

## PGP 2.4.3 Minimum Resources Protocol

### Summary

Research students at AUT will have resources available to them in order to assist with project resources, study space, equipment, access and facilities that are essential to the successful completion of their research.

### Purpose

The purpose of this protocol is to outline the minimum resources available to research students at AUT University in order to undertake successful, quiet and safe research writing of their thesis.

### Scope

This protocol details resources available for research students undertaking their thesis/dissertation.

### Application

In addition to project resources approved in the budget section of the PGR1, PGR2 and PGR9, the University, through the Head of School, makes a commitment to support research students by providing access to the following:

- 1) Existing University resources to undertake the research (for example: equipment, materials, facilities, and funding for fieldwork or data collection or other activities considered essential to the successful completion of the project).
- 2) An equipped working/quiet study/writing/ or shared study space, including secure storage, with access to communal meeting space including tea and coffee making facilities. In the case of laboratory and experimental subjects: adequate bench space, routine/basic consumables needed for the research, technical support and supervision for the use and maintenance of instrumentation. In the case of creative practice areas: access to studio space.
- 3) Access to departmental and central workspace facilities, provided both safety and security requirements are met.
- 4) Access to:
  - Computing resources- a computer with appropriate software for research and access to IT support.
  - E-mail and internet communications, as well as access to a printer and an allowance towards copying. Students should be informed of extra charges or any change in rate of charges made by the department, institute, faculty or university prior to the charge being made.
  - Library facilities including inter-loans and database searching.
  - University seminars, workshops and events.
  - Each faculty/school is required to establish a maximum amount for a reimbursement of research support annually.

### Notes:

- (a) The resources referred to in this policy do not include human resources such as supervisory knowledge and skills. These human resources are covered by separate regulations and policies.
- (b) The University encourages students and their supervisors to apply for funding from other sources to support appropriate aspects of their research projects. Irrespective of the funding source, however, Departments and Schools remain accountable for ensuring that (i) appropriate resources are provided and (ii) students are informed about where and how to access the resources.

- (c) Where circumstances beyond the direct control of the student, supervisor and Department/School necessitate an alteration of the research project's cost structure, the Department/School is responsible for ensuring that the project continues to be resourced.

Each Faculty has a different reimbursement policy for thesis expenses. Students should provide a section in their research proposal (PGR1 master's/bachelor with honours and PGR9 for doctorates). All students should be adequately resourced to conduct their research. Some resources are provided as per this protocol. Each budget needs to be considered and approved as part of the proposal approval process for the research project. The amount for each faculty may differ.

## Outcome

AUT research students are aware what resources are available to them in order to assist with project resources that are essential to the successful completion of their research.

## Review

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May 2015

Version Approvals

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Version 1.2 October 2016

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Review Date

March 2021

## Effective Date

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