

University of Sussex Business School

Shared working space and hot-desking guidance

Due to space limitations it is not possible to allocate each research student or Associate Tutor their own dedicated work-station; however, there are a number of shared working areas in the Jubilee Building to be used on a hot-desking basis.

The five shared working areas for PhD students and Associate Tutors are listed in the PhD Student Handbook (which can be found online at www.sussex.ac.uk/bmec/internal/forstudents/pg) and are the following rooms:

- 201
- 223
- 230
- 243
- 258A

Due to space constraints it has been agreed to maximise flexibility so that all PhD students have access to all five work areas so they have a better chance of finding a free space in any one of the five rooms listed above. Associate Tutors have the same flexibility to use any of the rooms listed above.

Lockers are provided in some rooms and in other parts of the building for users of the shared work areas to store their personal effects, and to avoid desks becoming 'reserved' or 'personalised'.

When working in a shared office area, please give consideration to other users and when discussions are required, try to avoid disturbing colleagues where possible.

If you are away from your desk for a short period of time, e.g. to make a drink or collect your post, you are not expected to vacate the desk. However it is not acceptable to leave desks and PCs for many hours, in a state that means they cannot be used by others.

Therefore, if you are going to be away from a work area for a period of time, please:

- Log out of the PC (and avoid being logged into more than one PC at a time)
- Take coats, bags, papers etc. with you

Filing cabinets are available for the secure storage of teaching materials and exam scripts. Bookcases have also been provided as additional storage.

Many thanks for your cooperation with these requirements. The situation will be monitored and reported at the relevant meetings.