1 BACKGROUND & PURPOSE

The Melbourne School of Population Health (MSPH) recognises the important research contribution that Graduate Research students make. We also recognise the need to provide the appropriate resources to ensure Graduate Research students successfully complete their degree programs.

The policy clarifies access to office space available to MSPH Graduate Research students. It also aims to establish guidelines for the fair and equitable allocation of office and desk space and associated resources with that space to MSPH Graduate Research students.

This policy is mindful of existing guidelines, policies and processes:

This policy may also be read in conjunction with the following MSPH guidelines, practice/operating environment and procedures:
- MSPH Checklist for Graduate Research Students and their Supervisors
- MSPH Graduate Research Student Resource Support Policy
- Application for Graduate Research student office and desk space
- Hub Policy

This policy is also mindful of other University-wide resources available to Graduate Research students:
- Melbourne Scholarships: [http://services.unimelb.edu.au/scholarships/research](http://services.unimelb.edu.au/scholarships/research)

This policy will take effect on 7 November 2012 and will be reviewed in November 2013.

2 POLICY SCOPE

The policy clarifies access to office space, desks and associated resources available to MSPH Graduate Research students, in particular it covers:

- The allocation of desk spaces to Graduate Research students and the ongoing management of Graduate Researcher spaces, consumables and resources related to those spaces, this is further outlined in Appendix A
- Information Technology (IT) requirements and allocation of resources (hardware and software) and access to printing facilities for MSPH-wide office space

MSPH will attempt to provide students with desk space wherever possible, but notes that it may not be able to offer desk space to a MSPH Graduate Research student when availability is constrained.

Graduate (or undergraduate) coursework students are out of scope.

MSPH space allocation and management as it relates to staff and visitors are out of scope.
PRINCIPLES AND ELIGIBILITY

To be eligible for desk space and associated resources under this policy, the Graduate Research student must be enrolled in a research degree with the University of Melbourne within the Faculty of Medicine, Dentistry and Health Sciences (MDHS), MSPH.

Desk space, IT and associated resources

Desk space will be allocated and prioritised for MSPH Graduate Research students. Priority will be given according to how important the space is to the completion of a Graduate Research student’s degree. Cases of specific need will also be considered.

MSPH acknowledges that it is preferable for a Graduate Research student to be located close to their supervisor. However, due to space constraints this is not always possible.

MSPH notes that it may not be able to offer desk space to a MSPH Graduate Research student when availability is constrained. There are two rounds each year for Graduate Research students to apply for MSPH-wide desk space. Applications for MSPH-wide desk space are considered by the Higher Degree by Research (HDR) Committee at the beginning of the year and mid-year. The MSPH Graduate Research Officer will notify the Graduate Research student applicants of the committee’s decision as soon as possible after the meeting.

If successful, Graduate Research students will be allocated a dedicated desk space within a shared office and a computer for the period for which they apply. However, they may not necessarily be the only person using the office and desk space or computer. The days and times of use for each student will be specified. To maximise the use of the space available, space allocations will be reviewed every six months. Once allocated a desk space, Graduate Research Students will need to re-apply every six months to confirm they are using the space and to confirm that their needs warrant access to that or another desk space. The allocation of space will depend on the needs of the cohort overall.

The computer will be set up for to be a recognised user and are under the SGSIT Cluster Standard Operating Environment. Where printing facilities are available the expectation is that Graduate Research Students print black and white impressions only. The computers in MSPH-wide office spaces are owned by the MSPH and as such, the MSPH will provide and maintain the fleet and associated consumables in accordance with SGSIT Strategy.

MSPH centres/units/groups/institutes may decide to offer Graduate Research students office and/or desk space and/or resources (i.e.: computer software and/or hardware) over and above (or instead of) the resources outlined in this policy at their discretion and if they have the resources to do so. Any allocation of space within MSPH must be done in agreement with the School Manager and Head of School, MSPH.

Graduate Research students are welcome to use their own laptops within their allocated office via University Wireless provided they comply with University and South of Grattan Street IT (SGSIT) protocols.

