

Graduate Office Space Policy

Graduate office space is a limited resource in FEAS and, consequently, it must be managed responsibly and in a way that promotes the advancement of the FEAS's mission and the strategic priorities. Accordingly, a framework for assignment and management of graduate office space has been established to achieve best utilization and respond to current and emerging needs. This document provides general guidelines for the allocation of graduate student office space within FEAS. As a matter of fairness to all graduate students and supervisors, these guidelines are applicable to all research-based graduate students.

Graduate student office space is allotted on a priority basis and is coordinated by the ADGS Office. We attempt to ensure that as many graduate students as possible have an office space. Office space is always at a premium. Space will only be issued to students who plan to use their office on a regular basis. Offices will be assigned based on need, availability, and suitability for the intended use.

Graduate students may retain their office only when they are actively engaged in research and writing their thesis. MEng and PhD students must vacate their assigned office space once their time limit is up, or when they have submitted their thesis for examination. When no longer entitled to an office, students must vacate the space making it ready for the next occupant and notify the ADGS Office that they have vacated. A wait list will be maintained of requests for office space that will be awarded when space becomes available.

Guiding principles:

1. MEng and Ph.D. students will not be assigned an office space in the first 2 semesters of their program;
2. MEng and PhD students must vacate their assigned office space once they have submitted their thesis for examination;
3. MEng students must vacate their office space regardless of whether they have submitted their thesis once they have reached 2 years + 1 semester in their program;
4. PhD students must vacate their office space regardless of whether they have submitted their thesis once they have reached 4 years + 1 semester in their program;
5. All students must apply to renew their office space annually.
6. Graduate students not actively working on their thesis on campus have no claim on office space;
7. Office spaces will be monitored for usage on a regular basis.

All research based students without an office space can avail of the work desks in EN-2041 or EN-2064 on a first come first serve basis. About 75 desks and lockers are available.

All course-based Master's students can avail of EN-4033 as a study space.

Graduate diploma and part-time students are not entitled to an office space.

This policy is effective May 1, 2016