**Use of PGR Study Rooms**

* Please be aware that PGR study rooms are reserved for students registered on a postgraduate research degree in the Faculty of Arts & Humanities. Visitors may not use the desks.

*Although we appreciate that everyone needs to balance different work and life commitments,* ***children must not be brought into the study rooms****.*

* Desks are not allocated to individuals, and are to be used daily on a first-come, first-served basis.
* You must clear your desk at the end of each day: regular checks will be made to ensure this is happening.
* If you will be absent from the Study Room for more than 2 hours, you must clear your desk so that another student may use it.
* Please be considerate, as you are working in a shared working space:
  + Please keep mobile phones on silent/vibrate, and take calls outside. Be aware that even vibrating phones can produce irritating noise.
  + Keep noisy conversations to a minimum.
  + Ensure that your work is not ‘spreading’ onto the desk next to you.
  + Do not consume cooked food in the study rooms
  + Please ensure that the door is firmly closed and locked if you are the last person to leave.
  + Please keep the rooms tidy and free from rubbish.
  + Do not give out the door entry codes to other students.

**As a laptop user you:**

* + can access study space in rooms 2125 and 2127 on upper level 2 of Building 65.
  + can gain access to these rooms by entering the correct door code.
  + have access to University internet and computer facilities via the network cable supplied with your laptop (see supplied instructions).
  + have use of telephones for internal calls only.
  + can apply for a locker to store personal items while on site

*please note: lockers will only be allocated on a first come, first served principle. You can ask to be put on the waiting list. When you finish your dissertation/thesis, you will are expected to return ALL KEYS*. Please contact the Graduate School Office at [fah-gradschool@southampton.ac.uk](mailto:fah-gradschool@southampton.ac.uk) if you have any questions about the PGR Study Rooms.

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