

IWRI Space Allocation Guidelines

Introduction:

The allocation of workspace with the IWRI often gives rise to vigorous debate. With space at a premium, staff and students are sometimes placed in areas not ideally suited to their needs. Whilst every effort is made to avoid such situations, occasions do arise where this is unavoidable. The change from Groups to Sectors has served to break down some of the barriers associated with ownership of specific labs or offices. Under the new structure “exclusive ownership” of areas can no longer exist. Where necessary, students will be allocated to any available space regardless of their project or the “ownership” of the area. Naturally, due regard will be paid to any specific needs of the individual concerned and obvious incompatibilities will be avoided.

In order to make the allocation process as streamlined as possible it is recommended that the IWRI Executive approve the following criteria for allocation decisions. The University guidelines for space allocation are attached for reference.

Space Allocation Team Membership:

As space allocation is a natural extension of the duties of the Coordinator: IT & Building Services and the Executive Officer it is proposed that the Space Allocation Team be comprised of these two staff members. Where necessary, other members may be co-opted as the need arises.

Space Requests:

All space requests for staff, students or visitors must be made in writing to the Coordinator: IT & Building Services at the earliest opportunity and at least 1 month prior to the space being required.

Staff:

Allocation is dependant upon position classification.

- Research Professors: Large Office (20m² per person).
- Research Fellow, Senior Research Fellow & Associate Professor, HEO8 and above – Standard office – not shared (13m² per person).
- Research Assistant & Research Associate, HEO7 & below – Standard office shared with one other person (6.5m² per person).
- Visitors – Space as available – Usually, standard office shared with one other person (6.5m² per person).

Students:

Allocation must meet minimum requirements for Postgraduate students (5m² per person).

Students will be placed in laboratory areas or designated student areas adjoining laboratories (eg IW1-18a or IW1-22). Whilst every effort will be made to place students in close proximity to their designated lab area, occasions may arise where students will be temporarily located in other areas until more appropriate space becomes available.

Write-up Area:

Students who are in the write-up phase of their postgraduate program may be asked to relocate to one of two write-up areas (R2-08 or Q2-13). Write-up space will be allocated for a maximum period of six months. The Space Allocation Team basis will consider written requests for extensions to this time on a case-by-case basis.

Grievances:

If staff feel that they or their students have been located inappropriately, a written appeal can be made to the Executive. All appeals should state the reasons why the allocated space is inappropriate, in addition to suggestions for alternate accommodation.

University Guidelines for Space Allocation

CATEGORY	UNIT	AREA
NON TEACHING		
Office		
Vice Chancellor	m ²	35.0
Pro Vice Chancellor	m ²	25.0
Manager/Director (Research Institute / Support Units)	m ²	20.0
Head of School	m ²	20.0
Professor	m ²	15.0
Academic Staff (Including Associate Professor)	m ²	13.0
Academic Staff (Research Staff)	m ²	10.0
Research Staff (Support / Technical) (Open)	m ²	8.0
Administrative (Senior)	m ²	13.0
Administrative (Confidential including Business Managers)	m ²	10.0
Administrative (Open)	m ²	8.0
Time Shared Staff Workstation (Open)	m ²	8.0
Higher Degree Students by Research, including Honours by Research (Open)	m ²	5.0
Sessional Staff	m ²	2.0
General		
Meeting Room	m ² / Person	2.25
Reception Area (Campus Central)	m ² / Person	
Waiting Room	m ² / Person	2.25
Interview Room (Confidential)	m ²	8.0
Interview Bay - Screened (Open)	m ²	6.0
Tea / Coffee Bay (Open)	m ²	7.0
Photocopier Area (Open)	m ²	8.0
Store - General Purpose	m ² / School or Unit	10.0
Store - Specialist Purpose	m ²	By Assessment
Staff Lounge (Negotiable – Subject to Availability)	m ² / Person	1.0
Common Room - Undergraduate and Higher Degree by Coursework (Negotiable)	m ² / School	50.0
Fee Paying Post Graduate Students (FPPS) Room – Divisional enclaves (includes work station hot desk access and small relaxation lounge, kitchenette communal area. Dedicated toilets / prayer rooms by design.)	m ² / Student	1.0
Fee Paying Overseas Students (FPOS) Room – campus based enclave (general study rooms and facilities, including kitchenette. Dedicated toilets by design)	m ² / Campus	50.0