

Principles for CEMPS Space Allocation

The following guidelines have been agreed by CEMPS College Executive Group. It must be noted that these guidelines are subject to practical considerations and may, on occasions, be over-ridden by University policy or process changes.

General

- Usage of space is flexible depending on the academic need/requirement and there is no individual ownership. Space is to be seen as a University resource which, in the case of CEMPS, CEG is responsible for and can be reallocated if there is an academic need.*
- College space data will be maintained regularly and a formal review of all space will be undertaken annually to ensure space is being used optimally.*
- Academic needs are to drive decisions on space, subject to practical constraints.*
- Academics will be co-located into disciplinary or interdisciplinary groups, based on strategic academic decisions by CEG. Co-location is encouraged and will be achieved where it is practical and possible to do so.*
- We will attempt to provide sufficient and functional social space that meets academics' requirements in each building.*
- Liaison with DCO/PVC for Cornwall is required for significant changes in CEMPS space at Penryn.*
- Equipment will be provided to allow all staff to undertake their work in line with University guidance and H&S requirements.*

Lab Space

- The College has responsibility for its teaching labs and research lab space, with computer labs included within this. The College is not responsible for the shared non-lab teaching spaces.*
- Research informed education is encouraged and supported through the allocation of our lab space.*
- Academics are encouraged to take responsibility for the lab areas they work in.*

Office Space

- The College will set out the minimum space and facilities that academic staff, Post-Doctoral Research Associates (PDRAs) and Postgraduate Research Students (PGRs) should expect whilst taking in to consideration specific Occupational Health requirements.*
- The default is that Senior Lecturers and Professors will be given an individual office, if there is one available. Where staff spend a significant amount of their time (e.g. >50%) either off site, working from home or in another building, the College will seek to either a) arrange a shared office or b) arrange for an office in a different location.*
- Where staff are on sabbatical for more than a term, the College reserves the right to reallocate space. When staff return from these types of leave, space allocations will be reassessed, but College cannot guarantee the same office will be available.*
- Where staff are on parental leave for more than a term, the College may temporarily*

reallocate office or desk space according to needs during the absence period. However, best efforts will be made to return space to staff following the conclusion of parental leave, according to the principles elsewhere in this document.

- Where practical and agreed by HoD, senior Academics may share a “research neighbourhood” rather than have an individual office. These “neighbourhoods” will have access to a space where they can meet with students, colleagues and collaborators.
- Staff will not be allocated more than one office. Where staff are located in multiple buildings or on multiple campus locations, they may choose their preferred office location, subject to availability. The College may opt to allocate offices for staff in these circumstances, where there is a preference for location.
- Academics will order their computers through Exeter IT
- Academics will be co-located with their academic colleagues, PGRs and PDRAs and easily accessible to their Undergraduate students, where possible.
- PGRs and PDRAs should expect a space in an office with other PGRs and PDRAs and is likely to be open plan. They will be co-located with their academic supervisor, where possible. PGRs and PDRAs will order their computers through Exeter IT and should be provided by their 3rd week.

PGR space

- For further detail, please see the dedicated College PGR Desk Allocation policy
- The College is committed to providing desk space for PGR students for the first 3 ½ years in order enable them to complete their PhD studies. In general, during the continuation stage of a PhD, there is no desk space provided.
- In allocating desks, we will consider the area of study, the stage of study, and any accessibility needs.
- It is understood that the nature of the research may define the need for a student to have a dedicated desk/computer. For example, students needing bespoke software may require a dedicated desk for the majority of the duration of their research. This will be discussed at the point the student is admitted.
- If, in a rare occurrence, a desk is unavailable upon enrollment, students will be placed on a waiting list for allocation and given regular updates.
- Students on part time and/or distance learning programmes will generally not be allocated desks but will be able to use hot desks.
- The College will monitor usage throughout the year and may re-allocate desks which are found to be regularly out of use.
- If studies are interrupted for 3 months or more, the desk will be re-allocated. The student can then re-apply for an allocated desk on return to study.
- PGR rooms are professional working spaces, they are not a silent study space. However, we ask that students to be mindful of other users and respectful of other users’ working patterns. Mobile phones should be on silent and headphones used if listening to music, etc.