

SCHOOL OF INTERGRATIVE SYSTEMS
Policy
Allocation of Resources to Postgraduate Students

1. Introduction:

In line with a continuing goal of the School to ensure that the School attracts the best possible cohort of Postgraduate students, the following policy states what resources will be made available to Postgraduate Students.

Research students will be given priority for School T&R resources. External funding (research or consultancy) should when possible be used to resource postgraduate students. This is at the discretion of the supervisor and must be negotiated with the HOS. **It is School policy that students wishing to conduct international research, who don't have funding either from their scholarship granting body or from other sources, will not be funded by the School at more than the general level of funding allocated from School funds.**

2. Research Postgraduate Students

2.1 Office Accommodation

- Postgraduate students will be allocated space on the campus on which their principal supervisor is located.
- The minimum accommodation for research (PhD and Masters) postgraduate students in the School will be:
 - 1 desk
 - lockable storage
 - access to telephones and fax
 - access to all School general use areas (tearoom, meeting rooms etc)
- All postgraduate space will be controlled centrally by the School and will be allocated by the Head of School on the advice of the School Manager.

2.2 Computing

- All research postgraduate students will have access to a School computer. Standard software will include Microsoft Office and Endnote. A number of computers will carry networked specialist software such as SPSS, NUDIST, and NVivo.
- As it might not always be possible to provide every student with a dedicated computer, students will be allowed to use their own computers. The School will provide students with a USB memory stick to easily save and transfer data to and from home. Endnote can be obtained thru the library on a CD for all students which they can install on their own private computer.
- Where students use their own private computers ONLY Network setup will be provided from ITS to allow access to the School's network shared folders, printing and access to the internet.
- All postgraduate students have access to Campus Computer Labs for project related work, at no charge.
- A small number of laptop computers can be available for loan from the School for short-term fieldwork, Data collection, etc.

2.3 Email and Network Accounts

- Student E-mail accounts will be available through ITS. This gives all undergraduate and postgraduate students (at no charge) an E-mail account. The E-mail account is also the same account you will use to log into the School's computers. It is encouraged that students use their UQ e-mail accounts. There will be no support for external email accounts, hotmail, yahoo, etc
- Any problem with University owned pcs should be reported to either your supervisor or a staff member.

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2.4 Budget Requirements

- There will be a **base allocation of \$1,200 annually** to each research postgraduate student. Access to future year's allocated funding may be negotiated. This will involve the student, their supervisor and the School Manager. Final approval for all specific resourcing requests will rest with the HOS through the Postgraduate Studies Director. Items may include all research and operating costs (e.g. travel, specific research costs and overheads such as telephones, fax, specialised software requirements etc.). This allocation is NOT for the purposes of purchasing of equipment, including laptops, etc. Borrowing of equipment is available through the Technical Officer of the School.

3. Coursework Postgraduate Students

3.1 Office Accommodation

- Shared space will be available to coursework students on the recommendation of Study Project Supervisors.
- Shared space will be controlled centrally and will not be allocated to any particular student. It will be available on a day to day basis.

3.2 Computing

- Coursework postgraduate students have access to the School's designated postgraduate computer facilities. The provision of software for personal computers will be negotiated on a case-by-case basis with the Head of School on the recommendation of the supervisor.

3.3 Budget Requirements

- Specific funding requirements are provided for research projects only

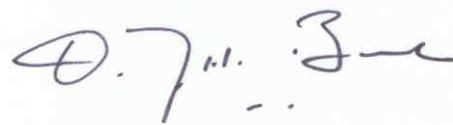
and will be negotiated on a case by case basis, **but will be at the level of \$300 per #4.** This will involve the student, supervisor and the School Manager. Final approval for all specific resourcing requests will rest with the HOS.

4. Casual Work

- The School will seek to provide postgraduate students the opportunity for any casual work which is available and appropriate.

5. Production of Thesis

- The School will pay for the production 4 hard-bound final copies of research theses, once examination is completed. Students may, through their supervisor, negotiate for this School to pay for additional copies for industry partners who have supported their work. This funding is in addition to the base allocation and has a **maximum level of \$500.**



Professor Ockie JH Bosch
Head of School