Department of Geoscience

Policy on Graduate Office Space

Approved: May 15, 2001
Revised: Feb. 21, 2008

The Department of Geoscience provides shared office space for students in good standing engaged in graduate level studies in a Department program. The administration of office spaces for graduate students is the responsibility of the Graduate Student Advisor or designate (currently handled by staff), with input from the graduate students. The Department Head will mediate if so required. All University regulations will apply where appropriate.

Priority

Space is limited and will be allocated, subject to availability, with the following priority:

1. full time, department funding (GAT/GRS)
2. full time, trust funding
3. full-time, not funded
4. extensions (of limits as below)
5. full-time, course based
6. part-time students
7. full-time students in a program in another Departments, G&G committee member
8. students with full-time employment, with the assumption that office space is needed and will be used regularly and frequently.

Payment of fees does not automatically entitle any student to office space. Offices are shared, the number of occupants being based on the:

1. size of the office
2. degree sought

Space assigned will take into account:

1. proximity to advisor’s spaces
2. needs of student(s)
3. number of offices

The ‘standard’ office in Geoscience, using the University allocations, will house three students.

Time allocation

Offices may be used year round, and students may expect to have space for the following periods:

MSc: 30 months
PhD: 48 months
If additional time is required, students will, through their advisor, request an extension. This extension will include a projected completion date. Students applying for an extension may be assigned different space, based on the needs of incoming students. The extension may not be granted and the advisor will accommodate the student within his or her space allocation.

With the successful completion of a thesis defense within the time period listed above, each student will have a further 45 days use of their assigned office space in order to complete corrections and prepare their thesis for duplication. No further extension will be permitted.

If the new graduate accepts employment with a faculty member or research group, they must move from graduate student space to the faculty member’s space allocation, unless formal arrangements are made to stay in student space.

Offices may be used for:

1. study
2. storage of active reference materials relating to course of study
3. storage of active samples relating to course of study, within reason
4. tutoring undergraduates as part of assigned GAT responsibilities

Offices may not be used for storing personal items including sports equipment, bicycles, furniture; third party consulting, including tutoring.

Offices have these standard furnishings:

per student: one desk, one desk chair, one bookcase

per office: one 4-drawer filing cabinet per two students, one telephone, one work table, one network connection

General terms of reference:

Offices may be used only by the student(s) to which they are assigned - that is, no ‘subletting’ to friends and family. All members of the Department endeavor to create and support an environment conducive to effective instruction, research, learning, and work. This includes an awareness of your personal behaviours that may affect those around you. Disruptive activities will be minimized, especially with respect to noise, but also clutter and waste.

The use of small appliances is strongly discouraged as they are a major source of fires. Large appliances such as refrigerators require approval in advance. Students will share space in an equitable fashion, and will be respectful of their office mates’ with respect to noise and other potentially disruptive activities.

The Department may, on occasion, request a student to move offices. These requests result from a variety of causes. In such an event, the student is expected to assist the Department by moving.

A student may, on occasion, request the Department to assign a different office. These requests result from a variety of causes. In such an event, the Department is expected to accommodate the student as best it can.
The Department and the University are not responsible for ANY personal belongings in offices or labs. Grads are responsible for certain borrowed departmental property, laptop computers and microscopes in particular, kept in their offices.