

Allocation of Workspaces to Graduate Research Students: Policy and Guidelines

1. Introduction

The Melbourne Law School values the contribution of graduate research students (hereafter 'students') to the research and intellectual vigour of the Law School. To enable students to effectively participate in the academic environment and successfully complete their research program, the Law School will endeavour to provide workspaces and equipment.

The purpose of this document is to establish guidelines for the fair and equitable allocation of workspaces and resources to students.

2. Workspace Allocation and Resources

The Law School will work to ensure that:

- (a) Full-time students are provided with study space for at least the first three years of their candidature and, subject to availability, during any extensions to candidature;
- (b) All spaces are equipped with a desk, chair and computer. Spaces on Levels 7–9 also have a lockable desk drawer and 4-drawer filing cabinet. Spaces in the Law Library also have a desk drawer, small bookshelf, and a 2-drawer filing cabinet;
- (c) Students have access to facilities on their respective floor and access to the Graduate Common Room (Level 6) and Staff Common Room (Level 9); and
- (d) Students have 24-hour access to the building, including Law Library access.

Note: All students are able to use the computers within the Law Library Computer Labs on Level 3 and the Alan Katz Room on Level 4.

3. Workspace Allocation Eligibility and Priority

(a) *Eligibility*

To be eligible for a workspace, a student must be enrolled in a research higher degree within the Law School. Students will not be eligible for, and may be requested to vacate their workspace:

- if they take leave of absence from their studies for more than 3 months; or
- if their candidature has lapsed; or
- if they do not consistently utilise the workspace allocated.

Students who transfer from full-time enrolment to part-time will need to lodge a request if they wish to continue using their workspace.

(b) *Priority*

The allocation of workspaces will be prioritised as follows:

- 1) full-time PhD, MPhil, SJD and LLM by Thesis students
- 2) part-time PhD, MPhil, SJD and LLM by Thesis students (on request)
- 3) full-time PhD, MPhil, SJD and LLM by Thesis students with a minority enrolment in Law, in the final 'write-up phase' (PhD and SJD last 6 months, MPhil and LLM by Thesis last 3 months) of their candidature (on request)

Due to space constraints, part-time students and students with a minority enrolment in law will need to lodge a request for access to a workspace and computer. Part-time students are asked to submit an application indicating the days/time they will require the workspace. A part-time student may need to share a workspace/computer with another student, therefore it is important that students

accurately list the days/times they will require the space. For ad hoc requests, part-time students should refer to the information in Section 5.

(c) *Special Needs*

The eligibility of students with special needs will be assessed on a case by case basis. Cases of special need may include, but are not limited to, students who have:

- demonstrably difficult personal or home circumstances affecting their study, for example child care issues or a disruptive home environment;
- a medical condition or disability;
- specific academic needs.

4. Procedure for the Allocation of Workspaces

At the commencement of the research program, full-time students will be allocated a workspace on Level 7, 8 or 9 of the Law School Building.

Part-time students may apply for a workspace within the Law School. Space will be allocated to part-time students subject to availability, and may need to be vacated at a later date in favour of a full-time student. Part-time students should refer to Section 5 for carrels within the Law Library specifically reserved for part-time students.

Students who require a workspace due to a special need [see 3(c)] must apply to the Office for Research in writing.

Students who are in the 'write-up phase' of their candidature are eligible to be relocated to a carrel in the Law Library, subject to availability. Those students who have a minority enrolment in Law should make a request to the Office for Research with an explanation of why the facilities provided by their majority enrolment faculty are inadequate to their needs.

5. Law Library Carrels for Part-time Students

Subject to availability part-time candidates can apply for short-term use of a carrel in the Law Library in the first instance or, if there are no available carrels in the Law Library, on one of the academic floors. Candidates should contact the Office for Research at least two weeks in advance of the required booking and must vacate the carrel promptly at the conclusion of the booking. However, please be aware that due to the high demand for carrels, bookings for part-time candidates are strictly subject to availability and only on a short-term basis.

6. Conditions of Occupancy and Vacating Workspaces

Students:

- are expected to make full and proper use of the facilities allocated to them;
- are responsible for informing the Office for Research of changes to their candidature that may affect their eligibility for a workspace or if they no longer require the space;
- unless otherwise notified, students will be required to vacate their workspace within a week of submitting their thesis or when their circumstances change, impacting on their eligibility for workspace;
- are responsible for adopting safe work and study practices, and are required to comply with all University and Departmental rules and procedures which relate to Environment Health and Safety. Students:
 - must report all hazards and injuries to their supervisor(s);
 - must not wilfully place at risk the health or safety of any other person at the University;
 - must not wilfully or recklessly interfere with or misuse anything provided in the interests of environment, health and safety or welfare at the University.¹
- are expected to maintain a good working environment by:

¹ Environmental Health and Safety Manual, Section 2. Structure and Responsibility for Environmental Health and Safety, 2.4.3.5.1. Students (<http://www.unimelb.edu.au/ehsm/2.html#2.4.3.>)

- conducting lengthy conversations away from areas where others are trying to work (including staff offices).
- making phone calls away from areas where others are trying to work and moving away from work areas when on lengthy calls.
- keeping the desk areas reasonably neat and ensuring that materials don't intrude into the work spaces of others.
- not using technology such as Skype at work spaces. Only in very rare circumstances is it permitted to install this software on University computers and only with the permission of IT and for use in a manner that does not intrude on the working conditions of others.

7. Computer Usage

Students must comply with the University of Melbourne's Computing and Network Facilities Rules². Guidelines relating to these rules are located at <http://www.unimelb.edu.au/infostrategy/policies/guidelines.html>. These rules state that IT facilities must only be used for authorised purposes and only limited, incidental personal usage is permitted. These rules also outline the Intellectual Property and copyright guidelines³ which must be adhered to in the use of IT facilities.

The computers available in the carrels have been set up by Law Information Systems and Services (ISS) according to the departmental standard (i.e. all have been installed with the Microsoft suite of programs, including Internet Explorer, Adobe Acrobat and other standard applications). If students require any specialised software on the computer to be able to carry out their research work they must present a business case supporting this request to ISS. Software such as Skype cannot be used, except in rare cases where its use is justified. As software such as Skype incurs data costs for the department, the implications of these costs would need to be considered at the application stage. It is extremely unlikely that a student would be permitted to use this software in a student carrel. In the rare circumstances in which permission might be given for the use of Skype, students should utilise it in a way that minimises the disturbance to other students and staff.

8. Further Information

Office for Research

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Email: law-research@unimelb.edu.au

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² Computing and Network Facilities Rules, Regulation 8.1 R7
(<http://www.unimelb.edu.au/ExecServ/Statutes/r81r7.html>)

³ Copyright Guidelines in relation to personal use and music
(<http://www.unimelb.edu.au/copyright/information/fastfind/personaluse.html>)
(<http://www.unimelb.edu.au/copyright/information/fastfind/sound.html>)