

# HASS PGR Space Policy

September 2023

This policy applies to PGR space in HASS (Streatham & St Lukes based disciplines) managed by the PGR Support team. This includes Amory 502, 402, 220-221, Queen's C, 157-158 and the Digital Humanities PGR room on Streatham Campus and North Cloisters 09-11, 19-20, 104 and South Cloisters G29 and G33-43. Space not listed here is managed locally, and queries should be raised within the relevant department/Institute. This policy was developed following consultation with PGRs in the former HUMS and SSIS Colleges in 2021/22.

PGR study space managed by the PGR Support team is allocated via an application process. In allocating desks we will consider in particular the needs of students, and any alternative space provision they may have.

- PGR study desk space are allocated (on either a full or part time basis) for the academic year.
- It is anticipated that the majority of desks will be allocated on a desk-share basis. This means desks are allocated for the full academic year but will be shared between students who have access to the desk on different days.
- Where students are allocated set days of the week to use a desk, the timings are 00:01am – 11:59pm on the day(s) allocated. If students have been allocated a Friday, then they can also use the study space on the succeeding Saturday until 11:59pm. If students have been allocated a Monday, then they can also use the study space on the preceding Sunday from 00:01am.
- We reserve the right to reduce desk usage – If we have space requirements that exceed capacity, we retain the right to change desk allocations.
- This policy and any local policies within specific PGR study spaces must adhere to overall university policy and standards.
- Hot desk users must only sit at the desk they have reserved. It is likely other students will have booked specific desks and this could be for access or other reasons.
- Should issues arise within an office, these should be addressed locally where possible, and if no resolution is found PGR reps should be involved. If necessary, any issues will then be escalated to the PGR support team.
- Please note: This policy can be subject to change based on government public health guidance.

New starters will be asked to complete a form stating the number of days per week they would ideally like access to a desk and indicating any access or equipment requirements, and where possible desks will be allocated accordingly.

## **Fair Usage Policy:**

Seeing desks unused is a constant source of frustration for our PGR community. Therefore, if a desk is left unused for more than **one month** without good reason, it will be reallocated.

- All PGR spaces have swipe card access which will be used to monitor usage. Please make sure you swipe in to your office and do not tailgate other users, or there will be no evidence of you using the space.
- If there is a specific reason that you will be away from an allocated desk for more than one month (e.g. on fieldwork), please notify the HASS PGR Support team to discuss desk

arrangements for your return. Please be aware your desk may be temporarily re-allocated while you are away.

- Should your desk space needs alter, for example due to a shift between part-time and full-time registration, or due to new employment/health/caring responsibilities, please contact the HASS PGR Support team to discuss this.
- Should you interrupt your studies for 3 months or more, your desk will be re-allocated.
- You may re-apply for an allocated desk on your return to study, but please note that the same desk may not be available. An allocated desk may not be immediately available and therefore students returning from interruption may need to be placed on a waiting list.
- Once you have completed and been awarded your degree please make sure you vacate your desk within 2 weeks, to allow the desk to be reallocated to another user. Access to PGR study rooms will also normally be removed within 2 weeks of award.

### **Code of Conduct:**

- When you are not using your allocated desk please respect the other person sharing the desk and leave it clear and tidy.
- Please only use the desk that you have been allocated and do not use other desks for storage of belongings.
- If you have booked a desk through the hot desk booking system, you may ask users to vacate that desk, if they are using the desk you have booked.
- Any actions to be taken in relation to misuse of the space will be in accordance with the student complaints and disciplinary procedures.
- Please ensure that any confidential papers (marking, exam scripts, expense claim forms etc) are stored securely and not left on desks/bookcases.
- The PGR study rooms are designated as quiet and professional working spaces, but they are not silent study spaces. We do however ask that all users be mindful of others and respectful of other users' working patterns. Mobile phones should be on silent and headphones used if listening to music, etc. Please keep desk-based discussions to a minimum and use the social areas for conversations.
- For security reasons please do not allow unauthorised entry to third parties.
- If you are working in a PGR study room outside of normal business hours we recommend that you download the [SafeZone](#) app to your mobile phone or computer, to enhance your personal safety when working on campus out of hours, or when on your own.
- Please ensure that individual desks and surrounding areas are kept clean and tidy – desks and communal areas that are particularly untidy may be cleaned and items removed without notice as large numbers of books/papers around work-spaces represents a safety hazard.
- Personal electric heaters are not permitted. If there are issues with the heating then please advise the HASS PGR Support team – however please be aware that the heating may be turned down at weekends/overnight and during some vacation periods.
- Personal microwaves are not permitted; microwaves for student and staff use are available in the various communal kitchen areas in Amory, Queen's and at St Luke's.
- The consumption of alcohol in the PGR Study rooms is not permitted.
- Students are reminded that there are other workspaces available on campus which are open for use. Notably there are bookable desks for PGRs in the [Old Library that](#) desks may be booked for up to a term. These desks are not managed by the Faculty PGR Support Team and are available to all PGRs across the University. Some departments also have locally managed space which are managed by departments. This PGR desk space policy does not apply to these spaces – please follow local policies.

- Should individual offices wish to agree a local code of conduct they can do this, provided these are in line with the principles set out in this policy. These codes of conduct should be clearly displayed and agreed by all users of the space. This HASS desk space policy will however take precedent over any local code of conduct in any cases of dispute.