

Graduate School of Social and Political Science PhD Student Office Allocation Terms & Conditions

Eligibility

SSPS PhD students are eligible for consideration for an allocated desk in the following years of PhD study¹:

- Full time PhD students are eligible during their 3rd and 4th years of PhD study
- Part time PhD students are eligible from their 5th year of PhD study
- Students who undertook an MScR at SSPS directly prior to starting their PhD will be eligible during their 2nd year of full time PhD study

Provision

As far as is possible shared offices will be provided for those students who need and are eligible; until submission of the PhD thesis or until the end of the maximum period, whichever is sooner.

Priority on office space will be given to students with a formal Schedule of Adjustment, and students within their maximum period of study. However, where possible, office space will be provided for students in a University approved extension period and those requiring major corrections to their thesis. Where availability allows, students in their 2nd year (FTE) of PhD study may be provided with allocated desk space, if not otherwise eligible.

Desk allocation and changes

In the 2020/21 academic year, desk allocations will be done via student surveys for allocation per semester. A waiting list based on the survey responses will be retained.

Due to the limited number of desks available in the 2020/21 academic year, students will not normally be able to request a change to their desk location.

Usage

Students who find they are not making use of the desk space² will inform the Graduate School Office by email (pgresearch.sps@ed.ac.uk) and agree to vacate the office so that another student or students can be given access. Students who use their office rarely are advised that the University's [SeatEd](#) booking system provides options for temporary use.

Where there is reason to believe that a student is not using their space in an office, they will be contacted by email³ and given a notice period to respond or return their key. If they do not respond, this is taken as agreement for the Graduate School Office to move their belongings into storage where necessary and reallocate the desk.

PhD Offices are to be used only for PhD study. PhD students undertaking tutoring work should [book a meeting room](#)⁴ through the SPS intranet if they need to meet students for tutoring purposes outwith scheduled tutorial sessions.

Sleeping is not allowed in the Offices or anywhere else in SSPS. The full Sleeping on SSPS Premises policy is on the Graduate School website at www.sps.ed.ac.uk/gradschool/on_course/for_phd_students/facilities/study_storage_and_social_space

Students must not exchange or gift desks or keys to other students. All changes or requests must be managed via the Graduate School Office. Room and drawer keys must be handed back to SPS Facilities (Room B.07, CMB) or CMB Reception, or [posted to SPS Facilities](#) when requested.

Students must show considerate behaviour to other users of the office and building at all times. Failure to do so may result in the withdrawal of eligibility for an office, and potentially (in extreme cases) to all shared SSPS postgraduate facilities.

Leave

Students on more than 3 months' Leave of Absence will remove any items from the office and return their key to the SPS Facilities (Room B.07) before going on leave.

Students on more than 3 months' Interruption of Study will, if possible, remove any items from the office and return their key to SPS Facilities (Room B.07). If this is not possible for reasons beyond the student's control, they agree to their belongings being moved into storage and a key allocated to another student.

If eligible, students will be reallocated a desk upon return where one is available. Students are requested to keep the PGR Support team informed of their return dates. Please note that returning students may have to wait for space to become available.

Finishing Study

Students are advised that once they have completed their studies⁵, de-activation of their student card (over which the School has no control as it is actioned automatically by Student Administration) happens quickly and they should be prepared in advance for being unable to access areas of the building.

Keys

Students must not gift or exchange keys with other students and must return their office key to SPS Facilities (Room B.07) when they leave, or when they vacate their office for any other reason. Locker keys and SPS laptops, if students have them, must also be returned.

1 year of study is the length of time a student has been studying and does not include any interruptions of study.

2 students should be using the space at least once per week on average; or for a week per month.

3 all emails will be sent to student email accounts and students using staff email accounts should set up a forward from their student account. Concessions records will be checked before students are contacted.

4 book a room in CMB via the online booking system. To access the system you must be logged in to MyEd: http://www.sps.ed.ac.uk/admin/room_booking/day.php?area=1

5 a student is entitled to keep their key to a shared office until the end of their fourth year of study (FTE), or until submission of their thesis, whichever is sooner.

I agree to these terms which set out to improve use of our facilities and ensure that they continue to be an asset to the Graduate School in the future.

Signed: _____

Date: _____

Name: _____

UUN: _____

Office: _____

Disclaimer: The School will adhere to these terms and conditions as far as possible. However, as with any space usage matter – for students or staff – some variation may be required. Last updated: November 2020