

School of Languages and Linguistics

Postgraduate (Research) Workspace Guidelines



PhD and MA (by research) students studying in the School of Languages and Linguistics are eligible to apply for a workspace within the School. Students interested in lodging an application should read the following guidelines and complete an application form *Postgraduate (Research) Workspace Application* available on-line at: <http://www.languages.unimelb.edu.au/postgraduate>

ELIGIBILITY

Students currently enrolled in a PhD, MA (by thesis only) or MA (by Advanced Seminar and Shorter thesis) in the School of Languages and Linguistics. Students may be enrolled on either a full-time or part-time basis. Students enrolled on a part-time basis are eligible for a maximum of 2 days per week access to a workspace.

PRIORITY

The following priorities have been established to assist with allocating workspaces in the eventuality that the demand for workspaces outnumbers the spaces available.

- PhD students in the last 2 years of their candidature
- MA (by thesis only) students in the last 12 months of their candidature
- MA (by Advanced Seminar and Shorter thesis) students within the last 6 months of their candidature
- PhD and MA (by thesis only) students in the writing-up phase of their candidature
- Students whose circumstances pose a special need.

LODGING AN APPLICATION

An application for a postgraduate (research) workspace can be lodged at anytime with the Postgraduate Administrator. Workspaces will be allocated on an annual basis. If a space becomes vacant during the year, all applications on a waiting list and held on file will be reviewed and the workspace allocated. If there is no appropriate applicant, interim applications will be called via email sent to all enrolled postgraduate (research) students.

CLOSING DATE FOR APPLICATIONS

Applications for consideration at the Postgraduate Workspace Allocation Meeting must be received by no later than 31st March in any given year.

TENURE

A workspace will be allocated for a maximum of:

- 1 year for PhD and MA (by thesis only) candidates
- 6 months for MA (by coursework and shorter thesis) students.

EXTENSION OF TENURE

Students may apply for an extension to their tenure by using the *Postgraduate (Research) Workspace Application* form and lodging their application by the due date (31st March in any given year). Applications for extension will be considered alongside all other applications.

ALLOCATION PROCESS

The Postgraduate (Research) Workspace Allocation Meeting will review all applications taking into account eligibility, priorities and special circumstances. Applicants will be consulted prior to any allocation, including the negotiation of time-share spaces. A waiting list will be established consisting of any applicants not allocated a space.

Students who are allocated a workspace must be available to take up the offer within 14 days of the offer being finalised.

OCCUPANCY CONDITIONS

Absences during occupancy

Where a student is going to be absent for more than three weeks, he/she **must** advise the Postgraduate Administrator. This permits the space to be used for another student during an absence. If a workspace is unused for more than three weeks and the Administrator has not been notified, the space will be reallocated.

Time-sharing

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 Postgraduate Administrator should be contacted.

Access to Printing

Students must provide their own paper for printer. Paper will not be provided by the School. It is University policy to restrict all printing (by both staff and students) to the minimum for the sake of the environment.

Health and Safety

Students allocated a workspace are required to comply with the University's occupational health and safety requirements. For the comfort of all occupants, food and drink may not be consumed in work areas.

Access

Computers are password protected. Students are required to supply their own padlock and key to secure their possessions in any available lockers. Students will be required to sign for the key to the workspace. The key must be returned on vacating the space.

Vacating

Students are required to vacate workspaces on the agreed date. If a student has applied for an extension of tenure, then he/she may remain in their allocated space until the next round of allocations has been finalised. Occupants are expected to remove all their possessions, files are to be removed from the computer and the key returned. The workspace must be left clean and tidy ready for the next occupant.