The Brownless Biomedical Library has shared space and computing facilities available for Graduate Research students of the Faculty: [http://www.library.unimelb.edu.au/services/help_yourself/graduates](http://www.library.unimelb.edu.au/services/help_yourself/graduates), meeting rooms may also be booked via the MDHS Student Centre: [http://sc.mdhs.unimelb.edu.au/learning-spaces](http://sc.mdhs.unimelb.edu.au/learning-spaces)

OCCUPANCY OF MSPH-WIDE DESK SPACE
Successful Graduate Research student applicants for MSPH-wide office and desk space will be allocated the space for up to six months at a time. Due to increasing demand for desk space, please note that graduate research students are not guaranteed to use the same desk location throughout their candidature.

A Graduate Research student cannot commence work in their allocated space until they have been inducted. The induction needs to be completed in a timely manner to avoid the office and desk space being reallocated to another Graduate Research student.

As these are shared office and/or desk spaces Graduate Researchers are asked to respect other students’ privacy and use of space.

**Conditions of occupancy of MSPH-wide office and desk space**

Graduate Research students are responsible for adopting safe work and study practices, and are required to comply with all University, MDHS and MSPH rules and procedures, which relate to Occupational Health and Safety and the Environment (OHSE). Graduate research students must:

- Report all hazard and injuries to the MSPH Graduate Research Officer or MSPH Academic Programs Manager
- Not wilfully place at risk the health or safety of another person at the University
- Not wilfully or recklessly interfere with or misuse anything provided in the interests of the environment, health and safety or welfare at the University

Graduate Research Students occupying MSPH-wide office and desk space are:

- Expected to make full use of the facilities allocated to them
- Obligated to notify the MSPH Graduate Research Officer within two weeks if their circumstances change which affects their need or eligibility for an allocated office and/or desk space.
- Required to vacate their office and desk space within six weeks of submitting their thesis (unless otherwise notified)
- Required to leave their desk space in a condition that enables it to be used by another student if they are sharing the space; when they are going on holidays or study leave; or when the desk is not being used temporarily and could be used as a hot desk.

Graduate Research students may be required to vacate their office and/or desk space allocation within the six month period allocated if they:

- Discontinue their course of study
- Allow their candidature to lapse
- Take a Leave of Absence
- Change status from full-time to part-time
- Do not consistently utilize the desk space allocated
- Will be away for more than four weeks

The MSPH will endeavour to give 10 day’s notice if it is necessary for a Graduate Research student to vacate an office and/or desk space. The Graduate Research Students will be informed by the Graduate Research Officer. The vacated office and/or desk space will be reallocated to another Graduate Research student.

5 **ROLES & RESPONSIBILITIES**
Graduate Research students who are allocated desk space are expected to be available to the MSPH Graduate Research Officer to provide an induction. As noted above, a Graduate Research student cannot commence work in their allocated space until they have been inducted.

Graduate Research students who have been allocated MSPH Desk space are obligated to notify the MSPH Graduate Research Officer if their circumstances change which affects their eligibility for an allocated space within two weeks of the change.

Graduate Research students who have been allocated MSPH desk space must return keys to the MSPH Graduate Research Officer at the end of the allocated time period.

Graduate Research students are welcome to use their own laptops via University Wireless provided they comply with University and South of Grattan Street IT (SGSIT) protocols.

Graduate Research students are asked to note that these are shared office and desk spaces and Graduate Research Students should respect other students’ privacy and use of space and follow Room Etiquette and conditions of occupancy. Graduate Research students must:

- Report all hazard and injuries to the MSPH Graduate Research Officer or MSPH Academic Programs Office Manager
- Not wilfully place at risk the health or safety of another person at the University
- Not wilfully or recklessly interfere with or misuse anything provided in the interests of the environment, health and safety or welfare at the University

While centres/units/groups/institutes may offer Graduate Research students office and/or desk space over and above the MSPH-wide offering, centre/unit/group/institute Directors and Managers are responsible for appropriately resourcing any infrastructure including consumables in relation to it.

