



Minimum Resources **Requirements for PGR** **Students**

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Minimum Resources Requirements for PGR Students

This document sets out the University's requirements for the minimum resources to be made available to PGR students who study at the Brunel campus. It also sets out areas of good practice which should be used to inform further developments.

Students who are studying off-campus as part of a formal partnership will be notified of a defined set of resources which should, where possible, match those determined below. Discussions will take place regarding resources to be made available for students studying off-campus in other circumstances. All students, regardless of the location of their study, will have the opportunity to apply for financial support towards conference attendance as defined by below.

New PGR students should receive a written statement from the relevant College, either in a relevant handbook or via other means, defining the resources which will be provided for them.

1 Desks and Computers

Minimum Requirements

a All research students will have access to the use of a desk and networked computer with 24 hour access. Such desks and computers should be in areas designated as being for PGR students/staff only.

b It is recognised that the nature of the research may define the need for a student to have a dedicated desk/computer. For example, students needing bespoke software may require a dedicated desk for the majority of the duration of their research. This will be discussed at the point the student is admitted and the student will be clear about the desk/computer facilities which will be made available.

c The College reserves the right to re-allocate a dedicated desk/computer in the event that a student has an extended period of absence in order to maximise the use of resources.

d In the event that hot-desking is necessary, there will be a hot-desking policy established in each College. This will clarify matters such as: ratio of desks to students; expectations in relation to 'ownership' of desks in terms of personal property/paperwork; keeping working areas tidy etc.

e Office space will be identified in College PGR student handbooks.

Good Practice

i The University encourages good practice in relation to applying the principles of DSE regulations to research students. Any workstations

(desk/chair/computer) defined for use by PGR students should comply with DSE requirements.

ii Any area containing desks/computers for PGR student use should display information regarding DSE self-assessments and students should receive information about conducting DSE self-assessments during induction.

iii As a result of DSE self-assessments, students may request additional facilities where there is a highlighted need. Any requests of this nature should be raised in the first instance with the PGR Manager.

iv Office space designated for use by PGR students should be designed to provide a pleasant working environment.

v Office space designated for use by PGR students should be grouped, where possible and applicable, in thematic areas.

vi Colleges should develop, 'office etiquette' guidance, in consultation with students for all shared PGR office spaces.

2 Other Office Facilities

Minimum Requirements

a Students will have access to the use of:

- A telephone with an external line for study purposes only (if necessary international calls will be possible but this will be determined by the nature of the research);
- Storage – for example lockers/shelving/filing space, within easy access of desks/computers
- Pigeonhole/tray for students to receive internal and external mail
- access to printer and photocopier including colour printer/photocopier
- access to video conferencing facilities/software

Good Practice

i Colleges should provide lockable storage for PGR students

3 Library

Minimum Requirements

Admissions processes will identify any need for library resources, which may need to be considered when deciding if the University can support the research topic. Students are to be made aware of the availability of inter-library loans and the use of other libraries. A reasonable entitlement to free inter-library loans will be provided to all research students.

Good practice

i The Library and Colleges will conduct regular reviews of the entitlement to free inter-library loans to ensure that any variations in demand are appropriately considered.

4 Printing/photocopying

Minimum Requirements

a All students will be entitled to reasonable free black and white photocopying and printing as required to support their work. Departments may implement maximum quotas at their discretion, normally of not less than 1000 pages per month.

b Special arrangements should be made by Departments for colour printing/photocopying if the nature of student research requires this.

5 Laboratory Facilities/Health and Safety

Minimum Requirements

a Equipment, laboratory space, consumables and access to the services of a technician will be made available to students, dependent on discipline/focus of research. The facilities to be made available will be confirmed to students on admission.

b Health and Safety equipment, as required for the research, to be determined wherever possible at the admission stage.

6 Conference Funding, Travel and other Research Expenses

a. The opportunity to apply for financial support towards conference attendance will be available to all enrolled PGR students.

b. Dedicated funding to support PGR conference attendance will be made available at both University level (via the Vice Chancellor's Travel Prizes) and within each College (subject to affordability). Awards from these funds will be made on merit. Clear information must be provided to all

students regarding eligibility, the application process and allocation criteria, and there should be transparency about the outcomes.

c. University and College-funded conference travel awards will be capped and therefore may not cover the full cost of attending a conference (depending on location and fees). The expectation is that research students and their supervisors will be proactive in planning conference paper submissions to events which are cost effective in terms of their developmental benefit, and/or for which they can potentially access additional external funding to support attendance.

d. Other research expenses, such as travel for research or recruitment of participants, will normally be considered at the application stage. Colleges should develop a clearly defined process for students to apply for funding in the event that a change to the focus of research requires unanticipated expenses.

7 Social Space

a Research students should have access to social space provided for members of academic staff in Departments/Colleges.

Good Practice

i Where shared social space is not available, this should be created.

8 Other

a Colleges will comply with reasonable adjustments arising from assessments by the Disability and Dyslexia Service.

b Any problems in relation to the provision of resources should be drawn to the attention of the Supervisory Team and/or PGR Programmes Office in the first instance.