



## SECURING RESEARCH SPACE

The procedure to follow if you need space for **research activities** is:

1. Liaise with your FRG convenor. It would also be helpful to keep your HoD informed.
2. Prepare a short justification for your request. Include information about:
  - a. funding to support the research
  - b. desirable specifications (N.B. It may not always be possible to completely fulfil your wishes but we will do our best)
  - c. frequency of use of the space (N.B. this will be subject audit)
  - d. the names of staff and students who will use the space and who are not accommodated elsewhere, including FTE for research assistants.
  - e. potential spaces or solutions
3. Submit your request to the Manager, R&I office.

The R&I office will assess your request and forward it to the Space Allocation Committee. You will be advised of the outcome as soon as possible.

## RESEARCH SPACE FOR RHD STUDENTS

The procedure to follow if you need space for accommodate **RHD students** is:

1. Supervisors liaise with your FRG PG coordinator, who will keep the FRG convenor informed, as appropriate.
2. Prepare a short justification for your request. Include information about:
  - a. Name of student(s)
  - b. Full-time or part-time status
  - c. Funding to support the research (e.g scholarship, grant)
  - d. Engagement in research assistant or teaching work (specify average hours per week or relevant quantum)
  - e. Special requirements, if any (e.g. disability)
  - f. Potential spaces or solutions
3. Submit your request to the Manager, R&I office.

The R&I office will assess your request and forward it to the Space Allocation Committee. You will be advised of the outcome as soon as possible.