



Title: **FICT Research Student Resources Policy**

Last reviewed: April 2009

SWINBURNE
UNIVERSITY OF
TECHNOLOGY

SECTION 1 - INTRODUCTION	2
PURPOSE	2
SCOPE	2
SECTION 2 - UNIT RULES	2
UNIT RULES	2
SECTION 3 - RELATED MATERIAL	4
Related Material	4
SECTION 4 - GOVERNANCE	4
RESPONSIBILITY	4
VERSION CONTROL AND CHANGE HISTORY	4

SECTION 1 - INTRODUCTION

PURPOSE

This unit rule defines the minimum level of resources that will be supplied to PhD and Masters by Research students by the Faculty.

SCOPE

This unit rule applies to all currently enrolled PhD and Masters by Research students in the Faculty of Information and Communication Technologies who are either full-time or part-time.

SECTION 2 - UNIT RULES

UNIT RULES

1	Desk Allocation Desk allocation and desk location, will be assigned at the discretion of the Manager, Resources and Projects and / or the Research Administration Coordinator in consultation with the Centre/Group Director, and will be based on availability. Desks will be assigned for a maximum period of four years. Desks for part-time students will be allocated on a shared basis. Full-time students will be given priority over part-time students. Students who do not regularly use their allocated desk may have their desk re-allocated to another student. Students who have exceeded the maximum candidature period will not be allocated a desk full-time, but may be allocated a shared desk, depending upon availability. This includes students who have been enrolled either in a PhD program for more than 4 years full time (8 years part time), or in a Masters by Research program for more than 2 years full time (4 years part time). Students' desk allocation will normally end upon submission of their thesis, withdrawal or extended Leave of Absence. If amendments are required to the thesis as a result of examination or if a student and supervisor continue to work together after submission, every effort will be made to accommodate the student, subject to availability.
2	Desktop Computer Allocation Students will be provided with a desktop PC for their use, for the duration of their enrolment. Desktops will be assigned for a maximum period of four years. Desktops for part-time students will be allocated on a shared basis. Students who do not regularly use their allocated desktop may have their desktop re-allocated to another student. Students who have exceeded the maximum candidature period will not be allocated a desktop full-time, but may be allocated a shared desktop, depending upon availability. This includes students who have been enrolled either in a PhD program for more than 4 years full time (8 years part time), or in a Masters by Research program for more than 2 years full time (4 years part time). Students' desktop allocation will normally end upon submission of their thesis, withdrawal or extended leave of absence. If amendments are required to the thesis as a result of examination a desktop may be made available to the student for that purpose. In special circumstances, students may apply to continue use of the desktop during the period of examination for purposes of preparing work for publication.

3	Access to Research Offices
	<p>Students will be provided with a swipe card or key to ensure they can access their desk at all times.</p> <p>Students may be allocated a filing cabinet, subject to availability.</p> <p>Students must return all keys and swipe cards upon submission of their thesis or withdrawal from the program or at the end of their desk allocation period, whichever comes first.</p>
4	Network Access
	<p>Students will have authorized network access throughout the duration of their studies, except when on extended leave of absence.</p>
5	Printers and Photocopiers
	<p>Students will be given access to a printer. A photocopy pin number may be obtained by the written permission of the student's supervisor.</p>
6	Submission of thesis, withdrawal or Leave of Absence
	<p>Where a student applies to submit their thesis, withdraw from the program or take extended leave of absence, the student must complete a Student Exit Checklist.</p>
<p>The above resources will be made in addition to the normal resources provided by the University such as Library access.</p>	

SECTION 3 - RELATED MATERIAL

Related Material

Name	Location	Document Type
<i>Research Higher Degrees Policy</i>	http://www.swinburne.edu.au/corporate/registrar/ppd/docs/RHDpolicy&procedure.pdf	Policy
<i>Student Exit Checklist</i>	http://www.swinburne.edu.au/ict/intranet/documents/StudentExitChecklist.doc	Form

SECTION 4 - GOVERNANCE

RESPONSIBILITY

Owner	Faculty Manager
--------------	-----------------

VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment
1.0		Faculty Research Committee	