The MSPH Graduate Research Officer will maintain the application form for Graduate Research student office and desk space and ensure it is accessible to MSPH graduate research students via the MSPH website and in hard copy at the MSPH Academic Programs Office (APO) Desk on Level 4, 207 Bouverie Street (Building 379). The MSPH Graduate Research Officer will manage the process for the allocation of MSPH-wide office and desk space to MSPH Graduate Research students and make recommendations to the MSPH HDR Committee on policy and processes relating to the scheme as well as provide information on specific applications to the HDR Committee. The MSPH Graduate Research Officer is also responsible for communicating outcomes of MSPH-wide office and desk space allocation to Graduate Research student applicants as soon as possible after the decisions are made.

MSPH Graduate Research Officer is responsible for inducting Graduate Research students into their allocated office and/or desk spaces and act as a point of contact for any queries relating to the space. The MSPH Graduate Research Officer is responsible for:

- Managing hot desk rosters (where applicable)
- Managing vacancies for MSPH-wide office and desk space re-allocation out of the two main rounds per year and ad-hoc space allocations (where students start outside the allocation rounds) in conjunction with the MSPH Graduate Research Coordinator
- Manage key register (where appropriate) for MSPH Graduate Research students of the School seated in MSPH-wide office and desk spaces
- Arrange for the order of keys (where appropriate) with approval from the School Finance Manager for MSPH Graduate Research students of the School seated in MSPH-wide office spaces
- Manage access (24 hours/7 days per week swipe access to the building, appropriate floors and B1 rooms) for MSPH Graduate Research students of the School seated in MSPH-wide office spaces
• Manage B1 (open area kitchenette accessible to some staff and Graduate Research students) kitchen roster and supplies (i.e.: cleaning supplies, milk, tea and coffee)
• Manage any minor maintenance requests relating to the MSPH-wide office spaces for Graduate Research students of the School seated in MSPH-wide office spaces
• Discussing any further resource requirements with the Academic Programs Manager for MSPH who may escalate the matter to the School Manager
• Arrange workstation assessment by Faculty OHSE Manager if required
• Follow up on any OHSE issues experienced by the occupants of MSPH-wide office spaces for Graduate Research students
• Ensure OHSE signage is up to date in all MSPH-wide Graduate Research student offices
• Maintain an OHSE Training matrix and system to ensure that all Graduate Research student occupants of MSPH-wide office space are appropriately trained in accordance with University policy
• Ensuring Room Etiquette is clear to all Graduate Research students allocated MSPH-wide office spaces

The MSPH HDR Committee is responsible for determining allocation of MSPH-wide Graduate Research student office spaces.

The SGSIT Cluster is responsible for set up and servicing of computers for Graduate Research students in MSPH-wide Graduate Researcher office spaces.

6 POLICY REVIEW

This policy will be reviewed upon the request of the Head of School, MSPH.
## Appendix A

In relation to the allocation of office spaces to MSPH Graduate Research students, MSPH has the following spaces dedicated for Graduate Research students noting that the MSPH may not be able to offer these spaces if/when availability is constrained and the office spaces below should be regarded as a general rule but there may be exceptions:

<table>
<thead>
<tr>
<th>MSPH Room</th>
<th>Capacity</th>
<th>Equipment available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room B112, 207 Bouverie Street, CARLTON</td>
<td>9</td>
<td>• Desk</td>
</tr>
<tr>
<td>(Building 379)</td>
<td></td>
<td>• Networked computer (with basic desk software)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Desk chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Locker</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared telephone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared printer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Access to kitchen facilities</td>
</tr>
<tr>
<td>Room B116, 207 Bouverie Street, CARLTON</td>
<td>17</td>
<td>• Desk</td>
</tr>
<tr>
<td>(Building 379)</td>
<td></td>
<td>• Networked computer (with basic desk software)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Desk chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mobile lockable pedestal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared telephone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared printer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Access to kitchen facilities</td>
</tr>
<tr>
<td>Room 305 (North Study Area), 207 Bouverie</td>
<td>9</td>
<td>• Desk</td>
</tr>
<tr>
<td>Street, CARLTON (Building 379)</td>
<td></td>
<td>• Networked computer (with basic desk software)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Desk chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lockable shared cupboards</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared filing cabinet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared bookshelves</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared telephone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Access to printing facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Access to kitchen facilities</td>
</tr>
<tr>
<td>Room 370 (South Study Area), 207 Bouverie</td>
<td>9</td>
<td>• As above</td>
</tr>
<tr>
<td>Street, CARLTON (Building 379)</td>
<td></td>
<td>• Shared lockers (8)</td>
</tr>
<tr>
<td>Room 421, 207 Bouverie Street, CARLTON</td>
<td>4</td>
<td>• Desk</td>
</tr>
<tr>
<td>(Building 379)</td>
<td></td>
<td>• Networked computer (with basic desk software)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Desk chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared bookshelves</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared telephone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared filing cabinet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Access to printing facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Access to kitchen facilities</td>
</tr>
<tr>
<td>Room 421A, 207 Bouverie Street, CARLTON</td>
<td>4</td>
<td>• Desk</td>
</tr>
<tr>
<td>(Building 379)</td>
<td></td>
<td>• Networked computer (with basic desk software)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Desk chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shared bookshelves</td>
</tr>
<tr>
<td>Total desk spaces available for allocation to Graduate Researchers</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>• Shared telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Shared filing cabinet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Access to printing facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Access to kitchen facilities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

