

Desk use Policy PhD students 2019-20

Full-time students:

- Incoming PhD students will be offered a standard laptop for the duration of their studies in the School. They will hot-desk on a first come first serve basis on desks allocated for hot-desking only. This also means that students will have the ability to work elsewhere, e.g. the Library or Graduate Centre.
- PhD students who enrolled Sep 2017-Aug 2018 or before and have not submitted their thesis or passed their submission deadline will be allocated a desk with a desktop PC in the Maths Building.
- When a student submits their thesis for examination they will no longer be eligible for a desk and instead will be offered the ability to hot-desk (space allowing) until they graduate. In addition, students will no longer be eligible for a desk after their submission deadline if they fail to submit and will be offered the ability to hot-desk, space allowing. All personal belongings must be removed from the allocated desk and the pedestal/locker key returned to the School Office when students reach this stage.
- Students who have been allocated a laptop and are required to hot-desk will be allocated either a pedestal or a locker until their submission deadline or thesis submission, whichever comes first. This means all students will have a secure space to store some belongings. However, being allocated a pedestal at a desk does not give the hot-desking individual any rights to that desk.
- If at any point during your studies or following the submission of your thesis, you no longer require the use of a desk, please notify the Postgraduate Research Programmes Officer to ensure that there are no unused desks within the School.

Part-time students:

- A desk with a desktop PC will be available for part-time students to use as a hot-desk.
- Either a locker or a pedestal will be allocated to our part time students. If this is not required please notify the Postgraduate Research Programmes Officer

Visiting Students:

- Visiting students will also be allowed to hot-desk in the PhD room.

Katie Hale, PGR Programmes Officer
September 2019