

School of Education

School of Education PhD, Masters by Research (Thesis) and Honours Workspace, Computer, Printing and Telephone Guidelines

Workspace

PhD and Masters by Research Candidates:

- Full-time PhD and Masters by Research students are entitled to a permanent workspace in the designated research student space at one campus ONLY (Gold Coast, Lismore or Coffs Harbour).
- Part-time PhD and Masters by Research students will be given access to a hot-desk in the designated research student space at one campus ONLY (Gold Coast, Lismore or Coffs Harbour).
- For PhD and Masters by Research students who also work as a casual academic and/or research assistant, the designated research student space must be utilised and not the casual academic staff open plan work area. If though an HDR candidate is undertaking work outside their home campus then it is acceptable to utilise the casual academic staff area while working at a different campus.
- Full-time staff members (ongoing and fixed term) will utilise their designated workspace for any PhD or Masters by Research studies.

Honours One-Year Students:

- One-Year Full-Time Honours students are entitled to a permanent workspace in the designated research student space at one campus ONLY (Gold Coast, Lismore or Coffs Harbour).
- Part-time One Year Honours students will be given access to a hot-desk in the designated research student space at one campus ONLY (Gold Coast, Lismore or Coffs Harbour).
- For Honours students who also work as a casual academic and/or research assistant the designated research student space should be utilised and not the casual academic staff open plan work area. If though a HDR candidate is undertaking work outside their home campus then it is acceptable to utilise the casual academic staff area while working at a different campus.

Embedded Honours Students:

- No space is provided for embedded honours given the thesis is completed over one session.

Computer

- Technology Services (TS) will provide computers for PhD students only. In those cases schools must first seek to provide a computer from existing internal resources, including across all campuses. TS will only issue a new PC upon receipt of advice from the Head of Work Unit advising that no surplus computer is available within the school, from any campus.
- PhD students who have external funding that requires acquittal can also be supplied with a standard (non-leased/purchased) computer, however a funds cost centre account code will be required to allocate this cost.
- All other Masters and Honours students are to utilise shared computers in shared spaces such as the research student work spaces, computer labs and the campus Libraries.

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- If a PhD student is a full-time staff member they are entitled to a computer for the duration of their employment. All schools and cost centres will endeavour to find a computer for new staff from within existing resources, and from any campus.
- For further details see <http://scu.edu.au/it/index.php/112>.

Telephone

- No desk phones are provided for any research students. However a phone can be provided for research purposes if required in a meeting room at the Gold Coast, Lismore or Coffs.

Printing

PhD and Masters by Research (Thesis):

- PhD and Masters by Research (thesis) are entitled to unlimited printing in regards to thesis research;
- Black and White printing should be used at all times (see cost below), except when colour print is required (e.g clarity of images);
- All printing expenses will be reported to the School of Education;
- Students shall not use any other person's student card for printing, nor allow any other person to use their own; and
- Please respect the environment when printing.

One-Year Honours Students:

- One-Year Honours students are entitled to \$100.00 per year in printing. No printing allowance is provide for embedded honours students;
- Black and White printing should be used at all times, except when colour print is required (e.g. clarity of images);
- All printing expenses will be reported to the School of Education;
- Printing beyond the designated limit will be up to the student to fund;
- Students shall not use any other person's student card for printing, nor allow any other person to use their own; and
- Please respect the environment when printing.

Cost Associated with Student Printing:

- Black and White – single sided - \$0.09 per page
- Black and White – double sided - \$0.08 per page
- Colour – single sided - \$0.60 per page
- Colour – double sided - \$0.45 per page

All workspace, computer, printing and telephone access is organised through the School's Research Office. Please contact the School of Education Research Administration Assistant