

School of Social and Political Science

PhD Student Desk Allocation: Terms & Conditions (updated February 2023)

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
- Students with a [Schedule of Adjustment](#) that includes access to a dedicated study space are eligible regardless of their year of PhD study

Provision

As far as is possible, desks in 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 study 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 but must vacate if requested.

Desk allocation and changes

In the 2021/22 academic year, desk allocations were done via student surveys for allocation. A rolling waiting list based on the survey responses is retained and allocations are done when spaces are available.

Due to the limited number of desks available, students will not normally be able to request a change to their desk location.

Usage

1. Students who find they are not making use of the desk space² will inform the PGR Support team 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.
2. Where there is reason to believe that a student is not using their space in an office, they will be contacted by email (student email account) and given a notice period to respond or return their key. If they do not respond, this is taken as agreement for the SPS staff to move their belongings into storage where necessary and reallocate the desk.
3. The University generally prohibits animals inside University buildings. However, Assistance Dogs will require access to the University's estate and relevant buildings. If an SPS student has a [Schedule of Adjustment](#) that requires an Assistance Dog on campus, please ensure you let the SPS Facilities team know (SPS.Facilities@ed.ac.uk). Please see the Policy on Assistance Animals (Dogs)

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

² students are allocated a desk for either sole use or shared use. Students should use their desk regularly and in accordance with their expected usage as outlined in their application for a desk. Students who fail to do so may forfeit access to the desk.

for further information: <https://www.accom.ed.ac.uk/media/4r1nw5ww/assistance-animals-guidance-final-120917.pdf>

4. PhD desk spaces are to be used only for PhD study.
 - PhD students undertaking tutoring work should [book a meeting room](#) through the SPS intranet if they need to meet students for tutoring purposes outwith scheduled tutorial sessions.
 - PhD students should make use of SPS hotdesking facilities or use the university [SeatEd](#) booking system for other tutoring work.
5. Sleeping is not allowed in the offices or anywhere else in SSPS buildings.
6. Students must not exchange or gift desks or keys to other students. All changes or requests must be managed via the PGR Support team. Room and drawer keys must be handed back to SPS Facilities (Room B.07, CMB) or CMB Reception, when requested.
7. 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 or Interruption of Study will be required to vacate their desk by removing any items from the office and returning their key to the SPS Facilities (Room B.07) before going on leave. 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 studies³, 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.

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

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 School of Social and Political Science in the future.

Signed: _____ **Date:** _____

Name: _____ **UUN:** _____

Office/Desk: _____

³ 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.