

HDR students' use of room 09-434 as a quiet workspace: Policies and procedures

Context

HDR students at the School of Social Science are experiencing an increasing need for a quiet and private space in which they can undertake certain components of their HDR research and casual employment. The onset of the COVID-19 pandemic has increased the demand for online teaching—including Zoom-based tutorials that are often delivered by HDR students through casual teaching appointments. Similarly, COVID-related travel and contact restrictions have resulted in many of our HDR students collecting their project data using online methods—for example, face-to-face interviews conducted via Zoom.

The open-plan desk spaces offered to HDR students at the School of Social Science in floors 3 and 4 of the Michie building are not optimal for private research-related activities or the delivery of online tutorials. Within this context and in response to student feedback, the School has made a meeting room available to its HDR students to undertake these activities through a booking system.

The room is located in floor 4 of the Michie building (Room 434), immediately adjacent to the kitchen area. Its official designation within UQ systems is room 09-434. The room is equipped with a PC to which HDR students can log in using their UQ credentials, though students are also welcome to bring their own equipment.

Appropriate uses of room 09-434 by HDR students

HDR students should be enrolled through the School of Social Science to be eligible to use room 09-434 and the equipment therein. The room can also be booked by School staff, including casual tutors who are not part of our HDR cohort.

It is expected that HDR students at the School will use the room for the following purposes:

- Delivering or pre-recording live lectures or tutorials for a course administered by the School of Social Science or another organizational unit at UQ;
- Conducting moderation meetings for a course administered by the School of Social Science.
- Connecting with research participants or stakeholders as part of the student's HDR research or casual research appointment at the School of Social Science or another organizational unit at UQ;
- Delivering an oral presentation as part of a conference or seminar series;
- Undertaking a job interview; and

HDR students should not book room 09-434 for personal matters, activities for which a quiet or private space is not essential, and activities unrelated to their HDR projects or casual employment at the School of Social Science or elsewhere at UQ.

HDR students must observe restrictions about the maximum number of people allowed in room 09-434 at any point in time. Under the current physical-distancing requirements, the room can accommodate up to 6 people.

Booking room 09-434

Below are step-by-step instructions for HDR students to book room 09-434:

1. Log into the [UQ Book it](#) system using the credentials associated with your HDR student account.
2. Locate the box titled "SOCIAL SCIENCE ROOMS" (see picture below).



3. Select room 09-434 from the list of options. Doing so will open a digital calendar similar to that embedded in Microsoft Outlook.
4. Click on the desired time slot for the booking and enter some basic details (e.g., the start time, end time, and recurrence of the booking).
5. To track how the room is being used, you *must* write down your name and a brief description of the intended use of the room within the 'booking title' or 'description' fields.
6. Click "BOOK" to complete the process. An email will be sent to your UQ email address to confirm the booking.

For further instructions on how to use *UQ Book it*, please see the help page [here](#).

Basic 'etiquette' in booking and using room 09-434

In booking room 09-434, please be respectful of your HDR student peers. For example, you should carefully consider the amount of time that you will need to use the room for and book the room only for that amount of time. Similarly, only use recurrent bookings when it is essential and only for the exact number of days in which the room will be used.

In using room 09-434, please be considerate of those working in the vicinity (including both staff in nearby offices and HDR students in the open-plan area). Please note that the room is not completely soundproof. Loud conversations can be heard in the corridor and tearoom, so please remember to keep the volume of your voice and devices to a reasonable level. Use of headphones for online activities is strongly encouraged.

If you realise that you no longer need to use room 09-434 after you have confirmed a booking, please cancel your booking as soon as possible. If you do so, the room will become available for your fellow HDR students to book. Booking cancellations can be accomplished by following the steps outlined below:

1. Click on the "My bookings" tab towards the left-hand side of the *UQ Book it* interface.
2. Locate the meeting to be cancelled within the digital calendar.
3. Click on the meeting that you wish to cancel.
4. Click on "CANCEL".
5. Click on "YES" to confirm your selection. An email will be sent to your UQ email address to confirm the cancellation.

The School of Social Science will impose no restrictions on the number of instances or hours HDR students are allowed to book room 09-434 for eligible uses. However, this policy will be periodically reviewed to ensure that there is equitable access to the resource across the HDR cohort. Any concerns about misuse of the HDR students' room should be reported directly to the School's Director of Higher Degree Research ([DHDR](#)). The DHDR's decisions about any disputes are final.