**Use of PGR Study Rooms**

* Please be aware that PGR study rooms are reserved for students registered on a postgraduate research degree in the Faculty of Arts & Humanities. Visitors may not use the desks.

*Although we appreciate that everyone needs to balance different work and life commitments,* ***children must not be brought into the study rooms****.*

* Desks are not allocated to individuals, and are to be used daily on a first-come, first-served basis.
* You must clear your desk at the end of each day: regular checks will be made to ensure this is happening.
* If you will be absent from the Study Room for more than 2 hours, you must clear your desk so that another student may use it.
* Please be considerate, as you are working in a shared working space:
	+ Please keep mobile phones on silent/vibrate, and take calls outside. Be aware that even vibrating phones can produce irritating noise.
	+ Keep noisy conversations to a minimum.
	+ Ensure that your work is not ‘spreading’ onto the desk next to you.
	+ Do not consume cooked food in the study rooms
	+ Please ensure that the door is firmly closed and locked if you are the last person to leave.
	+ Please keep the rooms tidy and free from rubbish.
	+ Do not give out the door entry codes to other students.

**As a laptop user you:**

* + can access study space in rooms 2125 and 2127 on upper level 2 of Building 65.
	+ can gain access to these rooms by entering the correct door code.
	+ have access to University internet and computer facilities via the network cable supplied with your laptop (see supplied instructions).
	+ have use of telephones for internal calls only.
	+ can apply for a locker to store personal items while on site

*please note: lockers will only be allocated on a first come, first served principle. You can ask to be put on the waiting list. When you finish your dissertation/thesis, you will are expected to return ALL KEYS*. Please contact the Graduate School Office at fah-gradschool@southampton.ac.uk if you have any questions about the PGR Study Rooms.

|  |
| --- |
| **Document Information** |
| Authors | Director of Faculty Graduate SchoolGraduate School Team Leader |
| Owner (Committee) | Faculty Graduate School2. Faculty Programmes Committee |
| First Drafted | October, 2014, By A Reiter (DGS)Revised: n/a  |
| Last Revision | November 2016 (by D Sarony, Grad School Team Leader)June 2019 (by D Sarony, Grad School Team Leader) (email & faculty name change only)February 2020 (by D Sarony – 65b rooms no longer hot-desk) |
| Date Approved | Graduate School Committee – 14 December 2016Faculty Programmes Committee – 15 February 2017 |
| Type of Document | Defined Code of Practice |