While MSPH acknowledges that it is preferable for a Graduate Research student to be located close to their supervisor, due to space constraints this is not always possible. MSPH will attempt to place students where possible:

- In Room 370 if first-named Primary Supervisor sits within the Centre for Women’s Health, Gender and Society (CWHGS), Centre for Molecular, Environmental, Genetic & Analytic (MEGA) Epidemiology, Vaccine and Immunisation Research Group (VIRGo) or Population Mental Health Group (PMHG)
- In Room 305 if first-named Primary Supervisor sits within the CWHGS, MEGA or PMHG
- In Room 421 or 421A if first-named Primary Supervisor sits within the Centre for Health and Society (CHS) or the Centre for Health Policy, Programs and Economics (CHPPE)
- In Room 504 if the first-named Primary Supervisor sits within the McCaughey Centre, Vaccine and Immunisation Research Group (VIRGo), Indigenous Eye Health Unit (IEHU) or Centre for International Mental Health (CIMH)
Appendix B

This section outlines the procedure associated with office and/or desk allocation for MSPH Graduate Research students.

Office and desk space will be allocated and prioritised for MSPH Graduate Research students. Priority will be given according to how important the space is to the completion of a Graduate Research student’s degree. Cases of specific need will also be considered.

Further office and desk space allocation priorities for MSPH Graduate Research students are as follows and are considered a general rule but there may be exceptions (noting that the MSPH may not be able to offer any allocations of desk space to graduate research students if/when availability is constrained):

<table>
<thead>
<tr>
<th>Dimension</th>
<th>MSPH Course</th>
<th>Ideal Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Graduate Research</td>
<td>PhD</td>
<td>Shared desk accommodation that includes a sole-use desk, lockable filing cabinet and bookshelf facilities. Full-time students who are willing to hot desk are encouraged to advise the MSPH Graduate Research Desk</td>
</tr>
<tr>
<td>students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time Graduate Research</td>
<td>Masters of</td>
<td>Shared desk accommodation that includes a sole-use desk, lockable filing cabinet and bookshelf facilities. Full-time students who are willing to hot desk are encouraged to advise the MSPH Graduate Research Desk</td>
</tr>
<tr>
<td>students</td>
<td>Philosophy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(MPhil)</td>
<td></td>
</tr>
<tr>
<td>Part-time Graduate Research</td>
<td>PhD</td>
<td>Access to shared study space</td>
</tr>
<tr>
<td>students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time Graduate Research</td>
<td>MPhil</td>
<td>Access to shared study space</td>
</tr>
<tr>
<td>students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate Research students who are not eligible for a sole-use desk according to the above criteria but who can demonstrate a special need may apply on this basis. Cases of special need may include, but are not limited to:

- Demonstrably difficult personal or home circumstances affecting study (i.e.: a disruptive home environment
- A medical condition or disability
- Specific academic needs
- Have submitted their thesis but have been required by their examiners to make substantial changes before the thesis is finally accepted for award

Graduate Research students may be required to vacate an office and/or desk space allocation within the six month period allocated if they:

- Discontinue their course of study
- Allow their candidature to lapse
- Take a Leave of Absence
- Change status from full-time to part-time
- Do not consistently utilize the desk space allocated
- Will be away for more than four weeks

The vacated office and desk space will be reallocated to another Graduate Research student.

