

# Asia Institute

## Graduate Research Study Space Guidelines



Students studying a PhD and MA (research) in the Asia Institute are eligible to apply for a workspace within the School in the RHD Study Space (Level 2) and the PhD write-up phase room (Level 1) in the Sidney Myer Asia Centre. Students interested in lodging an application should read the following guidelines and complete the [Graduate Research Study Space Application](#) by no later than the first Wednesday in April each year.

### Eligibility and priority

All students are eligible to apply for workspace if they:

- are currently enrolled RHD students in the Asia Institute, and do not have any other adequate space on campus; or
- are in the "write-up phase" of their candidature (from 3.5yr FTE for PhD, 1.5 years for MA); or
- have compassionate circumstances (e.g. health or disability, carer responsibilities, etc.).

The priorities listed above have been established in the eventuality that the demand for study spaces outnumbers the spaces available. An allocation will be made at the discretion of the School; consideration may be given (but is not limited) to the priority areas listed above.

Students who are in **Late Submission Stage** or have **Lapsed, Discontinued** or taken **Leave of Absence** are not eligible for a study space on the basis that they are not defined as currently enrolled students.

### Occupancy duration

A study space will be allocated for a maximum of:

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

### Time-sharing option

Students may nominate a time-sharing arrangement for a workspace. This would involve students agreeing to share a workspace and is suited to those who only come to campus on certain days of the week or times of day. 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 Teaching and Research Officer should be contacted.

### Access

Students who are allocated a space will be given the keypad code for the RHD Study Space. This code should not be shared with anyone and will be changed regularly.

## Induction and Health and Safety

All students occupying the study space in the Sidney Myer Asia Centre must attend a formal induction to familiarise themselves with the building's emergency procedures. This training will be organised by the School in April. Students must also be familiar with the Environmental Health and Safety Manual (<http://www.unimelb.edu.au/ehsm/>).

## Leave of Absence

Students planning an absence (e.g. leave of absence or study away) for a period longer than two months should inform Leena Sookramanien ([leenas@unimelb.edu.au](mailto:leenas@unimelb.edu.au)) so that the workspace can be re-allocated in the interim if necessary.

## Vacating

Any student who submits their thesis or who lapses is required to vacate the workspace within 14 days. The study space must be left clean and tidy ready for the next occupant. If the workspace is not vacated within the agreed time, staff will collect any unclaimed items and reallocate the desk.

## Etiquette

Students sharing workspace are expected to negotiate space, respect boundaries and be aware of work habits and styles. Students are expected to keep the study space and kitchen tidy. The cleaners will vacuum the room and empty recycle bins weekly but students must maintain a certain level of cleanliness. For the comfort of all occupants, food and drink may not be consumed in work areas.

## Lodging an application

Please read these guidelines thoroughly before submitting an application.

Application rounds for graduate research study space will occur each year in April. Workspaces will be allocated on an annual basis. If a space becomes vacant during the year, all applications on the waiting list will be reviewed and the study space allocated. All [applications are to be submitted online](#) by no later than the first Wednesday in April each year.

Students who are allocated a workspace must be available to take up the offer within seven days of the offer being finalised. Students who are unable to take up the offer within this timeframe should advise Teaching and Research Officer, Leena Sookramanien ([leenas@unimelb.edu.au](mailto:leenas@unimelb.edu.au)) by email and their place will be re-allocated.