

## **Application and Guidelines - Higher Degree Research (HDR) Candidate Workstations and Office Space**

### **Guidelines**

The Faculty of Law, Humanities and the Arts (the Faculty) aims to provide office space and workstations for all Higher Degree Research (HDR) candidates, with a need for such resources, towards completion of their thesis. The Faculty Research Unit (FRU) manages requests for HDR workstations within the Faculty.

Workstations include a desk, access to a computer and use of filing cabinets and bookcases. HDR candidates may be required to share a desk and computer. All HDR candidates will share offices with two to seven other candidates, depending on the size of the office. Students will be provided with a key or swipe card to their office, for the duration of the period they are using it.

The FRU will receive and process applications and may consult with the Head of Postgraduate Studies (HPS) and/or Associate Dean Research (ADR) in assessing applications. Priority will be given to:

- Full-time HDR candidates
- International HDR candidates
- HDR candidates approaching submission
- HDR candidates who have no access to external study spaces and allocation

Workstation allocations will be made on the basis of student need.

### **Conditions of use of allocated HDR workstation**

1. The FRU must be notified of all periods of absence or non-use of the room of more than four weeks. If an allocated room isn't used for an extended period of time, candidates may be asked to vacate.
2. If a candidate no longer requires a workstation they should inform the FRU. Office keys, drawer keys and swipe cards must be returned to the FRU (19.2052).
3. Candidates must maintain their space in accordance with safe work practices, WHS guidelines and the study room rules and agreement.  
<http://staff.uow.edu.au/ohs/commitment/ohspolicy/UOW016894.html>
4. Common spaces (kitchens, storeroom, fridge and rest areas) are to be kept clean. Failure to comply may result in candidates being asked to vacate.
5. The Faculty may require candidates to vacate their workstation upon the submission of their thesis to the Graduate Research School (GRS) for examination. The need to vacate will depend upon on the demands for office space at that time.
6. If a candidate is required to make revisions to their thesis after examination, they may request access to a temporary workstation. This may not be available and may not be the same office or workstation as originally allocated.

## Application

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Degree: \_\_\_\_\_ Full time  Part time

Scholarship Holder: Yes  No  International  Domestic

Session required: Autumn  Spring  Days needed: \_\_\_\_\_

I agree to abide by the conditions as stated below. I understand that failure to do so may result in the FRU rescinding my workstation allocation.

- I agree to notifying the FRU of all periods of absence or non-use of the room of more than four weeks;
- I agree to vacate the room once I have submitted my thesis to the Graduate Research School (GRS) for examination and return my office key, locker key and swipe card to the FRU;
- I agree to remove all personal items and return the office space to its original condition upon vacating;
- I am aware that I can be asked to vacate the office with minimal notice at the discretion of the Faculty.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Staff Use Only

Allocation of Office Space Approved: Yes  No

Office Number: \_\_\_\_\_

Key Number: \_\_\_\_\_ Swipe Card Number: \_\_\_\_\_