;

- funds to cover expenses arising from field work, experiments, data collection and conference attendance;
- tea/common room (where available);
- wash room; and
- full library services within specified parameters including Australian and overseas interlibrary loans, and
- prompt access to subject librarians and other library staff.

Access to these services shall reflect the needs of on and off campus students and full and part-time students and should in all relevant instances be provided on a 24 hour basis for the entire year excluding public holidays. Costs associated with the conduct of the research, including the funding of the above services up to limits agreed in writing between the student and the relevant Faculty, shall be met by the School/Centre/Faculty or cooperative research centre. Faculty will be asked to confirm appropriate infrastructure support as part of the sign off for critical milestones during candidature.

### 3. Study Environment

All on-campus postgraduate research students shall be accorded a study environment where work areas:

- meet health and safety regulations;
- are suitably insulated from noise;
- are accessible to all as are ancillary facilities;
- provide secure 24 hour extended access for women and men;
- are free of discrimination on the basis of age, gender, race and sexuality; and
- are free of sexual harassment.