



Full-time HDRS

To best accommodate all our HDRS we have implemented a staggered system of allocating desks according to individual students' needs and stage of candidature.

First years of study: To fully utilise the limited space we have, the faculty has introduced a 'shared desk' policy where 2 students share one desk. The faculty will take note of the number of days per week the student expects s/he will be on campus (to a maximum of 3 days) and this student will be matched to another student. The faculty will make every effort to suitably match students. However we cannot take into account specific details such as days of the week, or specific times preferred by individual students. The two sharing students will need to negotiate these details in a mutually beneficial way between themselves.

The faculty recognises that some students may have no option but to come in a minimum of 5 days a week. In these circumstances, the student will be provided with a desk with full-time access in specific rooms. These specific rooms have air-conditioning but no natural light. An application form needs to be completed to apply for desk space. Applications are included in the induction package, can be obtained from the Facilities Manager, or online applications can be made via the faculty webpage, under 'current students' and 'assistance and forms'.

Progression of candidature: As full-time desks become available, these desks will be offered to students according to the date they enrolled. There is no need to apply for these desks. As a desk becomes available, the next student will be contacted and invited to take up the offer of a full-time desk. It is envisaged this will occur sometime in the candidate's second year of study.

Change of attendance status/suspension of candidature: The office space provided to you is dependent on your full-time status. If you change to part-time or suspend for a semester or more, you will need to empty your office of your belongings, and return the office key (and laptop). Upon recommencement of full-time study, you can make another application for a desk and loan of a laptop.

Submission of thesis/examination: Once a candidate has submitted their thesis, s/he will have 2 weeks to organise their material and move out of their office space. When examiner's results have been received, and according to the candidate's needs, the faculty will provide an alternative office space for the student's use. Once the final thesis is submitted, we ask the student to vacate this desk within 2 weeks to enable the next student working on their corrections to use this space.

General information about offices

Some rooms have 2 desks, other rooms have 13 desks. The faculty is expecting a large room with a 14 desk capacity to become available early in 2011. Desks will be allocated according to availability. Students are unable to ask for a desk in a specific room. Most rooms have ample shelf space for storage of research related material. The minimum storage space provided will be 2 drawers of a filing cabinet and shelf space. Access to a telephone is available in every room. Access to a printer and photocopier is also conveniently located.

Part-time students

Room 636 in the Education Building (A35) and room 2a06 in the Education Annex (A36) is available for use by part-time students. These rooms are kept open and are used on a first come, first served basis. Desktop computers are provided, though you are welcome to bring your own laptops if you prefer. There is a phone and easy access to a printer in each room.

There is space for your belongings whilst you are here, however, no overnight storage space is available. As the rooms are always open, you need to consider the security of your own valuables. Keep in mind you will need to apply for after-hours access to the respective building if you wish access to these rooms on weekends and late evenings. Applications are included in the induction package, can be obtained from John Usman, Facilities Manager, or online applications can be made via the faculty webpage, under 'current students' and 'assistance and forms'.

Conditions of using an office

The faculty reserves the right to re-allocate spaces as needed. If you do not vacate your desk and office when requested, the faculty reserves the right to pack or dispose of items left in offices.

Full-time students: You are to inform the Research Student Liaison Officer (and cc. the Facilities Manager) when you are on a period of extended leave for more than 3 months. It is not appropriate to use the office to keep luggage and other such personal affects. If you are in between looking for accommodation or leaving Sydney for some time, you need to make alternative arrangements to store your personal belongings. If you have a tutoring position, it is not appropriate to hold consultation sessions with your own students in the office provided by the Division of Doctoral Studies. This office is provided to assist you with your studies. If you need a consultation room to see your own students, please make suitable arrangements for an alternative office through your course co-ordinator. The Security Office may impose a refundable deposit on the issue of office keys. You must contact the Research Student Liaison Officer (and cc. the Facilities Manager) if your fulltime status changes and agree on a date to vacate the desk and office space of your belongings. Change in status includes: discontinuing your studies, changing to part-time, suspending for a semester or more, and submitting your thesis for examination.

All students: It is not appropriate to have extended or frequent visits from friends or colleagues, or extended or frequent telephone/Skype calls. Please be considerate of your fellow office mates and their need for a quiet space to study. Be considerate of your follow offices mates when having your meal break. No cooking or overnight stays is permitted in faculty offices.

Contacts

Research Student Liaison Officer

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Facilities Manager

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