

# School of Languages and Linguistics

## Graduate (Research) Workspace Guidelines



PhD and MA (by research) students studying in the School of Languages and Linguistics are eligible to apply for a workspace within the School. Students interested in lodging an application should read the following guidelines and complete the *Postgraduate (Research) Workspace Application form*.

### **ELIGIBILITY**

Students currently enrolled in a PhD or MA (thesis) in the School of Languages and Linguistics. Students may be enrolled on either a full-time or part-time basis. Students enrolled on a part-time basis are eligible to access a shared desk.

### **PRIORITY**

The following priorities have been established to assist with allocating workspaces in the eventuality that the demand for workspaces outnumbers the spaces available.

- PhD students in the last 2 years of their candidature
- MA (thesis) students in the last 12 months of their candidature
- PhD and MA (thesis) students in the writing-up phase of their candidature
- Students whose circumstances pose a special need.

### **LODGING AN APPLICATION**

An application for a postgraduate (research) workspace can be lodged via email at any time with the SOLL Teaching and Research Officer. Workspaces will be allocated on an annual basis. If a space becomes vacant during the year, all applications on a waiting list and held on file will be reviewed and the workspace allocated.

### **TENURE**

A workspace will be allocated for a maximum of:

- 1 year for PhD
- 6 months for MA (thesis)

### **EXTENSION OF TENURE**

Students may apply for an extension at the commencement of each year (no later than 31<sup>st</sup> March).

## **ALLOCATION PROCESS**

All applications will be reviewed by the Teaching and Research Officer, taking into account eligibility, priorities and special circumstances. Applicants will be consulted prior to any allocation, including the negotiation of time-share spaces. A waiting list will be established consisting of any applicants not allocated a space.

Students who are allocated a workspace must be available to take up the offer within 14 days of the offer being finalised.

## **OCCUPANCY CONDITIONS**

### ***Absences during occupancy***

Where a student is going to be absent for more than three weeks, he/she **must** advise the Postgraduate Administrator. This permits the space to be used for another student during an absence. If a workspace is unused for more than three weeks and the Teaching and Research Officer has not been notified, the space will be reallocated.

### ***Time-sharing***

Students time-sharing a workspace are expected to abide by all the arrangements made at the time of allocation. If difficulties arise, the students involved should attempt to resolve the problem and if a suitable outcome cannot be reached then the Postgraduate Administrator should be contacted.

### ***Access to Printing***

Students must provide their own paper for printer. Paper will not be provided by the School. It is University policy to restrict all printing (by both staff and students) to the minimum for the sake of the environment.

### ***Health and Safety***

Students allocated a workspace are required to comply with the University's occupational health and safety requirements and you must attend a School induction within three months of occupancy. For the comfort of all occupants, food and drink may not be consumed in work areas. Work areas are to be kept clean and tidy and not used as storage for excessive/ large personal belongings. Maintenance or building related problems eg. broken chair, air conditioning not working etc. can be directed to the SOLL administration office [soll-info@unimelb.edu.au](mailto:soll-info@unimelb.edu.au).

### ***Access***

Computers are password protected, using the student login system. Keypad codes will be provided to students occupying a workspace. These codes are changed annually.

### ***Vacating***

Students are required to vacate workspaces on the agreed date. If a student has applied for an extension of tenure, then he/she may remain in their allocated space until the next round of allocations has been finalised. The workspace must be left clean and tidy ready for the next occupant.

Any student who submits their thesis, or who lapses, is required to vacate the workspace within 14 days. If the workspace is not vacated within this time, the Teaching and Research Officer will box up any items, and reallocate the desk.