

## RES Student Desk Policy

With the acknowledgement that student desks are a limited resource that we must manage and share, the following criteria has been put forward by the RES 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 an equitable solution as possible.

- RES students will be given priority in seat assignment. IRES will seek to accommodate any RES student requesting a desk.
- Seniority & Usage determine eligibility for prime window desk locations:
  - Seniority: Senior PhD students have precedence; Number of Years into Program affects priority
  - Minimum Usage: A student must use their desk an average of **2 out of 5 weekdays/every week ongoing** to qualify for the best seats (i.e. the prime north-side window desks)
- Seniority is most important, but if a senior PhD student does not meet usage criteria for a period longer than 2 terms (i.e. 6 months), their prime seat may be reassigned.
- When a north-side window desk becomes available, a lottery system will be used to determine which senior PhD student will get the desk.
- Students who have their primary desk in another department may be asked to relinquish their desk on the AERL 4<sup>th</sup> 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 RES Program Support via email and tidy their desk space so that it can be used by another student 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-RES students (i.e. students from other programs, Work Learn students, research assistants, etc.) may be provided with a desk if space permits. Students transitioning to new responsibilities may be asked to exchange or vacate or share their desk in order to seat current RES students. Priority for seating will always go to current RES students.
- 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 their desk to an incoming student or may be asked to desk share if space becomes limited.
- Every student is issued a desk key which locks the desk's upper cabinet. This key must be returned back to the RES Program Support person when they vacate their desk. You should lock up your valuable personal belongings in your upper cabinet.
- **If the upper cabinet desk key is lost, the student is required to pay a \$50 key replacement fee.**

(Revised July 2023)