

# Faculty Higher Degree Research (HDR) Resourcing Guide

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## Purpose

This Guide has been developed to outline a minimum resourcing expectation for Higher Degree Research (HDR) candidates at MADA to:

- assist the Faculty and Departments with recruitment decisions
- ensure the equitable allocation of suitable resources to all eligible HDR candidates within all departments of the Faculty of Art, Design & Architecture, regardless of discipline.

## Scope

This Guide applies to:

- All enrolled HDR candidates in the Faculty of Art, Design & Architecture and its Departments
- Enrolled on-campus candidates at the Monash Caulfield campus
- Faculty owned HDR Programs: Doctor of Philosophy (1322), Master of Fine Art (2953), Master of Design (by research) (3111), Master of Arts (0498).

## Resourcing Principles (All Departments)

The following outlines the principles of HDR resourcing of candidates enrolled in the Faculty of Art, Design & Architecture programs specified in the above scope, to be available for candidates in all departments:

- Photocopying and printing for research purposes – accessible from printers/copiers with a valid student card
- Basic stationery for research purposes – available from each Department
- Telephone for internal and national calls relating to research – available in each Department
- Access to a mailbox – candidates may have research-related mail directed to the Faculty Research Office mailbox
- Access to a Locker/filing cabinet or appropriate lockable space – available by request
- Access to Monash computer labs and Monash Graduate Association facilities
- Kitchen facilities (Design kitchen in building G and B, Fine Art staff kitchen and C6 kitchen, Architecture staff kitchen in building F)
- Access to workshops following induction and appropriate risk assessment – the workshops are a shared space for all students and staff of the Faculty, so there will be peak times where access will need to be shared or negotiated
- Faculty contribution of \$940 towards the Monash Graduate Travel Grant. An additional \$1175 travel grant is available from the Monash Graduate Research Office. This is via application and must be accompanied by a study away application. Conditions of this travel grant outlined in the relevant HDR Handbook.

- Upto \$600 to support the final examination exhibition. This can be claimed via reimbursement using the [online claim form](#).

#### ***Part-time, on-campus HDR candidates***

Part-time, on-campus HDR candidates will be provided with the same minimum level of resources as full-time candidates, except that access to a desk, chair, workspace and a lockable filing cabinet will be by negotiation on an as needs basis and may need to be shared – space cannot be guaranteed and will be subject to availability.

#### ***External HDR candidates***

For external HDR candidates, the level of resources to be provided is agreed between the candidate and the Faculty and documented at the time of enrolment or upon approval of off-campus enrolment.

#### **Department of Design and Department of Architecture candidates**

- Access to a desk and chair, with desktop computer access – this may be an assigned space or a hot desk arrangement and is in addition to shared Monash Computer lab access
- Access to a studio/making space will be by negotiation on an as needs basis, and subject to availability
- Candidates attached to Research Labs will have allocated desk space and be co-located with their Lab, where possible
- Access is provided 24 hours a day, 7 days a week

#### **Department of Fine Art candidates**

- Access to a desk and chair, with desktop computer access, where required for art history and theory candidates and curatorial candidates (access available 24 hours a day, 7 days a week)

#### **C6 Studio Space**

- Allocation of studios will be by written request to the Faculty Graduate Research Office and is **open to students from all Departments**.
- The Faculty cannot guarantee a studio for every candidate, however every attempt will be made to accommodate all candidates requiring a studio. On-campus candidates requesting access to a studio will be considered in the following order:
  - i. International Candidates (PhD and Masters)
  - ii. Scholarship holders (PhD & Masters)
  - iii. Full Time PhD Candidates
  - iv. Full Time Masters Candidates
  - Due to high demand and limited space availability, HDR workspaces must be used on a weekly basis (minimum of 10 hours per week) or be relinquished and re-applied for.
  - During periods of intermission and/or leave of greater than 4 weeks, candidates must vacate their space and re-apply on their return. Re-allocation is not guaranteed.
  - In the event that a suitable space is not available the requester will be waitlisted.

- Studio access is 6am to 10pm
- Studios cannot be used just as storage space.
- Candidates will be required to agree to the terms and conditions of use (separate document)

Note: all materials required for producing works would need to be supplied by the candidate.