Tenured Study Space

Information sheet & Application form

Tenured Study Spaces are available in the Graduate Centre for graduate students. Priority is given to students who are in the final stages of their course, for example, in the last 6-12 months for PhD students or the last 3-6 months for Masters and Graduate Diploma students.

Priority and eligibility are defined in the “Policy on Tenured Study Space Allocations”, available at GSA reception or online at http://www.gsa.unimelb.edu.au/work/tenured-study-spaces/

Each study space has 24-hour access, a desk, computer, lockable cupboards, book shelves, lockable filing cabinet and internal telephone. They are allocated to successful applicants for 6 months only. Students can apply for an extension of up to 3 months for Masters students and 6 months for PhD students. 2nd extensions are usually not granted. Students are eligible for a Tenured Study Space, once per degree.

Masters and Graduate Diploma students who are completing their study more than 6 months from the date of application may be requested to re-apply at a later time. PhD students who are completing their study more than 12 months from the date of application may be requested to re-apply at a later time. Special circumstances are considered on an individual basis.

There are two types of Tenured Study Space available:

**Time share**
This room contains a single work-station and one computer where only one person can work in the room at any given time. The work-station is shared between two graduates on a mutually agreed time-share basis. Once allocated a time-share room, occupants are encouraged to regularly discuss and agree on the sharing arrangements.

**Room share (only a few available)**
This room is shared by 2 or 4 graduates, each person being allocated an individual work area and a computer. More than one person can and is expected to work in the room at any time. A small number of carrels are available on a room share basis.

All applications are considered monthly by the Carrel Allocation Committee.

The 2016 deadlines for receipt of Tenured Study Space applications at GSA Reception are as follows:
April 21, May 19, June 23, July 21, August 18, September 22, October 20, November 17.

Late applications will be considered in the following month.

If you have any questions, please contact:
Colemann Leong
Graduate Student Association.
Tel: (03) 8344 8669  Fax: (03) 9347 1257 or Email: tss@gsa.unimelb.edu.au
The University of Melbourne Graduate Centre

TENURED STUDY SPACE APPLICATION FORM

CHECKLIST
Prior to lodging this application check that you have:

☑ attached a copy of your current Statement of Enrolment
  (Note: Printed copy can be obtained from your Student Centre or letter from head of Department)
☑ carefully read the “Tenured Study Space Information” on page 6 of this form
☑ carefully read the “Policy on Tenured Study Space Applications”
☑ completed the supporting statement

The ambience, spirit and culture of the graduate community have traditionally been that of respect for each other, for the building, and for its support resources. We welcome you to be part of this tradition.

INFORMATION PRIVACY
Information provided by students on this form is stored securely and released only to the Graduate Centre staff involved with allocation and administration of carrels. The Graduate Centre is bound by the University’s privacy statement which is available at the Melbourne School of Graduate Research office or can be viewed at http://www.unimelb.edu.au/governance/compliance/privacy/studentinfo

PERSONAL DETAILS
Family Name: ___________________________ Given Name(s): ___________________________

Gender: ☐ Female ☐ Male ☐ Transgender/intersex/other

Student No.: ___________________________

Address: _______________________________ Postcode: __________

Tel Home: _______________________________ Mobile: _______________________________

Email Address: ___________________________@student.unimelb.edu.au, ___________________________

(Please use your University of Melbourne email address) (Alternative email)

COURSE DETAILS
Name of course: ___________________________ Year of Study: __________

(for example: Master of Applied Finance, Master of Music, PhD, etc)

School / Department: ___________________________ Faculty: ___________________________

Expected Completion Date: ____ / ____ / _________ Enrolment: ☐ Full-time ☐ Part-time

Completion Date on your Statement of Enrolment: ____ / ____ / _________

If the date that you expect to complete your degree is different to that of the completion date on your Statement of Enrolment please explain why. (attach a letter if more space is needed)
A) Are you on leave of absence? □ YES □ NO

B) Has your candidature lapsed? □ YES □ NO

C) Will you be absent from your carrel for a period longer than four weeks? □ YES □ NO □ MAYBE

(If ‘yes’ or ‘maybe’ you must comply with section 3.2 of the Carrel Allocation Policy).

STUDY SPACE DETAILS

A) Have you previously been allocated a Tenured Study Space in the Graduate Centre? □ YES □ NO

If you answered YES, were you allocated a Tenured Study Space during the degree that you are currently enrolled in? □ YES □ NO

B) Do you currently have access to a private or shared study space at the University? (For example, Department desk/office, Department computer lab, library carrel, etc) □ YES □ NO

If answer to (B) is YES: Where is this study space? __________________________________________

How many people share the space? __________________________________________

What computing facilities are available? __________________________________________

Please explain why this study space does not meet your academic needs:

________________________________________________________________________________________

________________________________________________________________________________________

If you are a student within the Faculty of Arts, please indicate whether you have applied for an individual room in the Faculty: □ YES □ NO

TENURED STUDY SPACE REQUIREMENTS

Please note that while your preferences are taken into account and we will endeavour to meet your needs, we are not able to guarantee that you will be offered your choice of computer, room type, or sharing preferences. These preferences are not the primary grounds on which your application is granted or declined.

What type of computer do you prefer?

□ PC □ Mac □ No preference

What type of Tenured Study Space do you prefer?

