**PGR Working Space**

This policy should be read in conjunction with the [Code of Practice](http://www.calendar.soton.ac.uk/sectionV/code-practice.html), paragraph 53.

All PGRs will receive a laptop (with the exception of those on the PhD Applied Linguistics Distance Learning Part Time degree) and are eligible to use PG study room space. The majority of this space is reserved for students who bring their laptops. Additionally, there is a limited amount of fixed space which is allocated on the basis detailed below.

**Desk Space and Study Rooms**

Study rooms fall in the following categories:

1. *Discipline study rooms, one each in Archaeology (Building 65a) and in Music (Building 2, Highfield Campus):* these have desks with specialist equipment and computers with software needed for projects in these disciplines and are therefore normally reserved for students completing research requiring these facilities.
2. *The Cottage (three rooms in the small building at the back of the campus, facing Highfield Road):* the ground floor is equipped with desk-top computers which are allocated to students who have a documented medical need. These desks are allocated on an annual basis and it is not guaranteed that students will have a fixed desk space for the duration of their candidature. Students who are away from the university for more than two weeks, e.g. while carrying out fieldwork, may not keep their desks during their absence. They must notify the Graduate Office in good time, so that their desk can be allocated to a different student during their absence.
3. *Rooms 2007 and 2009 in building 65b (Burgess)* are currently part of a trial of fixed desk use by students. This trial will be reviewed in Spring 2020.
4. *Rooms 2125 and 2127 in building 65* are for the use of all students who do not have access to the rooms detailed in 1,2 and 3 above.. Desks in these rooms are for ‘hot desking’ only. This means that they must not be claimed for the sole use by any student but are to be used daily on a first-come, first-served basis. Desks must be cleared at the end of each day or if users are absent for more than two hours during the day.

All desks are equipped with docking stations.

In each study room the **Study Room Conduct** notice is displayed to remind users of this policy. The document is also available on the Faculty of Arts & Humanities Handbook on the Doctoral College website: <https://www.southampton.ac.uk/doctoral-college/researcher-resources/handbook/fah/fah.page>

**Lockers**

You can apply for a locker to store personal items whilst on site. These will only be allocated on a first come, first served principle. You can ask to be put on the waiting list. Lockers must not be passed on to someone else. When you finish your dissertation/thesis, you must return ALL KEYS to the Graduate School Office.

A deposit of £50 is payable for all locker and cottage keys.

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