

Procedure for Allocating Desk Space for Students Associated with the Department of Otolaryngology

- Desk space within the Department of Otolaryngology is extremely limited; however every effort is made to accommodate students and research staff in the most appropriate manner.
- Research Fellows, Research Assistants and support staff (e.g. Histology, BRC, Engineering) will always be given priority over students
- The Department reserves the right to change desk arrangements if the need arises, in which case the student or staff will be given advance notice. For example, student needs during writing stages will be taken into account and changes may be made to accommodate these needs.
- Students will be ranked according to the following criteria to determine the use of available desks

Desk Selection Criteria

Type of Degree:

1. PhD
2. Masters / MD
3. Honours / AMS / BMedSci
4. UROP

Time Fraction:

1. Full Time
2. Part Time

Consideration will also be given to the student's field of study and an effort made to locate them in close proximity to their laboratories and supervisors.

Field of Study:	Ideal Location:
Biological	Second floor Eye and Ear Hospital
Electrical / Engineering	Office with Bench Space (Ardee)
Audiology	Ardee / School of Audiology
Other Clinical	6 th Floor Eye and Ear / or 2 nd Floor Vestibular