



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

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

### Guidelines

The Faculty of Law, Humanities and the Arts (LHA) aims to provide office space and workstations for all Higher Degree Research (HDR) candidates. The Faculty Research Unit (FRU) manages space requests for HDR students.

Workstations include a desk, access to a computer and use of filing cabinets and bookcases. These are located in shared offices of up to ten occupants, depending on the size of the office. Candidates may be required to share a desk and computer, depending on individual needs. A key and swipe card will be provided to candidates for office access during the period they are allocated a workstation.

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

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

To ensure that space is being used efficiently, the Faculty may use strategies including:

- Space audits
- Utilising ITS reports about computer usage
- EFTSL count
- Assessing individual and specific requirements of new and existing students

### Conditions of use of allocated HDR workstation

1. The FRU must be notified of all periods of absence or non-use of the workstation of more than four weeks. If an allocated workstation is not 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 as soon as possible. Office keys, drawer keys and swipe cards must be returned to the FRU (19.2051).
3. Candidates must maintain their space in accordance with safe work practices, WHS policy 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 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.



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## **Alternative Study Space**

Although LHA aims to provide workstations for candidates that require this resource, there may occasionally be a waiting period. In the event that a candidate is unable to be allocated a workstation immediately, the UOW Library can provide short-term space in their postgraduate rooms on the ground floor and level 2 of Building 17.

These rooms provide quiet, technology enabled spaces for postgraduates, Honours, Dean's Scholars and Graduate Diploma students.

Please contact the Library Service Desk staff on the ground floor for an access code.

All enquiries for the Library postgraduate rooms should be directed to:

UOW Library Service Desk  
+61 2 4221 3548 (ext. 3548)  
[uow-library@uow.edu.au](mailto:uow-library@uow.edu.au)



## Application

<b>Name</b>		<b>Student #</b>	
<b>Degree</b>		<b>School</b>	
<b>Scholarship Holder</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> International <input type="checkbox"/> Domestic
<b>Session Required</b>	<input type="checkbox"/> Autumn	<input type="checkbox"/> Spring	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
<b>Days Required</b>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Weekends
<p>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.</p> <ul style="list-style-type: none"><li>• I agree to notify the FRU of all periods of absence or non-use of the workstation of more than four weeks;</li><li>• 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;</li><li>• I agree to remove all personal items and return the office space to its original condition upon vacating;</li><li>• I am aware that I can be asked to vacate the office with minimal notice at the discretion of the Faculty.</li></ul>			
<b>Student Signature</b>		<b>Date</b>	
<b>STAFF USE ONLY</b>			
Application approved		Office and desk	
Key number		Swipe card number	