

# Allocation of desks for graduate students

Given that there are not enough desks for the demand, the Chair of the Département d'études anglaises proposes the following policy which will ensure that the available desks benefit as many students as possible. Desks will be allotted by the Chair on the following basis:

- 1-year term starting on September 1<sup>st</sup> each year.
- Each student submits to [Ada Gioia](#) by August 15 a letter justifying their need for a desk and specifying if they want to use the desk everyday or on a shared basis.
- In line with Faculty or arts and science policy to facilitate PhD completion within 5 years, priority will be given to students in their fourth and fifth year; and occasionally to students studying for comprehensive examinations in their 2<sup>nd</sup> year.
- 3<sup>rd</sup>-year students need to apply for a desk in the library. They are eligible (as of their registration *en rédaction*) and as long as they get there in late August / early September, there are desks. They should reapply on a yearly basis.
- Students who are allocated a full-time desk need to sign in/out at the dept office at least four days a week; this sheet will be taken down and a new one posted on a weekly basis by Ada Gioia.
- Students with a part-time desk need to come to an agreement with one other student to share the desk; sign in/out at the dept office two days a week.
- The chair of the Department will contact students who do not sign in on a regular basis to find out what is keeping them away from their desk.
- Given that schedules and needs change, students are asked to contact the chair if they find themselves unable to use their desk as initially planned – either to cancel their desk or to make a new (shared) arrangement.