Faculty of Arts

HDR office space: provision of space for new and continuing students

The Faculty of Arts aims to provide office space for all Higher Degree Research (HDR) students who wish to use it. Requests for office space are managed by the Research Support Team within the Faculty. Office space includes a desk, access to a computer, and use of filing cabinets and bookcases. Students will be provided with a key to their office for the duration of the period they are using it. Depending on the nature of requests, some students will be required to share a desk and computer. All students will share office space with anywhere from one to six or seven other students, depending on the size of the office.

Newly enrolled students

Commencing students will be asked at their time of enrolment whether they wish to make use of an office space within the Faculty of Arts. Students will be asked to send an email to the Research Support Team, outlining how many days per week they would like to use an office and, if possible, to inform the Research Support Team which days of the week they will be using it. Students who request a space for 1-2 days per week may be required to share a desk and computer with another student with similar needs, but students will have sole access to a desk and computer on the days they have requested.

Continuing students

Students who have been using an office space within the Faculty of Arts for any period of time can request a change of office space at any time, within reason. These requests can include moving from a large office to a smaller office or any other kind of change desired by the student. The Faculty will aim to meet these requests but cannot guarantee all requests as they are dependent on office space available at the time.

The Research Support Team will remind all students of this via email on several occasions during each year, most commonly prior to the commencement of each academic session.

Students who are taking a period of Leave of Absence (LOA), especially for more than one academic session, will usually be asked to vacate their office, depending on the availability of space.

Students who no longer require office space within the Faculty of Arts, for any reason, should inform the Research Support Team and vacate their office.

Students who have not been using an office space within the Faculty of Arts but wish to start using office space should inform the Research Support Team via email, outlining the number of days they will require a space and, if possible, which days of the week they would like to use it. The Faculty will aim to meet these requests but cannot guarantee all requests as they are dependent on office space available at the time.

Students experiencing issues of any kind in their office should inform the Research Support Team via email. The Research Support Team will aim to resolve problems as quickly as possible.

Students experiencing problems with their computer should contact ITS on x3000 or its@uow.edu.au