

College of Engineering, Mathematics and Physical Sciences policy for allocated desk space in 2021/22.

(Streatham Only)

College of Engineering, Mathematics and Physical Sciences Post Graduate Research (PGR) and Post Doc space is managed by the Infrastructure and Projects Officer (IPO) for the College. The College is committed to providing adequate desk space² for Post Docs as well as all PGR students (including time for writing up their thesis)

- There is a mixture of dedicated and bookable desks in EMPS (Streatham)
- This space is often shared between Post Docs and PGRs
- Supervisors should contact a student/post doc to discuss their specific requirements as early as possible before arrival at the University and inform the IPO and the EMPS IT Business Partner (ITBP) should dedicated space and/or specialist IT be required.

Dedicated Desks

- Dedicated desks are allocated due to Occupational Health requirements or where bespoke software may require a dedicated desktop computer. Dedicated desks are allocated to full time students and must be used on a full-time basis; approximately 36-40 hours per week
- If a dedicated desk is unavailable upon enrollment, students will be placed on a waiting list for allocation. Allocation will consider the area of study, the stage of study, and any accessibility needs
- The IPO will monitor usage throughout the year and may re-allocate dedicated desks which are found to be regularly out of use. If a desk is found to be not actively/regularly used then we will issue a reminder of the usage guidelines and, following discussion with the student, reserve the right to reallocate the desk should it continue to be unused
- Should you no longer require a dedicated desk let the IPO know so that the desk may be reallocated
- Allocations will be fully revisited on an annual basis and you will be asked to confirm whether you are still using the desk on a full-time basis
- For PGRs, once you have completed and been awarded your degree please ensure you vacate your dedicated desk and return your IT equipment to the IPO within 2 weeks. A short extension in exceptional circumstances can be agreed following discussion between your supervisor and the IPO. Access to the PGR study rooms will also normally be removed within 2 weeks of completion.

² Adequate Desk Space will include a monitor, keyboard, mouse and docking station

- Should you interrupt your studies for 3 months or more, your dedicated desk will be re-allocated. You may re-apply for a dedicated desk on return to study, however, please note that the same desk may not be available and that a dedicated desk may not be immediately available
- Whilst we appreciate that users may occasionally wish to relocate to another desk for good reason, we ask that you contact the IPO **before any desk moves take place** in order that we may manage all allocations and reallocations and ensure fairness and consistency for all users. Any queries or concerns with regards to study space should be directed to the IPO

Bookable Desks

- There are bookable EMPS PGR/PostDoc desks in Innovation 1 (ground floor), Laver (floors 7, 8 and 9) at Streatham in September 2021. Additional space in Harrison 220 and the Mezzanine will become available from January 2021.
- To reserve a bookable desk please using **ClusterMarket (a link will be added when published on web site)**
- When you are not using a desk please leave it clear and tidy

General

- Approximately 200 Lockers are available in Harrison 220, PGR 1, PGR 2, PGR 3 and Innovation 1 ground floor. Additional lockers will be provided in Laver in the near future (autumn 2021).
- Confidential papers (marking, exam scripts, expense claim forms etc.) must be stored securely and not left on desks/bookcases which is a breach of GDPR
- Personal items must be stored securely and not left on desks/bookcases
- Lockers will be emptied of all belongings at the end of each term
- PGR/Post Doc rooms are professional working spaces, they are not a silent study space. However, we ask you 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.
- Please ensure that individual desks and office areas are always kept clean and tidy. Communal areas should be kept tidy and in the condition in which students found them. Desks and communal areas that are particularly untidy may find items removed without notice
- Any equipment³ (not including allocated IT) must be approved by the IPO
- If there are issues with the heating, then please advise the IPO however please be aware that the heating may be turned down at weekends/overnight and during some vacation periods

³ For example = Personal electric heaters would not be permitted as they are a fire risk and would be removed without notice.

- Please be reminded that all room users are to treat one another with dignity and respect in accordance with [University policy](#) to ensure that all users can enjoy a study environment where all users are enabled to achieve their full potential in an atmosphere of mutual dignity and respect
- Any actions to be taken in relation to misuse of the space, will be in accordance with the student [complaints](#) and [disciplinary](#) procedures
- Desktop support issues (e.g. specific software requirements, equipment issues) should be directed to IT Helpdesk
 - Time Critical – call +441392 724724
 - Non-urgent - please log your call via the online portal - <http://www.exeter.ac.uk/ithelpdesk>
 - IT Helpdesk FAQs please go to - <https://as.exeter.ac.uk/it/itsmproject/ithelpdeskfaq/>

Alternative study space on campus

- PGR Students are reminded that there are other workspaces available on campus which are open access, notably there are bookable desks for PGRs in the [Old library](#); these desks may be booked for up to a term. Note that these desks are not managed by The College of Engineering, Mathematics and Physical Sciences or Doctoral College and are available to all PGRs across the University.

Lockers

- Approx 200 lockers for PGR students/Post Docs are available in the following locations:
 - Harrison 220, PGR1, PGR 2 and PGR 3
 - Innovation 1 Ground Floor
- Lockers will either have key or digital pin access.

Queries

- Any queries or concerns with regards to study space should be directed to the IPO
- Should you wish to report any issues you notice within your space or the building then please email EMPSinfrastructure@exeter.ac.uk

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