BioMedical Sciences Division Policy

Faculty of Medicine

Space allocation for students and volunteers

Approval Date:2024-11-20

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Authority:

Biomedical Sciences division

Approved by Division Faculty

Principle

Students, guests and volunteers contribute to the mission of this Division and in turn should expect good working conditions and a consistent standard in facilities.

Purpose

To provide guidance to Faculty and staff for allocation of existing spaces to these groups. To ensure learners and volunteers enjoy a consistent work environment.

Definitions

BMS - Biomedical Sciences Division

BMS-**Space** — This refers to space that has been allocated to BMS by the Faculty of Medicine Space Committee.

Students - refers to all learners (all programs, undergraduate, graduate and post graduate)

Volunteers - refers to all individuals who contribute to the research and educational activities of the Division who are neither students nor paid employees.

Learner and volunteer workspaces - these are cubicles, carrels and desks located near (or in) laboratories or faculty office spaces.

Interview spaces - these are areas that offer a measure of privacy for subject interviews.

Offices - these are discrete spaces characterized by a lockable door and having sufficient space for normal office furniture.

Scope

This policy applies to student and volunteer desks, carrels and cubicles in spaces previously allocated to the Division by the Faculty of Medicine Space Committee.

For other BMS-Space requests please see BMS-Laboratory Space Allocation Policy or BMS-Office Space Allocation Policy.

For non-BMS-Space please see the Space Allocation Policy.

Policy

Students will be assigned a carrel or desk as close as possible to their program area. This space will have adequate lighting and power for their work.

Volunteers will be assigned a workspace only when the nature of their involvement is longer term.

All BMS-Space allocation will be tracked through the Division administration office.

Desk allocation within an assigned laboratory is at the discretion of the cognate faculty member.

> The faculty member will inform the administration of the desk occupant in compliance with health and safety guidelines.

Desk allocation external to laboratories will be made by the administration upon application by the faculty member.

Students and volunteers will not be assigned offices.

For inquiries related to this policy:

Contact: bmsadmin@mun.ca

Sponsor: BioMedical Sciences

Category: Administrative