

Vice President, Research & Innovation
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9
Research@unbc.ca

Graduate Student Desk Assignment Agreement

Desk spaces for graduate students are an important resource, and there are more graduate students needing space than what is available. Therefore, in order to accept a desk assignment, we require students to agree to the following:

1. Desks will be assigned on a semester basis (A semester is considered to be from the first day of class to the 31st of the last month of the semester).
2. It is the responsibility of the student to respond to requests regarding renewal of the desk assignment. Failure to do so will result in your desk being reassigned.
3. All offices are scent free due to allergies; respect the space, people and ideas expressed.
4. Keys or key cards should not be lent out; lending your key card may result in loss of desk space.
5. The furniture, plants, equipment, or other fixtures should not be moved.
6. If you are not using the assigned desk regularly you may be required to give it up. When you no longer require a desk space, you must remove all your items.
7. Computers are not assigned. If a computer is not being used, then any grad student is welcome to use it regardless of whether it is on an assigned desk;
8. Failure to uphold terms/conditions may result in disciplinary action and/or loss of desk space.

Please fill out the information below and return to the Office of Research at research@unbc.ca. Your signature indicates you agree to the points above.

Name of Student:

Student Email:

Signature of Student:

Date signed:

Office use only	
<i>Desk Number:</i>	
<i>Office Number:</i>	