

## General Research Assistance for Higher Degree by Research Candidates 2012 Application Form

### Guidelines and conditions

*Assistance and resources for general research-related expenses, including on-campus workstations, are provided to HDR candidates enrolled in the School of Communication and Creative Arts and offered under the General Research Assistance supported by the School. Guidelines governing the conditions are set by the Faculty HDR Sub-Committee and are as follows:*

#### 1. Eligibility:

A full-time higher degree by research candidate is eligible to receive **up to the equivalent of \$1,200 per calendar year (pro rata)**; all part-time higher degree by research candidates are eligible to receive **up to the equivalent of \$600 per calendar year (pro rata)**.

#### 2. Options:

You may opt for only **one** of the options listed below, although at the commencement of each academic year you may take up a different option. **The on-campus workstation may be constrained by the availability of office space\***. If you wish to take up the option of an on-campus computer workstation and shared office space, please contact the Faculty HDR Administrative Officer <[artsed-research@deakin.edu.au](mailto:artsed-research@deakin.edu.au)>

- **Full-time HDR candidates may choose one option from:**

- a computer work station in shared office space, at either Geelong, Melbourne or Warrnambool campuses, with supporting infrastructure (e.g. printer, photocopier, computer software); OR
- no work station provision with reimbursement of research-related expenses only up to the value of \$1,200 per calendar year (pro rata).

- **Part-time candidates may choose one option from:**

- a shared computer work station in shared office space, at either Geelong, Melbourne or Warrnambool campuses, with supporting infrastructure (e.g. printer, photocopier, computer software); OR
- no work station provision with reimbursement of research-related expenses only up to the value of \$600 per calendar year (pro rata).

Applications for reimbursement are redeemable only on the provision of original receipts and must be made within the calendar year the costs were incurred. All reimbursement claims must be received by **4 December**, however, you are strongly encouraged to claim at anytime throughout the year. Please keep claims to a \$100 minimum.

#### 3. Conditions:

- General Research Assistance will be available until the point of submission of thesis, for new candidates, the amount will be pro rata in accordance with candidature commencement date;
- General Research Assistance, including an on-campus workstation **may not be available** during periods of intermission;
- Candidates with a need to access financial support beyond this period may be considered for 'Additional Financial Assistance' on a case-by-case basis upon written application to the HDR Administrative Officer.
- Candidates wishing to access an on-campus workstation beyond this period may seek to use a 'hot desk' workstation for such purposes as final changes to their thesis following receipt of examiners' reports. (To secure a workstation please contact the Faculty HDR Administrative Officer.)

\* There is considerable pressure on office space within the Faculty. If your circumstances change and you no longer require access to the workstation/office space for **a period of four weeks or more**, please advise the Faculty HDR Administrative Officer. The Faculty Research Training Sub-Committee reserves the right to withdraw the on-campus workstation and office space option in the case of untoward or disruptive behaviour as defined in the University Regulation 4.1 (1) Student Discipline

