The School of Culture & Communication provides study spaces expressly for the use of our research higher degree (RHD) students (PhD and research Masters).

**Offices for allocation:** the School retains a number of offices on the 6th floor of the John Medley Building for allocation to RHD students. All these offices contain two or more workspaces, and desktop computers can usually be provided on request. A printer is available in 631.

Postgraduates should be aware that there is often more demand for space than can be accommodated. If you are granted access to a study space, it is expected that you will make regular and consistent use of this space. If you are not using it regularly, you owe it to your fellow postgraduates to give up that study space so it can be made available to another student. This will not render you less eligible if you wish to apply for space again at a later date. Planned absences can be accommodated (see information below under 4. Occupancy).

1. **Applications**
   PLEASE READ THIS POLICY RIGHT THROUGH BEFORE SUBMITTING AN APPLICATION.
   There will be two rounds of applications each year for the 6-month allocations of workspaces. A waiting list will be kept for each round, as required, and vacancies will be filled as they arise. Applications will be called for via email. Even if you are already occupying an office on the 6th floor, you must re-apply for the space at each round. There is no guarantee that you will be re-allocated a workspace (see 3. below for eligibility and priority guidelines).

2. **Selection, eligibility and priority**
   The Research Administrators will consider all applications for study spaces and make the allocation for each round. The Chair of Research will be consulted if necessary.
   Students eligible for workspace will be allocated the next available space, but spaces may not become available between allocation rounds.
   Students will not be a given a choice as to which space will be allocated to them and part-time students may be asked to share a workspace.
   Where there are no available spaces, students eligible for a workspace will be placed on a waiting list.

**Eligibility**
ALL students are eligible to apply for workspace if they
- are currently enrolled RHD students in the School of Culture & Communication, and
- do not have any other adequate space on campus; or
- are in the "write-up phase" of their candidature (PhD last 6 months; MA last 3 months); or
- have special needs (such as child care issues, medical or disability reasons or other extraordinary reasons relating to the candidates’ circumstances).

Students who have Lapsed, Discontinued or taken Leave of Absence are not eligible for workspace on the basis that they are not defined as currently enrolled students.

**Priority** may be given to
- students who are new to the School or
- have never been allocated workspace before or
- are in the writing-up stage of candidature or
- where a case for extreme hardship is made.
3. Occupancy
Workspaces will be allocated for a period of 6 months. Students who do not collect the key and take up the allocated tenancy within one month of being offered a workspace may forfeit their allocation for that round, and the workspace may be re-allocated.

All students occupying workspace on the 6th floor of John Medley must attend a formal Induction and Floor Warden training session to familiarise themselves with the building’s emergency procedures. This training will be organised by the School.


Students planning an absence (eg, annual leave, leave of absence or leave to study away) for a period longer than two weeks should inform the Administrator - Research and return the keys, so that the workspace can be re-allocated in the interim if necessary.

Students sharing workspace are expected to negotiate space, respect boundaries and be aware of work habits and styles. If a dispute arises and cannot be resolved, students should approach the Research Administrators.

Students are expected to keep the offices and the Common Room tidy; cleaners will vacuum and clean clear surfaces (if a desk is cleared), but students must maintain a certain level of cleanliness (eg should not leave food lying about).

4. Keys
Keys will be available for collection from John Medley 207. There will be no deposit payable, but failure to return a key when requested will result in the student’s RAGS allocation being docked by $10.

Building Access: Proximity cards provide after-hours access to John Medley. Annemarie (Email: alevin@unimelb.edu.au) will order proximity cards on receipt of an email providing name and student number; when they arrive she will email to say they can be collected from the School Office, John Medley 216. Annemarie can also help if the card stops working: email her your name, student number and the card number for assistance.
Building access cards are linked centrally to the holder's name: it is for individual use only and is not to be transferred to anyone else.

5. Computers
The Department aims to provide computers where they are requested for workspaces on the 6th floor, but this is not always possible in the short term. Our interim aim is to provide a computer in each office, if required. Computers will be provided on the assumption that students allocated to each room will negotiate SHARED ACCESS to the computer. Students will still be encouraged to bring in their own laptops where possible, and to make use of the wireless networking. Students should state in their application whether they will be providing their own computer.

NB All students are responsible for making backup copies of their work - whether they are using laptop or desktop computers, privately owned or provided by the department. The university takes no responsibility for lost data.