

SCHOOL OF CULTURE AND COMMUNICATION

POLICY FOR ALLOCATION AND USE OF STUDY SPACES, GRADUATE RESEARCHERS, 6TH FLOOR JOHN MEDLEY

The School of Culture and Communication provides study spaces expressly for the use of our graduate researchers (Dr of Philosophy (Arts) and Masters by Thesis only).

Offices for allocation: the School retains a number of offices for allocation to graduate researchers. All these offices contain two or more workspaces, and desktop computers can usually be provided on request.

Graduate researchers 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 graduate researchers 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 a SCC study space, you must re-apply for the space at each round. There is no guarantee that you will be reallocated a workspace (see 3. below for eligibility and priority guidelines).

2. Selection, eligibility and priority

The Research Support Officer 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 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 graduate researchers in the School of Culture and 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.

Students must be familiar with Environmental Health and Safety requirements.

<https://safety.unimelb.edu.au/>

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 Research Support Officer 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 Support Officer in the first place.

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 W209. 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: The Research Support Officer will liaise with Annemarie Levin, SCC general administrator to arrange after-hours access if you request it. Annemarie (Email: alevin@unimelb.edu.au) can help if the card stops working: email her your name, student number and the card number for assistance. After-hours access 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 graduate research workspaces, 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.

See <http://studentit.unimelb.edu.au/findconnect/connect-wirelessly> for advice on configuring your computer for wireless access.

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.