



# Request for a Graduate Desk Space in Mining Engineering

Dedicated student desk space is scarce. Because of this, space is assigned according to need, following the priority list below:

1. Graduate student research assistants on faculty grants.
2. Graduate students with teaching assignments or teaching assistant assignments.
3. Full-time PhD or MASc
4. Part-time PhD or MASc Students

We also consider how often you are on campus and using the desk. Our goal is to ensure that desk use is maximized and those who need a dedicated space to work will have one.

Students must have a registration status of REGI or CONT. Students who are on leave (OLVE) do not qualify for desk space. Students who are not registered or have deferred do not qualify.

Some supervisors have other areas for their graduate students. If you have space in another area (Rock Mechanics Office, Surface Chemistry Lab, HPGR Office, CAMI Office) then you are not eligible for a second desk space.

If you want desk space you will need to submit the application form below. Applications will be accepted at the start of each term. You can renew your desk assignment from term to term as long as you still meet the requirements. If a PhD or MASc is absent for more than 1 month, any desk assigned to the student may be reassigned to another student.

A \$20 deposit is required from each student assigned a desk space. The money is a deposit. It will be refunded to you when you vacate the desk, clearing all of your materials and leaving the desk in good condition. If you don't vacate your desk when you graduate, you will not receive your deposit back. If you leave the desk in damaged or unclean condition, you will lose your deposit.

When a desk is assigned to you, please mark the desk with your name, and degree. Please post your weekly schedule.

Name:		Email:	
Student Number:		Telephone: (Cell)	
Degree:		Degree Start Date:	
Faculty Supervisor: (Print name)		Expected Completion Date:	
Faculty Supervisor to fill in:	Check one of the following: <input type="checkbox"/> I recommend student be allocated desk. <input type="checkbox"/> I do not recommend the student be allocated a desk.	Signature of Faculty Supervisor:	
Comments:	Room requests, other relevant information of why you qualify (TA?, Research Assistant?)		
Student's Signature:			
Date:			

**Please return to Carmen in Forward 508B.**