

Provision of Resources Policy

Support for PhD Students

Category:	Academic
Last Modified:	May 2012
Review Date:	May 2014
Approved By:	Chair, Academic Board
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Introduction:

The University enrolls PhD students on the basis that there will be sufficient resources made available to ensure that their ability to complete their studies is not compromised.

The Postgraduate Committee has identified through extensive research with staff and students that there are fundamental requirements that must be made available to all PhD students. Since PhD students across the University have a wide diversity of needs and obligations, the Postgraduate Committee recognises that some norms need to be set at College level.

Policy Statement:

Minimum Resources University-wide

1. The most important resource available to thesis students is quality supervision. Prior to Enrolment, each student must be assured of the availability of sufficient formal, qualified and quality supervision to support the completion of their PhD.
2. In addition, the following minimum resources must be available to the PhD student on enrolment. Their availability must be specified to the student in the offer of enrolment and confirmed by the Head of Department or School when the student's enrolment is approved.
 - Desk and chair
 - Access to computer and printing facilities
 - Adequate storage space for relevant non-secure items
 - A secure area for the storage of personal or sensitive materials
 - An environment which meets OSH standards
 - Access to their study space 24 hours a day, if appropriate.

Minimum resources determined at College level

1. The following resources must also be made available to students and their availability confirmed on enrolment.
 - Sufficient laboratory or other dedicated space to conduct the required research (if appropriate). “Sufficient” should be established locally to reflect the nature of the work the student is undertaking and judgement made against this norm
 - Minimum frequency of formal supervision to ensure adequate supervision
 - Reasonable levels of Department or School funding to support internet usage, copying, printing, interlibrary loans, phone calls and other ongoing incidental expenses of research.

The norms for these resources will be set at College level by the PVC in conjunction with the College Research Committee and /or College Postgraduate Committee.

2. The existence of minima should not prevent students accessing additional resources.

Guidelines:

1. The quantity and frequency of supervision will reflect the nature of the PhD student’s research and should be negotiated between the supervisor and the student. It is noted that on the PhD Application Form the senior supervisor agrees to meet with the student at intervals of not greater than 1 month. On the PhD Registration Form and Supervisory Agreement it is advised that formal supervisory meetings should occur at a frequency of 1-3 months, supplemented by informal or other meetings as required. The frequency of meetings should be reviewed at the time that Progress Reports are submitted.
2. Student’s access to interlibrary loans, internet, printing and copying facilities should be detailed in the student/supervisor agreement. A student’s ability to complete their research should not be compromised by lack of basic requirements through financial constraints.
3. The availability of laboratory space - both in size and frequency - must be negotiated between the senior supervisor and student at the outset of the programme. This allocation will reflect specified norms. It is recognized that the amount of space necessary may change during the course of the PhD.
4. Where a student suspends enrolment, the issue of future allocation must be discussed at that point. No commitment can be made to provide resources when a student is not enrolled.
5. Any concerns shall be raised with to the Head of Department / School in the first instance. The Dean of Postgraduate Research will be the final arbiter if agreement cannot be reached.

Related Policies, Procedures and Forms:

- [PhD Regulations and Guidelines](#)
- [Financial and Enrolment Information PhD Students, Masters Thesis and Dissertation Students](#)

- [Research Work for a Masters or PhD Thesis Code of Practice for Heads of Department/School, Supervisors and Students](#)

Version Control Table		
Action	Approval Body	Date Amended
Full Review <i>No changes made, but rolled over for another 2-year period.</i>	Chair, Academic Board	30 March 2010
Full Review Amendments made	Chair, Academic Board	09 May 2012

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