Faculty of Arts: information for HDR candidates

- including Schools of Humanities, Music and Social Sciences

The University of Western Australia is committed to providing support and resources of the highest possibility quality for its Higher Degree by Research (HDR) candidates. This support comes from the Graduate Research School, as well as Schools, Centres and Institutes within the University. For this reason, it is essential that candidates consult with their proposed supervisor(s), Graduate Research Coordinator or Head of School prior to the commencement of candidature to discuss the range of general infrastructure support and project-specific support that is available.

As a postgraduate student in the Faculty of Arts, you’ll have access to the following resources:

**Office space**

Desk accommodation is available in the Faculty’s postgraduate rooms. Contact Jenny Pynes, room G.42 of the Arts Office Building. The Faculty will also support students who prefer space in the Reid Library’s Scholars Centre or in a library carrel. Apply through the administration of the Scholars Centre. Desk availability is limited in both the Faculty and the Library, so please apply for space as soon as possible in your candidature.

**Computer, email and network access, IT support**

For information on Faculty computing accounts giving access to computing facilities and associated support, please see [http://www.arts.uwa.edu.au/staff/computing](http://www.arts.uwa.edu.au/staff/computing)

Apply in person to the student helpdesk (room 2.32 Arts building) for access to the postgrad research labs in rooms the Arts Building, the Social Science Building and the Music Building.

Internet connection on Campus is supplied as part of Research support cost. Private home internet connection is not funded.

**Laptop Internet Network Access (Unifi)**

You can access UWA and external web sites from your own laptop or mobile device using Unifi. Unifi requires a “Full Internet Access” account which is activated through Pheme ([https://www.pheme.uwa.edu.au/](https://www.pheme.uwa.edu.au/)). More information and registration is available from the Unifi website: [http://www.is.uwa.edu.au/it-help/access/wireless/unifi](http://www.is.uwa.edu.au/it-help/access/wireless/unifi)
Financial support for:

Printing and Copying

You can use your UWA Campus Card to pay for photocopying and printing. The standard A4 page costs 10 cents.

Your Campus card is automatically loaded with a monthly credit for printing and copying on Campus machines. Web-printing is available through all printers and copiers on Campus. $8.40 for printing and $8.40 for copying per month is updated on the 1st day of each month. This amount is accumulative across the course of your candidature but is not able to be cashed out or used for any other purchases.

You can also add personal credit to your UWA Campus Card using an autoloader machine available in every library. The system is designed to use the School credit amount before it uses your personal cash for printing and copying.

Research Administrative expenses

Research-related postage, fax, and telephone expenditure of up to $50.00 per annum. See your School Administration Officer before incurring any expenses.

Research funding

In addition to the GRS funds of $1850, your School will fund justified research costs up to a maximum of $4000 for a PhD and $2,000 for an MA. This money is most often used for research trips or fieldwork,* although other research costs such as acquisition of research material will also be considered for funding. Funding is not an automatic entitlement, and is subject to the following constraints:

- Applications must demonstrate a clear research benefit to the student, and have the support of the supervisor.
- Funds will be provided only if a student has applied for relevant University funding (such as the University Graduate Research Candidate Travel Award — $1,850 for international travel and $750 for domestic travel, application form available at http://www.postgraduate.uwa.edu.au/schools/forms - scholarships);
- The following costs will not normally be funded: purchase of personal computers, clerical and editing services, normal living expenses, although limited funding towards accommodation costs may be provided for conference attendance, research trips, and fieldwork.
Research Funds need not be used in any particular year, and the full amount can be claimed at any stage of candidature. No application for School funding will be accepted, however, before a candidate’s Research Proposal has been accepted, and in the case of PhD students, no more than $2,000 will be given before Confirmation of Candidature.

Applications must be made on the Postgraduate Funding and Travel Approval Form. Download this form Postgraduate Funding & Travel Approval Form

Evidence and a budget must be supplied outlining the costs that are to be funded, in advance for airfares (quotations) and with receipts upon expenditure of the funds.

>All air travel funded by the University of the School must be booked through one of the University’s preferred suppliers: Tertiary Travel or Campus Travel. Please ensure that you apply early for travel funding, as the necessary approvals may take several months.

Conference travel

The School encourages its postgraduates to attend conferences, and will provide one-off funding of up to $740 (in addition to the research funding above) to cover conference travel and attendance costs when the candidate is presenting a paper. Such funding is not an automatic entitlement, and is subject to the following constraints:

- Applications must demonstrate a clear research benefit to the student, and have the support of the supervisor.
- Funding will be provided only after conference organisers have accepted the proposed paper for presentation.
- Funds will be provided only if a student has applied for other University funding for attendance (such as a University Graduate Research Candidate Travel Award — $1,800 for international travel and $750 for domestic travel, application form available at http://www.postgraduate.uwa.edu.au/schools/forms#scholarships:

Applications for School Conference funding must be made on the Arts students/postgraduates/postgraduate-forms. Evidence should be supplied of the costs that are to be funded, in advance for airfares (quotations) and with receipts upon return.

>All air travel funded by the University of the School must be booked through one of the University’s preferred suppliers: Tertiary Travel or Campus Travel. Please ensure that you apply early for travel funding, as the necessary approvals may take several months.
Publication grants

Any student, part-time or full-time, enrolled in a postgraduate degree by research who publishes academic work during their candidature or work subsequent to graduation that is based on research done during their candidature, and whose work receives UWA Points in the Minerva Annual Audit will qualify for a Publications Grant.

$500 for a first publication
$250 for each succeeding publication.

The aim of the grant is to reward excellent research, to encourage postgraduates to publish their thesis research during or after their candidature, and to support further research work.

Such publications must be submitted for the annual publication audit. If eligible, and on approval of the Graduate Research Coordinator, the School Administration Officer will organise payment of the grant. For details and an Application form see: Arts Postgraduate publications-grant

The following table summarises postgraduate funding by the School:

<table>
<thead>
<tr>
<th>FUNDING OVER CANDIDATURE</th>
<th>PhD</th>
<th>MA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Infrastructure Entitlement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet access and email</td>
<td>Up to $480</td>
<td>Up to $240</td>
</tr>
<tr>
<td>Printing</td>
<td>Up to $400</td>
<td>Up to $200</td>
</tr>
<tr>
<td>Work-related phone, fax, and stationery</td>
<td>Up to $200</td>
<td>Up to $100</td>
</tr>
<tr>
<td>Photocopying</td>
<td>Up to $400</td>
<td>Up to $200</td>
</tr>
</tbody>
</table>

*To be applied for to the School* and justified

| Research and Travel funding              | Up to $4000 | Up to $2000 |
| One-off conference travel grant         | Up to $740  | Up to $740  |

Total maximum funding for candidature     Up to $6220  Up to $3480

Annualised funding (full time)            Up to $1555  Up to $1740
Annualised funding (part time)            Up to $777   Up to $870

*Music Performance students (DMA/MMus) please refer to your School Website for specific details regarding Funding arrangements.