Faculty of Human and Social Development
HSD Shared Research Office Space (Rm B205) Guidelines

December 2023

Overview

The HSD Shared Research Office Space (Rm B205) is designed to support HSD researchers (e.g., grant-funded research staff, postdoctoral fellows, graduate and undergraduate students) who need work-space on campus. Located on the second floor of the HSD building, this office space has 15 workstations each with a privacy screen. The workstations are available on a daily first-come first-serve basis.

Eligibility

The following individuals are eligible to use the HSD Shared Research Office Space:

1. Grant-funded research staff (e.g., Research Assistants, Research Coordinators) supervised by an HSD faculty member
2. Post-Doctoral Fellows supervised by an HSD faculty member
3. Graduate and undergraduate students in an HSD program

Schedule

- The HSD Shared Research Office Space (Rm B205) is open and available for use Monday – Friday 8:30 – 4:30.

Storage

- Due to the open availability of the space, storage of personal items of personal items in the space is not permitted.
- General Use Lockers are available on the 2nd floor A Wing of the HSD Building. Use of the lockers is on a first-come, first-serve basis. Students may acquire a locker by placing a lock on any General Use Locker.
- Campus Security Equipment Lockers are available on the 2nd floor A Wing of the HSD building. For use of these lockers please contact 250-721-6386.
- Cyclist Lockers are available on the 2nd floor A Wing of the HSD building. For use of these lockers please contact 250-721-7600.

General Expectations

- All users of the Shared Research Office Space are asked to be considerate of other people using this quiet working space and to people working in the surrounding offices**. Users are not permitted to take Zoom/Teams meetings or phone calls in the Shared Office Space.** You may want to consider Room 300 in the HSD Building as an alternative space.
- Users are required to bring their own laptop computers; no equipment, supplies, or personal belongings should be left behind.
- All users must ensure that the workstation is clean and tidy after use. Issues may arise in a loss of access privilege to the space.

Term

The guidelines will be reviewed annually and may be adjusted based on feedback during the initial implementation during the 2023-24 academic term.

For questions, concerns or complaints please contact Paul Meier at 250-721-7048 or hsdrstlead@uvic.ca.

HSD B205 SHARED RESEARCH SPACE PLAN

DOOR

		DESK 1	DESK 2
	DESK 3	DESK 4	DESK 5
	DESK 6	DESK 7	DESK 8
DESK 9	DESK 10	DESK 11	
DESK 12	DESK 13	DESK 14	DESK 15

DOOR

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