



Guidelines for Essential Facilities and Research Support

Higher Degree by Research Students

These guidelines detail the parameters of the University's provision of essential facilities to HDR students and provide direction and flexibility in determining the appropriate level of support required to meet the needs of student projects.

These Guidelines should be considered in conjunction with Higher Degree by Research Policies and Procedures available on the [Compliance, Legislation and Policy website](#).

1. Essential Facilities Provided by Schools

- 1.1 The enrolling school will ensure that the student has adequate access to supervision for the duration of the student's enrolment.
- 1.2 The enrolling school will provide access to a desk, chair and adequate storage space for books, reference materials etc. Such space may be shared and made available during the most appropriate times for student access.
- 1.3 In accordance with the requirements of a project's data management plan or ethics requirements, the enrolling school will provide eligible students with secure physical or electronic storage space, as appropriate. Schools are encouraged to consult with DTS on the provision of appropriate digital storage solutions for their students.
- 1.4 The enrolling school will ensure that the student has adequate and appropriate after-hours access to relevant on-campus facilities.
- 1.5 The enrolling school will ensure that the student has access to a computer and appropriate software to allow satisfactory progress in the research program. Such resources may be shared and will be subject to Curtin University's storage, travel, foreign risk and [Information and Communication Technology \(ICT\) Appropriate Use Procedures](#).
 - 1.5.1 Students enrolled and located at the Bentley, Perth City or Kalgoorlie campus will be provided with a Curtin laptop for the duration of the enrolment.
- 1.6 The enrolling school will ensure that the student has access to a printer and will cover necessary printing costs to allow satisfactory progress in the research program.
- 1.7 For collaborative PhD students, the School will ensure appropriate and relevant access to essential facilities.
- 1.8 All facilities, equipment, consumables and computing resources remain Curtin's property. Any unspent allocation of Research Support Funds or Mobility Support remains with or must be returned to the Graduate Research School.

2. Research Support Grants

- 2.1 HDR students who meet the relevant eligibility criteria can apply for up to two research support grants (Dissemination and Engagement) during their candidature. These grants are available to eligible students enrolled from 1 July 2022.
- 2.2 Eligible Doctoral students can receive up to \$5,000 AUD in grant funding, with a maximum of \$2,500 AUD available per grant.
- 2.3 Eligible Master of Philosophy Students can receive up to \$1,500 AUD which can be applied for either scheme.
- 2.4 Master of Research (MRes) students are *not eligible* for these grants.
- 2.5 **Types of research support grants**
 - 2.5.1 **HDR Engagement Grant:** Students on Good Standing can apply for a one-time grant to support activities such as, but not limited to, attending conferences, engaging in fieldwork activities or other mobility activities, and research-related expenses not provided by the supervisor's research grants, enrolling school or faculty.
 - 2.5.2 **HDR Dissemination Grant:** Students on Good Standing can apply for a one-time grant to support the dissemination of their research. This can include, but is not limited to, expenses such as thesis editing or open-access publication costs.
- 2.6 Full criteria, eligibility rules and instructions on requesting funds can be found in the relevant

grant guidelines, which are available [here](#).

2.7 Curtin's International campuses

2.8 From 1 July 2025, HDR students on Good Standing status and enrolled and located on a Curtin International campus will be eligible to apply for the above research support grants. The international campus's relevant administration support team will manage the value, eligibility and administration.

- 2.8.1 Awarding of these grants for HDR students on Good Standing and enrolled before 30 June 2025 will be considered on a case-by-case basis by the international campus's relevant administration support team.