Graduate Research students are welcome to use their own laptops via University Wireless provided they comply with University and South of Grattan Street IT (SGSIT) protocols.
GUIDELINES & PROCEDURES FOR THE ALLOCATION OF MSPH-WIDE OFFICE AND DESK SPACE

As space is limited across MSPH, Graduate Research students need to apply to have dedicated study space for six-month periods each year from:
- February to July; and
- August to January

If a MSPH Graduate Research student commences outside the two rounds of MSPH-wide office and desk space allocation per year, they may apply for an office and/or desk space by submitting an application form to the MSPH Graduate Research Officer. The Higher Degree by Research (HDR) Committee will consider the application and allocate based on availability and eligibility.

The application form and guidelines for office and desk space usage for MSPH Graduate Research students are available from the MSPH Graduate Research Officer.

There are two rounds each year for Graduate Research students to apply for MSPH-wide office and desk space. Applications for MSPH-wide office and desk space are considered by the HDR Committee at the beginning of the year and mid-year. The MSPH Graduate Research Officer will endeavour to notify Graduate Research students applicants as soon as possible after the meeting will communicate outcomes.

If successful, Graduate Research students will be allocated a dedicated office space, desk and computer for the period for which they apply, they will not necessarily be the only person using the space, desk or computer but it will be set aside for their use for specified days and times. The computer will be set up for to be a recognised user and are under the SGSIT Cluster Standard Operating Environment. Where printing facilities are available they will be black and white impressions only.

Eligible students may reapply for a further six-month allocation of space but priority will be given to those who have not previously had time allocated to them.

The MSPH Graduate Research Officer will induct Graduate Research students into their allocated spaces and be a point of contact for any queries relating to the office space. A Graduate Research student cannot commence work in their allocated office and/or desk space until they have been inducted and if induction is not completed in a timely manner then the office and/or desk space may be reallocated to another Graduate Research student.

Upon successful application, at the point of induction or later, Graduate Research students will be allocated a room key by the MSPH Graduate Research Officer and be advised to activate their student card with access to the building and (if relevant) their allocated room. Keys must be returned to the MSPH Graduate Research Officer at the end of the allocated time period.

Graduate Research students are asked to note that these are shared office and desk spaces and Graduate Researchers should respect other students’ privacy and use of space.

Conditions of occupancy of MSPH-wide office and desk space
Graduate Research students are responsible for adopting safe work and study practices, and are required to comply with all University, MDHS and MSPH rules and procedures, which relate to Occupational Health and Safety and the Environment (OHSE). Graduate Research students must:
- Report all hazard and injuries to the MSPH Graduate Research Officer or MSPH Academic Programs Office (APO) Manager
- Not wilfully place at rick the health or safety of another person at the University
• Not wilfully or recklessly interfere with or misuse anything provided in the interests of the environment, health and safety or welfare at the University

Graduate Research students occupying MSPH-wide office and desk space are:
• Expected to make full and proper use of the facilities allocated to them
• Obligated to notify the MSPH Graduate Research Officer if their circumstances change which affects their eligibility for an allocated space.
• Required to vacate their desk space within a fortnight of submitting their thesis (unless otherwise notified)
• To leave their work space in a condition that will enable it to be used by another student as a hot desk when going on study leave or sharing with another student

The MSPH will endeavour to give 10 days notice for a Graduate Research student to vacate an office and/or desk.

Graduate Research students may be required to vacate office and/or desk space allocation within the six month period allocated if they:
• Discontinue their course of study
• Allow their candidature to lapse
• Take a Leave of Absence
• Change status from full-time to part-time
• Do not consistently utilize the desk space allocated
• Will be away for more than four weeks

The vacated office and/or desk space will be reallocated to another Graduate Research student.