□ Time-share □ Room-share □ No preference

Are you willing to share a Study Space with a student of a different gender?

□ YES □ NO

Comments _____________________________________________________________

How long do you need the Study Space? (Maximum 6 months) 1 2 3 4 5 6

From what date do you need the Study Space? ______ / ______ / ________

Note: You cannot apply for a carrel more than one month in advance.

Do you currently have a GSA locker? □ YES □ NO
**SUPPORTING STATEMENT**

On the next page or attached as a separate sheet, please provide a supporting statement. Please clearly state why you need a Tenured Study Space. This statement allows the Tenured Study Space Allocation Committee to assess and compare applicants’ particular needs.

**Please ensure your supporting statement details:**
Why having a Tenured Study Space is important to the completion of your degree or diploma;
Any particular needs which you wish the Tenured Study Space Allocation Committee to take into account when considering your application, for example cultural/religious requirements, physical conditions; and any information that could affect which Tenured Study Space you are assigned, particularly anything that may affect your capacity to vacate the building in an emergency. (All carrels are located on the 1st floor of the Graduate Centre).

NB: If you are applying under the “special needs” of section 2.1 of the Tenured Study Space Allocation Policy you should include supporting documentation of your disability or ongoing medical condition with your application. The University’s Disability Liaison Unit can provide advice and a supporting letter (ph: 8344 7068).

**Supporting statement:**

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DECLARATIONS

Applicant
I, the undersigned, agree to comply with all university policies relating to the use of study facilities and will notify the Graduate Student Association of any changes to my enrolment status and study space.

Signature: _________________________________ Date: ___ / ___ / _________

Head of Department / Supervisor
I, the undersigned, agree that to the best of my knowledge that the above student requires study space on campus and does not have access to adequate study space in my Department.

(Please note that if any student is NOT in the final stages of their study, that is, the final 6 – 12 months for PhD students and final 3 – 6 months for Masters students, please indicate in the space below why you believe that the current stage of this student’s study is the most vital stage for them to occupy a Graduate Centre Tenured Study Space).

Name: _________________________________ Telephone: __________________________

Position:  ☐ Head of Department  ☐ Supervisor  ☐ Other (please specify) _________________

Signature: _________________________________ Date: ___ / ___ / _________

Space for Supervisor / Head of Department comments

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Updated 29 July 2016
Extracts from Tenured Study Space Allocation Policy (copies of the full policy are available at GSA Reception).

**ELIGIBILITY for a Tenured Study Space (section 2.1)**

Students eligible to apply for a Tenured Study Space are those who:

(i) are currently enrolled University of Melbourne graduate students; and
(ii) do not have other adequate study space on campus; and
(iii) require regular study space on-campus; and

Furthermore, to be eligible the students must either

(iv) be in the “write-up phase” during their course of study, or otherwise able to justify that they are in a “vital phase” of their course as detailed by their Head of Department or Supervisor; or
(v) provide evidence of “special needs” defined as demonstrably difficult personal or home circumstances (such as childcare, medical or disability issues, academic needs deemed to be special or other extraordinary reasons relating to the candidates’ circumstances).

Lapsed graduate students, or persons in receipt of a Writing-up Award, shall not be eligible for a Study Space on the basis that they are not defined as currently enrolled University of Melbourne graduate students. Graduate students on Leave of Absence from the University will not normally be eligible for a Study Space.

Students will only be allocated a Study Space for a second time in exceptional circumstances.

**PRIORITY of allocation (section 2.2)**

The following principles are taken into account in the Tenured Study Space allocation decision. These principles are not listed in order of importance.

(i) Students who have not previously occupied a Study Space receive priority over students who are previous occupants.
(ii) The more important the Study Space is to the completion of the student’s higher degree, the greater the priority accorded to the student’s application.
(iii) Students with less adequate on-campus space receive priority over those with more adequate on-campus space.
(iv) PhD students receive priority over Masters students. PhD and Masters students receive priority over Graduate Diploma students. Masters Research students generally receive priority over Masters coursework students.
(v) Students with sooner expected completion dates receive priority over those with later expected completion dates.
(vi) Students submitting a new application receive priority over students currently occupying a carrel and applying for an extension in all cases except when the new applicant is a Masters student and the carrel occupant seeking an extension is a PhD candidate.
(vii) Students who have “special needs”, as defined in eligibility criterion (ii), will have priority over students of otherwise equal standing.

**ABSENCES during the occupancy (section 3.2)**

a) Where a student is to be absent from their Tenured Study Space and the absence is for more than a month, and the absence is for academic reasons (including research, field work or conference attendance) or other relevant circumstances (for example pregnancy) and notice of the absence has been provided at the time of application (where possible), the student must vacate their carrel, and the time that the student is absent will not be considered part of the allocated Study Space occupancy period. On their return the student will be allocated a Study Space for the remainder of the period.

b) In any other case (that is, if a student is absent but the conditions of 3.2a are not met) then the student’s Study Space occupancy expiry date will not be extended. 3.2a and 3.2b apply unless there are extraordinary circumstances approved by the CAC.

Please lodge, post, email or fax this completed form to:

GSA Reception
Graduate Centre (1888 building)             Email: tss@gsa.unimelb.edu.au
University of Melbourne                   Fax: 9347 1257
Parkville Victoria 3010