

**University of Manchester
Faculty of Humanities
School of Environment, Education and Development**

SEED PGR Study Space Policy

Under normal circumstances, SEED provides 'study space' for all PGR students for the duration of their programme. We do this because of perceived:

- a) Recruitment advantage – study space is a facility that not all of our competitors are able to offer, and some students have indicated it was a reason for joining us;
- b) Completion advantage – students can be reasonably expect to submit more quickly if they feel part of a peer cohort, have space to work, and have their supervisors nearby; lack of study space is often cited as a reason for late completion;
- c) Academic advantage – to foster a lively scholarly community in which students can flourish in key areas, such as collaboration and co-production of research.

Allocation is conditional on the following:

- Students must use the space on a full-time basis: at least 3 days per week during working periods;
- Students who go away for fieldwork, or have a period of interruption, must inform of us – they will usually be required to vacate their desks on the understanding that a new desk will be reallocated upon their return;
- Due to the lack of capacity, desk space is not guaranteed for students moving into the submission pending period of their programme or for students with an approved extension on the submission of their thesis;
- Where possible, we allocate desks in disciplinary spaces, but this is not always possible;
- A small number of 'hot desks' are available for students requiring desk space for short, intermittent periods; 'hot desks' must not be personalised in any way and any personal belongings kept on these 'hot desks' will be removed.

Allocated desks are monitored, and any not being used in accordance with the above terms will be reallocated. Refundable deposits are required for pedestal keys and lockers. Students with TA commitments are treated the same as other students for allocation purposes, and no consideration is given to post-completion students who continue with TA work.

It should be noted that the model above is more generous than that offered by most other Schools within the Faculty of Humanities. It places pressure on the School to ring-fence space for PGR activity when all space is scarce. Allocations are managed centrally within the School. New spaces will be sought (and existing spaces redesigned) to accommodate increasing numbers. All allocation decisions are final.