Room Etiquette for graduate research student MSPH-wide office and desk space:
• Minimise noise
• No visitors or meetings in the room
• Mobile phones should be on silent
• Turn out the lights at the end of the day
• Don’t sleep overnight in the room
• Lock the door if the room will be empty
• Use double sided printing where possible
• No food or drink preparation in the room
• Children must be accompanied by a parent or guardian at all times
• Contact the MSPH Graduate Research Officer if assistance is required
• Keep desk space clean and tidy
• Respect shared users of the desk-space and keep the desk-space clear for shared users
Appendix C

MELBOURNE SCHOOL OF POPULATION HEALTH
UNIVERSITY OF MELBOURNE

APPLICATION FOR GRADUATE RESEARCH STUDENT OFFICE AND DESK SPACE
ROUND 1, 2012

Please ensure that you have read the MSPH Graduate Research Policy, Guidelines and Procedures for the allocation of MSPH-wide office and desk space before completing this application form.

Applications should be completed by the student and returned to the Graduate Research Officer mhoad@unimelb.edu.au (or put in the APO pigeon hole) BY FRIDAY 7TH December, 2012.

To be completed by applicant

Surname: ___________________________ Given Name: ___________________________
Student No.: ______________________ Degree: ________________________________
Expected submission date: ____________________________
Email address: __________________________________________

1. Have you previously occupied dedicated office and/or desk space at MSPH:
   Yes ☐ No ☐

   If yes: when? (semesters/years): ___________________________
   Which office/desk? _______________________________________
   Do you wish to be re-allocated this same office and/or desk?
   Yes ☐ No ☐

2. For which days do you want to use office space and/or desk?
   ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun
3. Will you require after-hours access?
   Yes ☐            No ☐

4. Do you require the use of a desktop computer?
   Yes ☐            No ☐
   If no, is it because you have your own laptop? ☐ or do not need to use a computer in this space ☐

5. Do you currently use a desk in MSPH as a staff member?
   Yes ☐            No ☐
   If so, please detail which days you use your desk as staff ______________________________

6. Do you expect to be absent from the university for more than 4 weeks during the period of your occupation?
   Yes ☐            No ☐

   If yes, what type of leave will you be taking
   (i.e study away, leave of absence, recreation leave)?

   ______________________________

   Dates you expect to be absent: from _____________ to _____________

7. Do you have any special needs (e.g. disabled access required)?
   Yes ☐            No ☐

   If yes, please elaborate:

   ______________________________

Student’s signature: ______________________________
7 BACKGROUND & PURPOSE

The Melbourne School of Population Health (MSPH) recognises the important research contribution that Graduate Research students make. We also recognise the need to provide the appropriate resources to ensure Graduate Research students successfully complete their degree programs.

The policy clarifies access to resources available to MSPH Graduate Research students

This policy is mindful of existing guidelines, policies and processes:

This policy may also be read in conjunction with the following MSPH guidelines, practice/operating environment and procedures:
- MSPH Checklist for Graduate Research Students and their Supervisors
- Graduate Research Student Office Space Policy
- Application for Graduate Research student office and desk space (to be drafted based on CHS application)
- Hub Policy

This policy is also mindful of other University–wide resources available to Graduate Research students:
- Melbourne Scholarships: [http://services.unimelb.edu.au/scholarships/research](http://services.unimelb.edu.au/scholarships/research)

This policy will take effect on 7 November 2012.

8 POLICY SCOPE

The policy clarifies access to resources and support available to MSPH Graduate Research students in relation to:
- Funds to carry out research
- The allocation of non-MSPH-wide office and desk spaces to Graduate Research students and the ongoing management of Graduate Researcher spaces (non-MSPH-wide office), consumables and resources related to those spaces, this is further outlined in the Graduate Research Student Office Space Policy and associated guidelines and procedures
- Information Technology (IT) requirements and allocation of resources (hardware and software) and access to printing facilities and University Wireless access if MSPH Graduate Research students have their own laptop
MSPH notes that it may not be able to offer particular resources such as office and/or desk space to a MSPH Graduate Research student if/when availability is constrained.

Graduate (or undergraduate) coursework students are out of scope.

9 **PRINCIPLES**

To be eligible for resources under this policy the Graduate Research student must be enrolled in a research degree with the University of Melbourne within the Faculty of Medicine, Dentistry and Health Sciences (MDHS), MSPH.

**Funding**

Designated research support funds are made available through the MSPH budgeting process to assist MSPH centres/units/groups/institutes with Graduate Research student resourcing. A component of research support funds are held at the MSPH to fund School-wide resources and initiatives such as the PHIRST Scheme and Melbourne Research Scholarships/Melbourne International Research Scholarships.

