Grad Student Space Allocation Guidelines

Updated Fall 2010

Each summer the department head, in consultation with the executive committee, will determine what department space resources (as opposed to designated lab space) can be made available for graduate student use for the upcoming academic year. The following points will be used to guide the allocation of this space to our computer science graduate students. A small number of offices will remain unassigned and kept available for visitors, post-docs, etc. Although unforeseen pressing need for department space may require that offices be reclaimed on short notice, the intent is that students are relocated at most once per year (in the late summer or early fall).

A. General:

1. Each graduate student will be allocated space in the same building as his/her supervisor. (MS or ICT)

2. Special needs will be considered

B. Allocation of Available Space in ICT:

1. For allocation of available exterior and interior office space in ICT, will be allocated primarily using the following priority:

   - Full time:
     - 4th year PhD
     - 3rd year PhD
     - 2nd year PhD
     - 1st year PhD
     - 5th year PhD
     - 6th + year PhD
   - 2nd year MSc
   - 1st year MSc
   - 3rd year MSc
   - Part time (same as above)

   **Note:** Students who have successfully defended will be expected to vacate their office space and return keys approximately 2 months after their defense date.

2. Allocation of office space will be made by balancing need and with the appropriateness of the space. Need will be determined primarily by the number of students already in the lab space. Appropriateness of the space primarily concerns trying to place students near their supervisors, trying to keep research groups together, and being sensitive to the needs of the faculty especially for interior offices that are very close to faculty offices (such as the 4-pods in ICT.)

C. Allocation of available space in Math Science:

1. Students will be assigned to a lab according to their research area and supervisor.

2. The desk space in each lab shall be allocated by the supervisors managing that lab.

3. Assignment of additional space, and placement in the labs should follow a similar priority as in B.1 above.