

## Space Allocation Principles

*This document was originally approved by the Estates & Infrastructure Strategy Committee (EISC), 11 January 2012, updated 4 November 2014 and 12 December 2016 with approval from the University Leadership Team (ULT)*

In order to support the University's learning, teaching and research mission effectively, a managed approach needs to be taken to space allocation.

### Principles:

- All space belonging to the University will be administered centrally to maximise efficient utilisation
- Space utilisation and allocation will be managed actively by the Estates Division, working with the Colleges, Corporate Services and the Library
- The overarching guiding policy is the Physical Environment Strategy, which is overseen by ULT
- Staff and students will be provided with adequate space based on need to conduct teaching, learning and research activities
- Opportunities to share space, including teaching, research, meeting and social areas will be maximised.

### In support of these principles:

- All teaching rooms will be centrally timetabled
- The standard expectation will continue to be that every full time academic will have their own individual office, except where temporary sharing is required as part of a moving process, or where buildings have been designed or redesigned to allow the effective and suitable sharing of office space
- Size of office and space allocation will be based on need and practicality, taking into account the physical characteristics of existing building stock\*
- Shared office accommodation will be the norm for part-time academic staff, emeritus staff, visiting academic staff and administrative and support staff\*
- Hot-desking in shared office accommodation is to be the norm for PhD students unless the nature of their research, or grant conditions indicate otherwise\*
- Central and local storage space will be allocated according to need, taking into account policies relating to the retention of records and the recycling of furniture and equipment
- Social and informal learning space will be provided where possible.

\*Space Allocations will be applied fairly across all departments with the following guideline space 'norms';

- Full time Academic Staff - individual offices 9-12m<sup>2</sup>
- Staff in Shared Office Accommodation 5-8m<sup>2</sup> per FTE
- Post Graduate Students to 'hotdesk' in Shared Office Accommodation where possible, with an allocation of approximately 3-4m<sup>2</sup> per desk space

The above space allocations are guide sizes for new build projects, refurbishment schemes and remodelling works. They will be applied where possible within existing buildings, but it is accepted that there is an element of 'bad fit' within existing infrastructure which would be expensive or impractical to alter. Storage space is included within the figures quoted.