Given the breadth of research activities covered by the MSPH, resource requirements may vary widely between MSPH centres/units/groups/institutes. It is recognised that projects with different requirements can and will attract different levels of funding; and that Graduate Research students whose projects are closely aligned with externally funded and supported research projects may have easier access to higher levels of resourcing.

Graduate Research students and supervisors are strongly encouraged to identify appropriate external funding sources (i.e.: research projects and schemes) to support all aspects of Graduate Research student projects wherever possible. Within the first six months of a Graduate Research student’s candidature the supervisor, MSPH Graduate Research Coordinator and Graduate Research student (and MSPH Graduate Research Officer where relevant) should sign off on the MSPH Checklist for Graduate Researchers and their Supervisors. This checklist will cover discussions around resources and support.

Graduate Research students are encouraged to undertake fieldwork and/or obtain equipment where relevant, publish scholarly works and present findings at conferences. Graduate Research students are encouraged to become familiar with PHIRST funding guidelines and requirements and seek funding to support fieldwork, equipment acquisitions, conference presentations and other relevant activities that will support excellence in scholarship throughout the Graduate Research Student’s period with the University of Melbourne.

**Data and data storage**

Graduate Research students are responsible for appropriately obtaining and managing data associated with their project with guidance from their supervisor/s.

Hard copy data management and storage (including ongoing storage as required by ethics after the student has left) is the responsibility of the student and the relevant centre/unit/group/institute where the first-named supervisor of the Graduate Research student resides.

Where a Graduate Research student is working on or part of an externally funded project, the ongoing data management and storage is a responsibility of the project and any associated costs should be borne by the externally funded project. This includes both hard-copy and online data storage.

MSPH via the South of Grattan Street IT (SGSIT) Cluster will arrange for appropriate electronic storage for data where the particular Graduate Research student is not covered by an externally funded project.
Office and Desk space (non-MSPH-wide), IT and associated resources

MSPH centres/units/groups/institutes may decide to offer graduate research students office and/or desk space and/or resources (i.e.: computer software and/or hardware) over and above (or instead of) the resources outlined in the Graduate Research Student Office Space Policy and associated guidelines and procedures at their discretion and if they have the resources to do so. Any allocation of space within MSPH must be done in agreement with the School Manager and Head of School, MSPH.

Graduate Research students are welcome to use their own laptops via University Wireless provided they comply with University and South of Grattan Street IT (SGSIT) protocols.

The Brownless Biomedical Library has shared space and computing facilities available for graduate research students of the Faculty: http://www.library.unimelb.edu.au/services/help_yourself/graduates, meeting rooms may also be booked via the MDHS Student Centre: http://sc.mdhs.unimelb.edu.au/learning-spaces

10 ROLES & RESPONSIBILITIES

Prior to making an offer of candidature to a student, the supervisor in discussion with their centre/unit/group/institute Director and Manager is responsible for appropriately resourcing Graduate Research student projects and identifying available funding sources. By signing the offer of candidature supervisors and the Head of School confirm that they are satisfied that funding arrangements are in place.

Graduate Research students and supervisors are strongly encouraged to identify appropriate external funding sources (i.e.: research projects and schemes) to support all aspects of Graduate Research student projects wherever possible.

Graduate Research students and supervisors are expected to complete the MSPH Checklist for Graduate Research Students and their Supervisors and have this completed by the first six-month review. The MSPH Graduate Research Officer will file this for information and the document serves an important record of a discussion of University and local policy around candidature and resources required for graduate researchers to complete their degree such as the Library, ITS computer labs, University Graduate Centre, travel and overseas research experience awards and statistical consulting services.

Graduate Research students are welcome to use their own laptops via University Wireless provided they comply with University and South of Grattan Street IT (SGSIT) protocols.

While centres/units/groups/institutes may offer Graduate Research students desk space over and above the School-wide offering, centre/unit/group/institute Directors and Managers are responsible for appropriately resourcing any infrastructure including consumables in relation to it.

11 POLICY REVIEW

This policy will be reviewed upon the request of the Head of School, MSPH.