

Asia Institute

Postgraduate Student Study Area Guidelines for Access and Use

Facilities

The Postgraduate Student Study Area accommodates four students. The Study Area contains:

- four desks & computers (PCs)
- bookshelves
- lounge
- coffee table

Please note: There is no printer in the Study Area.

Eligibility

Postgraduate students studying with the Department who are:

- enrolled in a research degree in the Faculty of Arts, that is, a PhD or Masters by Research.

Selection Priorities

As the number of spaces is limited, priority will be given to students:

- in the 'write-up phase' of their candidature, namely the last six months of a PhD candidature and the last 3 months of a MA by research candidature
- who do not currently occupy a Faculty postgraduate room or Graduate Centre carrel
- who are nearest to their expected date of completion
- who are expected to complete by the due date
- who are experiencing difficulty in accessing suitable alternative study space.

Occupancy

The spaces will be allocated for a maximum of four months.

Extension

A student may apply for an extension of their term of occupancy as long as they still have candidature remaining. An extension of up to two months will be considered in relation to new applications and students placed on a waiting list.

Access to Study Area

Access to the Postgraduate Student Study Area will be by access code. This code must not be passed on to other people for security reasons.

IT Support

The Institute provides IT support to the Study Area. Faults can be reported directly to: Eric van Bommel, e.vanbommel@unimelb.edu.au, Tel: ext. 45988

Conditions of Occupancy

The following conditions of occupancy apply:

- reading the literature related to Environmental, Health and Safety issues
- making full use of the facility; failure to do so will result in reallocation of the space
- keeping the area secure and clean at all times
- adopting safe work and study practices
- informing the Postgraduate Programs Officer when the area is no longer required
- vacating the area on the day the term of occupancy expires and removing all personal belongings
- maintaining appropriate security regarding the use of the access code to the area.

Applications and Requests for Extension

The application form is below. Applications may be submitted at any time.

A request for an extension can be made in writing providing details of the reason for the request, the length of extension required and the expected date of completion. A request for an extension should be lodged no later than one week prior to end of occupancy.

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**Application form
Postgraduate Student Study Area**

PhD candidates and MA by research candidates studying with the Department are eligible to apply for use of the Postgraduate Student Study Area. Information regarding eligibility and conditions of use should be referred to prior to submitting an application.

Name: _____

Student ID: _____ Degree: _____

Start of course: _____ End of course: _____

Date thesis expected to be submitted: _____

Email address: _____@pgrad.unimelb.edu.au

Do you currently occupy office or carrel space in either of the following:

Faculty: _____ Graduate Centre: _____

Dates you would like to use the Postgraduate Student Study Area:

Commencement: _____ End: _____

Do you expect to be absent from the University for more than two weeks during the dates you have requested: _____

Are there any issues you would like to have taken into account?

If so, please either outline these issues below or attach a separate page.

Signature: _____ Date: _____