Department of Mathematics and Statistics

Access to departmental facilities for Research Higher Degree Students.
(effective 1 January 2011)

Scope
This document sets out Departmental policy on access to departmental facilities for all departmental Research Higher Degree students.

General principles
The department is committed to providing quality infrastructure support for Research Higher Degree students to contribute to the academic endeavours of the Department during the period of their candidature.

The department also recognizes the need for a reasonable provision of access to facilities during the transitional periods immediately following the end of the candidature.

This document also addresses the limited availability of desk space and facilities with a view to optimizing its use for the students depending on their needs and circumstances.

Desk Space Policy
Full-time PhD and MPhil students who require a desk full-time will be provided with their own desk for the duration of their candidature. If their planned desk use is less than full-time, they will be expected to share a desk.

Postgraduate Coursework students (MScRT) in their first year of candidature will share office space through a 'hot-desk' system. For their second year of candidature, MSc RT students will be allocated their own desk or will share one if their planned desk use is less than full-time.

All Postgraduate Diploma and Honours students will share office space through a 'hot-desk' system.

All part-time Research Higher Degree students, or students whose desk usage is less than full-time, will be expected to share facilities.

Students outside period of candidature
1. Research Higher Degree candidates (PhD or MPhil), on the completion of all thesis examination amendments requirements and submission of the
final bound copy of the thesis, will be granted access to departmental facilities for a further period of ten (10) business days and electronic facilities for a further six (6) months.

2. Research Higher Degree candidates (PhD or MPhil) whose candidature has lapsed will be offered access to departmental facilities for a further period of ten (10) days.

3. Access to Departmental facilities by Research Higher Degree candidates (PhD or MPhil) who take extended periods of leave of absence during their candidature will be reviewed individually by the Head of Department.

4. Access to facilities for former students not currently enrolled beyond the limits specified above:
   (i) requires the permission of the Head of Department based on an argued case from the student’s supervisor(s);
   (ii) can only be considered if the former student has an active role in department teaching or research activities;
   (iii) if granted, will be for a specified period.

5. The Department cannot accept responsibility for storage of personal effects, or maintenance of computer files or computer accounts once facilities are withdrawn and material left behind may be discarded unless prior arrangements are approved by the Head of Department. Students should leave reliable postal and e-mail addresses so that mail can be redirected for a limited period.