



ABSc Graduate Student Office Rules

Office Space: the room in which the student's desk is located

General Rules:

1. Students are responsible for cleaning their desk. Physical Resources is responsible for cleaning and maintaining the office spaces. Concerns about the cleanliness or repair of the office can be directed to the graduate student assistant.
2. Students will not use their office when sick.
3. Students will be upheld to create a courteous and friendly environment for their fellow office colleagues.
4. Students are expected to act professionally and manage any interpersonal office conflicts among themselves.
5. If a student is taking meetings in their office space, they must communicate with their office colleagues to limit any disruptions.
6. Students will not share or give access to their office or desk to other students.
7. Students cannot interfere or use other students' desks in the office space.
8. Students must only use the office and desk assigned to them by the graduate assistant.
9. Students are only allowed to use one desk; students may not hold a lab office and graduate office at the same time. If students are in a situation where they are offered more than one space, they must decide which space to use and communicate this to the graduate assistant, they will then forfeit rights to use the other space.
10. If the student is the last one to leave the office, it is their responsibility to turn off the lights and ensure the office is locked.
11. The student has the right to request a meeting with the graduate coordinator, department chair and student council president if they feel a situation has been unjust.

Pandemic Related Rules:

1. Students must wipe down their desk with provided sanitizers before and after use.
2. To use the office, students must schedule their time (see outlook calendar).
3. While provincial guidelines remain, students must always wear a mask while using the office.
4. Students will always complete the University of Guelph's daily COVID screening before coming to their office.

5. Pandemic protocols may change quickly, students must follow the University of Guelph, Ontario Agricultural College and Department of Animal Biosciences protocols. Student's right to access and use their office space may be limited during a pandemic outbreak.
6. Graduate offices will have a limit on the number of students allowed in the office space at once and this limit is subject to change throughout the pandemic. Students must communicate with their office space colleagues to ensure the space is being used in a fair manner.

Outline of Desk Allocation

1. Students will receive ABSc graduate student seniority points for each semester they are a graduate student in the department of ABSc.
2. The graduate assistant is responsible for keeping and updating set seniority list
3. Every new M.Sc. Thesis and Ph.D. student will be offered a desk space in one of the basement offices when starting their degree.
4. When a senior graduate office space (first or second floor) becomes available, a name will be randomly drawn from a lottery of the most senior graduate students. This student will be offered the space. If they accept, they will clean up and move out of their old space and into the new one. If the student declines a second name will be drawn, this process will be repeated until a student takes the new space, and the students that declined will remain at the top of the list for future availabilities.
5. When students graduate, they will move out of their office space and be removed from the seniority list.

I _____ hereby state that I have read and agree to the terms and rules listed above.

Date	Student Signature*
Date	Graduate Assistant Signature*

*Please write out full name below signature.