

RMES Student Desk Policy

With the acknowledgement that student seating and desks are a limited resource that we must manage and share, the following criteria has been put forward by the RMES student body in collaboration with IRES Administration.

Students are expected to meet the necessary criteria below to have a full-time desk in the AERL 4th floor student area. Should there be any disputes over seating arrangements they will be brought to the IRES Administrative Manager who will (after discussion with the IRES Director) find as equitable a solution as possible.

- RMES students will be given priority in seat assignment. IRES will seek to accommodate any RMES student requesting a desk.
- Seniority & Usage determine eligibility for prime desk locations:
 - Seniority: PhD students have precedence; Number of Years into Program affects priority
 - Minimum Usage: A student must use his/her desk an average of 2 out of 5 days/week to qualify for the best seats (i.e. the prime north-side window desks)
- Seniority is most important, but if a PhD student or more senior Masters student does not meet usage criteria for a period longer than 2 terms (i.e. 6 months), their seat may be reassigned (where there may be need from the student population).
- Students who have their primary desk in another department may be asked to relinquish their desk on the AERL 4th floor if they are not using it according to minimum usage guidelines.
- Students who are doing field research or who will otherwise be away from their desk for more than 2 months are expected to notify the IRES Administrative Manager and RMES Program Support via email and tidy their desk space so that it can be used in their absence if necessary.
- Student requests for desk reassignment must be based on concerns regarding the suitability of their current desk as a productive work space. Requests must be well justified.

- Non-RMES students (i.e. students from other programs, post-docs, research assistants, etc.) may be provided with a desk if space permits. Students transitioning to new responsibilities may be asked to exchange or vacate their desk in order to seat current RMES students. Priority for seating will always go to current RMES students.
- When a north-side window desk becomes available, a lottery system will be used to determine which senior PhD student will get the desk.
- When a south-side internal window desk becomes available, a lottery system will be used to determine which senior PhD student or senior Masters student will get the desk.
- New Masters students will be guaranteed a desk for 2 years in IRES; after 2 years the Masters student, if still enrolled, may be asked to give up his/her desk to an incoming student if space becomes limited.
- Current Masters students (in September 2014) who have been enrolled for more than 2 years will be able to keep their desk for one more year. In August 2015, they may have to give up their desk, if space becomes limited, and their desk will be re-assigned to a new student.