3. Internship Incentives

- 3.1 Doctoral students who undertake an eligible internship during their candidature are eligible to receive internship incentive funding. Master of Philosophy and Master of Research Students are **not eligible**.
- 3.2 This support is **only available** for internships that meet the RTP internship criteria (see guidelines [here](#))
- 3.3 Doctoral students who complete an eligible internship can receive up to \$3,500 AUD in funding distributed as follows:
- 3.3.1 Tranche 1 – 50% of the incentive (\$1,750 AUD) will be issued upon submission of a signed RTP internship contract
- 3.3.2 Tranche 2 – the remaining 50% (\$1,750 AUD) will be issued upon completion of the RTP internship
- 3.4 Students who complete an eligible internship and have received a Tranche 1 payment of \$2,000 AUD before 30-June 2025 will be eligible to receive their \$2,000 AUD Tranche 2 payment.
- 3.5 Students must submit an application form and relevant supporting documents to receive the internship incentive.
- 3.6 Students enrolled at Curtin's international campuses may also be eligible for the RTP Internship Incentive. If deemed eligible, the value and administration will be managed by the relevant administration support team.
- 3.7 Students who received tranche 1, but do not complete an eligible RTP internship will not qualify for this incentive. In such cases, the equivalent amount already paid will be deducted from the student's eligibility for the Engagement Grant or Dissemination grant or any other initiatives provided by the Graduate Research School.

4. Students enrolled before July 1 2022 (only available to Australian Campus students)

- 4.1 HDR students enrolled before July 1, 2022, are eligible to access research support funding.
- 4.1.1 Students with available Research Support Funds (RSF) or Mobility allocations, who meet the eligibility criteria, can choose one of the following options:
- 4.1.1.1 Access funds via the **previous process** using the Concur system. Guidelines available [here](#).
- 4.1.1.2 Apply for the new grants through the designated application process.
- 4.1.2 Students who opt to use the previous process are not eligible for the new grants.
- 4.1.3 If students choose to apply for the new grants, the available amount will be limited to the remaining balance in their RSF/Mobility allocation up to the published value of the grant. If their balance exceeds the maximum grant amount, the difference will be forfeited.
- 4.1.4 Students must choose either the old RSF/Mobility process or the new grants system; they cannot use both simultaneously.
- 4.1.5 Students who have exhausted their RSF/Mobility allocations, will not be eligible for further support funding under these mechanisms or the new grants. However, if they meet the eligible internship criteria, these students may still qualify for the internship incentive.

4.2 Direct payments for RSF to schools

- 4.2.1 The GRS will continue to make direct payments for students enrolled before 1 July 2022.
- 4.2.2 In these cases:

4.2.2.1 If the school currently receives the full RSF allocation directly, students will not be eligible to apply for the grants.

4.2.2.2 If the school receives a portion of the RSF, students must choose one of the options outlined in section 4.1.2 for the RSF and mobility they would have otherwise had direct access to.

4.3 Claiming Research Support Funds

4.3.1 To claim support grants, students must follow the instructions in the grant application guidelines and select an appropriate payment method.

4.3.2 For the internship incentive, students must follow the instructions in the application form available on the Graduate Research School website and select the appropriate payment method or distribution of funds.

4.3.3 For students enrolled prior to 1 July 2022, who wish to claim available Research Support Funds, the following applies:

4.3.3.1 Students must use the Concur system to claim reimbursements and provide a Concur narration for each item claimed.

4.3.3.2 A legible tax receipt must be submitted to support the claim.

4.3.3.3 All travel funded by the RSF must be completed prior to the student's Milestone 3 due date.

4.3.3.4 Reimbursement claims must be submitted within 90 days of the expenditure being incurred.

4.3.3.5 Reimbursement claims will only be considered for expenses incurred before thesis submission, except for thesis editing or binding. Claims for these can be submitted within 90 days of the expenditure or course completion date, whichever is sooner. Students on conditional status at the time of thesis submission are not eligible.

RELATED DOCUMENTS/LINKS/FORMS

Internal

- [*Higher Degree by Research \(HDR\) Dissemination grant guidelines*](#)
- [*Higher Degree by Research \(HDR\) Engagement grant guidelines*](#)
- [*Higher Degree by Research \(HDR\) Student Progression Policy*](#)
- [*Higher Degree by Research \(HDR\) Student Progression Procedures*](#)

External

- [*Higher Education Support Act 2003 \(Cth\)*](#)
- [*Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)*](#)
- [*Education Services for Overseas Students \(ESOS\) Act \(Cth\)*](#)