Support for Higher Degree by Research Students

The School of Pathology and Laboratory Medicine is committed to providing support and resources of the highest possible quality for its Higher Degree by Research (HDR) candidates. 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.

The acceptance of a research candidate into a School signifies that the School agrees to provide a sufficient level of support to enable the candidate to complete the initially agreed programme of research and study in an appropriate period of time. Furthermore, every HDR candidate is entitled to an allocation of resources which are specific to the School where the research is being undertaken. This document is intended to provide guidance as to the support and resources which are available at the time of enrolment and/or upon Confirmation of Candidature.

Candidates should be informed that, as a graduate research student in the School of Pathology and Laboratory Medicine they will have access to the following resources:

Office space

Candidates will, where appropriate, be offered a desk, chair, bookshelf facilities, lockable drawer and access to a filing cabinet. Office accommodation is usually shared with other HDR candidates and thus may necessitate flexible arrangements.

Laboratory, workshop and other specialized work space

Candidates will have access to communal laboratory areas or the student’s supervisor may provide access to dedicated laboratory space. Students will also have access to specialized equipment as part of the School’s research laboratories, where required.

Computer, email and network access

All candidates will have access to a networked computer with the standard operating environment software including the Office Suite and Endnote. The University supplies each student with an individual email account which is used to transmit official University email such as information about the student’s candidature and reporting requirements. Non-standard items including software should be purchased out of the HDR Student Support Funds.

IT support

IT Support is available to all candidates via the School’s IT support personnel under similar conditions to support offered to staff. Candidates should contact their site IT personnel for support – for RPH contact ITHELP-Pathology-RPH@meddent.uwa.edu.au and for QEIMC contact ITHELP-Pathology-SCGH@meddent.uwa.edu.au.

Stationery

Items of basic stationery such as pens, paper, envelopes, letterhead, folders etc are available to HDR students and can be accessed at the site’s stationery supply. Non-standard items can be purchased using the HDR Student Support Funds.

Photocopying

Candidates will have access to photocopying facilities for use for academic related activities.
Thesis printing and/or binding at time of submission

The School provides support via the HDR Support Funds for the costs that must be borne for the production of the final copies of the thesis for the purposes of both examination and permanent binding after the thesis has been passed. However this support is usually limited to one copy for the School, one copy for the candidate and a copy for the supervisor/s. Any additional copies would be funded by the student.

Telephone, fax & postage

Academic work-related postage, fax facilities and telephone access will be funded by the School. Intensive use of postage facilities such as surveys and questionnaires will need to be discussed with your supervisor during the preparation of the Research Proposal.

Relevant computer software

The standard operating environment software including the Office suite of programs, Java, Adobe Reader and Endnote will be available on computers within the School. Students should contact their supervisor to discuss any additional software needs.

Library access

All enrolled HDR students have automatic access to the Library, including a substantial collection of journals available electronically via the web. UWA networked computers will automatically have access to these journals. Students using non-UWA networked computers will have access using their Library card.

Statistical support

Students are encouraged to make use of the Statistical Consulting Group located in the School of Mathematics and Statistics. This group provides fee-based short courses on statistics as well as a free Postgraduate Statistics Clinic.

Professional Development opportunities

Professional development is an important part of research training as it allows HDR candidates to acquire the skills to work effectively in the chosen field of study and complete their thesis in a timely fashion. It is advisable for students to prepare a Professional Development Plan to complement the laboratory research training. Candidates are encouraged to make full use of the training opportunities available via the University including workshops on Preparing a Proposal, Managing Research, Developing a Thesis, Working with Your Supervisor, scientific writing and writing reports and courses on public speaking. Further information is available from the Graduate Research School and Organisational and Staff Development Services.

HDR Student Support Funds

Depending on the infrastructure funding received from the University, the School of Pathology and Laboratory Medicine will fund on an annual basis up to $4000 towards costs for a HDR student. This will be across the standard funded enrolment period of 3.5 years for a PhD or 2 years for Masters, or part time equivalent.

Conference travel

In addition to the conference support offered by the Graduate Research School, candidates may utilize the HDR Student Support Funds to supplement either national or international conference travel. It is expected that students will be presenting their research findings at the conference.
Fieldwork
Funding for any fieldwork expenses required to complete the agreed course of research must be discussed and agreed with the candidate’s supervisor during the preparation of the Research Proposal.

Orientation
New HDR candidates should undergo an induction process as soon as practicable after their enrolment. This includes meeting with the Graduate Research Coordinator and various administrative and technical support personnel in the School. In addition, all new students need to complete the PaLM Research Orientation Program. The Program is held at the beginning of the Academic Year – mid-year enrolment students may be required to undertake the program at the beginning of the next Academic Year.

After hours access to facilities
HDR candidates will have 24 hours 7 days a week access to their offices, labs or shared work space. Access to the School building, and various facilities, are by access card, and is generally available from the School Manager or from area specific Security. Access to M Block, QEIIIMC is via UWA Campus Card but other locations may vary.

Policy relating to incidental costs
Incidental costs should be funded from the HDR Student Support Funds.

Access to the School’s policies regarding graduate research (including provisions for remotely based HDR candidates)
It is important that graduate students are able to readily obtain information- via print or electronic resources - to answer their initial and on-going queries. This is especially so in regards to the School’s policies and procedures relating to the management of HDR students. Any School specific information will be available via StudentNet.

School grievance procedure
As the University is committed to providing an environment of integrity and respect for all staff and students, it is important for schools to have a well-publicised process for complaint resolution in order to assist students who are faced with circumstances in which they feel aggrieved. The School of Pathology and Laboratory Medicine follows the Faculty procedures for dealing with grievances.

Internal review strategies for monitoring and evaluating graduate research student progress
The School has procedures in place to ensure HDR candidates are making good progress in their degree program and to ensure the soundness and quality of their research. This includes a Mentor program and external review of research proposals and other key milestones.

Seminar programs
The School has a regular seminar series operating throughout the academic year at which HDR students are encouraged to present their research. The seminar series is located at the RPH campus.

Contact for further enquiries:
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