



## INFORMATICS POLICY ON STUDENT DESK ALLOCATION

### 1. Desk allocation

1.1 Informatics PGRs are expected to study on campus on a regular, weekly basis throughout the academic year. As such, the IGS will allocate each PGR with a dedicated desk.

1.2 PGRs must remain in their allocated desk and cannot relocate or swap desks without permission of the IGS. Relocation requests will be considered by the IGS only under exceptional circumstances, although for many reasons the IGS will not be able to resolve every requested change. Where a desk relocation is approved, a waiting list will be operated so that relocations are effectively and fairly managed.

1.3 The IGS is responsible for the management and monitoring of PGR offices and desk facilities. PGR supervisors / research staff cannot authorise PGR desk allocations, relocations or swaps.

1.4 New PGRs are not expected to commence their programme prior to their formal start date as shown in their offer of admission. PGRs who do arrive early may use the hot-desking space.

1.5 PGRs whose principal supervisor is not based in Informatics will not be allocated a Forum desk, although may make use of the hot-desking areas. Head of School will consider requests in support of a workspace in the Forum and this will be reviewed on an annual basis depending on availability of desk space.

1.6 All PGRs allocated a desk are required to pay a £20 deposit for their office key. Deposits are returned when the key is given back to IGS on departure.

### 2. Period of entitlement

2.1 PGRs are entitled to their own desk during the end of their prescribed period of study, plus a maximum of 12 months during the write up period or until the point of thesis submission, whichever comes first.

2.2 PGRs who have submitted their thesis, or are beyond the 12 month maximum write-up period, will be required to vacate their desks and make use of the PGR hot-desking space in 4.18 in the Informatics Forum.

2.3 PGR desk allocations will be reviewed on an annual basis. PGRs and their principal supervisor will be notified before the entitlement period ends. The notification will state the date from which entitlement to a desk will end and provide instructions for vacating the desk.

2.4 PGRs who are no longer entitled to a personal desk space may use one of the hot-desking areas. The Research Support offices hold up to date information on current hot-desking spaces.

### 3. Vacating desks and returning keys

3.1 PGRs must vacate their desk and remove all belongings by the IGS deadline, or within one week of thesis submission, whichever is sooner. If access to desk facilities is still required, PGRs may use the hot-desking space that is available to use in 4.18 in the Informatics Forum.

3.2 Any contents left on desks / in pedestals one week after the stated deadline will be removed by the IGS and stored, ready for collection within a period of two weeks. Belongings that are not collected, or where alternative arrangements for collection have not been made, will be disposed of in an appropriate manner.

3.3 Room keys must be returned to the IGS team. Pedestal keys must be left in the open pedestal. Key deposits will only be refunded when both keys are safely returned.

#### **4. Absences and interruptions**

4.1 PGRs who have been granted authorised periods of interruption by College will have the extra time added onto their period of desk allocation entitlement.

4.2 PGRs who are granted an authorised period of interruption for a period > 3 months will be required to clear their desk of belongings so that the desk may be used as a temporary hot desk during the period of absence.

#### **5. Extensions**

5.1 PGRs who have been granted a period of extension by College may prospectively request an extension to their desk allocation. Any request must include a supporting statement from the principal supervisor. Such requests will be considered on a case by case basis, however, approval of the request is not guaranteed and will be dependent on desk availability and the number of PGRs commencing studies in the upcoming months.

5.2 PGRs who have not requested, or have been unsuccessful in being granted a desk extension, will be required to vacate their desks by their stated deadline and make use of hot-desking space elsewhere in the Forum.

#### **6. Cleanliness and tidiness**

6.1 Desks and surrounding office spaces must be kept clean, tidy and organised at all times so as not to negatively impact on neighbouring colleagues.

6.2 The IGS will undertake regular inspections of PGR offices and desk spaces. Where uncleanliness / untidiness is considered to be causing Health and Safety concerns, or where the IGS has received a formal complaint, PGRs will be expected to positively rectify the situation with immediate effect.

#### **7. Un-used desks**

6.3 If desks are not considered to be being used to full capacity and are frequently being left vacant for prolonged periods, the IGS reserves the right to reallocate un-used desks.

#### **8. Desk Enquiries / Issues**

8.1 PGR desk / office enquiries should be directed to the IGS in the first instance.

8.2 Any computing related problems should be reported directly to the Computing Support team.