

HASS PGR Space Policy

Spaces Available

This policy applies to PGR specific space in HASS (Streatham & St Lukes based disciplines) managed by the [HASS PGR Support team](#).

Included spaces are on Streatham, (Amory, Queen's and the Digital Humanities buildings), and St Lukes (North Cloisters).

A limited number of desk spaces are available, and it is not possible to guarantee a space.

Space not listed here is managed locally, and any queries relating to those spaces should be raised within the relevant department.

This policy was developed with, and is regularly reviewed in, consultation with PGRs and the Faculty.

This policy and any local policies within specific PGR study spaces, adhere to overall University policy and standards. Please note, this policy is subject to change in line with University and government guidance.

How to Apply

PGR study space managed by the PGR Support team is allocated via an application process. In allocating desks, we will endeavour to consider the needs of students, and any alternative space provision they may have.

- Students wanting a desk will be asked to complete a form, stating the number of days per week they would ideally like access to a desk and any access or equipment requirements.
- Where a desk is available, it will be allocated on the campus at which your programme is registered.
- In exceptional circumstances, you may make a request for a specific study space, or a desk space on a campus other than where you are registered. Such requests must clearly outline the exceptional need and be emailed to the HASS PGR Support team. Such requests will be considered by the HASS PGR Support Team, in liaison with the Faculty DPGR and, where necessary, the department responsible for the space. Together they will consider if there are qualifying exceptional circumstances, in line with UK law governing protected characteristics and the University policies on Accessibility, and Equality, Diversity and Inclusion. Please note that preference is not grounds for an exceptional request.

Desk Allocations

- PGR study desk spaces are allocated (on a full-time or part-time basis) for the academic year.
- Most desks will be allocated on a desk-share basis, to be shared between students who have access on different days.
- Students are allocated set days of the week to use a desk. The timings are 00:01-23:59 on the day(s) allocated.
- If students have been allocated a Friday, then they can also use the study space on the succeeding Saturday until 23:59. If students have been allocated a Monday, then they can also use the study space on the preceding Sunday from 00:01.
- We reserve the right to reduce desk availability and to change desk allocations.
- If you wish to request a change to an existing desk allocation, or if your needs change, please contact the HASS PGR Support Team.
- All PGR spaces have swipe card access which will be used to monitor usage. Please make sure you swipe into your office, using only your student card. Do not allow others to enter the space on your card.
- If a desk is left unused without good reason, it will be reallocated.
- If there is a specific reason that you will be away from an allocated desk for more than 1 month (e.g. on fieldwork), you must notify the HASS PGR Support team. Please be aware that your desk may be temporarily re-allocated while you are away.
- Should you interrupt your studies for 3 months or more, your desk will be re-allocated. You may re-apply for an allocated desk on your return to study. Please note that the same desk may not be available and you may be placed on a waiting list.
- Once you have completed and been awarded your degree, please make sure you vacate your desk within 2 weeks, to allow the desk to be reallocated.
- Access to PGR study rooms will normally be removed within 2 weeks of award.

Use of PGR Study Space

- Only use the desk that you have been allocated and do not use other desks, even if they appear vacant.
- The PGR study rooms are designated as quiet and professional working spaces, but they are not silent study spaces. All users must be mindful of others and respectful of other users' working patterns. Mobile phones should be on silent, and headphones used if listening to music, participating in online meetings, etc. Please keep desk-based discussions to a minimum and use the social areas for conversations.

- For security reasons, do not allow unauthorised entry to third parties.
- If you are working on campus out of hours or on your own, we recommend that you use the [SafeZone app](#), to enhance your personal safety.
- When you are not using your allocated desk, please respect the other users of the desk/space and leave it clean, clear and tidy.
- Please ensure that desks and surrounding areas are not used as general or personal storage. Desks and communal areas that are particularly untidy may be cleaned and items removed without notice, for the safety of all users.
- Please ensure that any confidential/sensitive papers and valuable items are stored securely and not left on desks/bookcases.
- Personal electric heaters are not permitted and will be removed. If there are issues with the heating, then please advise Campus Services. Please be aware that the heating may be turned down at weekends/overnight and during vacation periods.
- Personal microwaves, kettles, coffee machines etc. are not permitted and will be removed; facilities for student and staff use are available in the various communal kitchen areas in Amory, Queen's and Cross Keys.
- The consumption and storage of alcohol in the PGR Study rooms is not permitted.
- The use of candles or live flame in the PGR Study rooms is not permitted.
- Please do not store perishable food in the study rooms. Please dispose of all waste in the communal bins in the kitchen areas.

Any actions taken in relation to misuse of the space will be in accordance with the student complaints and disciplinary procedures.

Any issues

If you experience any issues with the IT equipment provided on your desk, please contact IT. You can log a request via <https://www.exeter.ac.uk/departments/it/help/>

If any routine maintenance needs to be carried out in the room, please log this with Campus Services via <https://www.exeter.ac.uk/departments/campuservices/>

Should behavioural issues arise within an office, these should be addressed locally where possible. If no resolution is found, then PGR reps should be involved. If matters are not able to be resolved at a local level, please contact the PGR support team.

Other Spaces

Students are reminded that there are other workspaces available:

- Notably there are bookable desks for PGRs in the Old Library, Streatham. These desks are managed and booked via the library, and are available to all PGRs.
- There are also bookable desks on all campuses which are managed and booked via the library, and which are open to the whole university community.
- Some departments have locally managed space which are managed by departments and follow local policy.
- This HASS PGR desk space policy does not apply to the above other spaces.