**First Floor Doctoral Study Space - Guidance for Use**

We would like the doctoral study space on the first floor of Yorkshire House to be a welcoming environment and a positive space for everyone to work/study in.

In order for the study space to be a positive work environment we have put together some guidance which we hope will be beneficial to everyone.

* All PhD researchers need to register to use the space in order to gain access. Please email [socsci-research@york.ac.uk](mailto:socsci-research@york.ac.uk) to register, stating your name, PhD programme and department.
* The desks in rooms YH/105 (the main study area) and YH/104 (corner office) are available for all PhD researchers to use on a hot desk basis. PhD students are no longer required to book a study space on the ReCSS booking system but we will monitor usage and reintroduce the system if the demand for desks increases.
* Lockers and shelves are provided in the study space and the adjoining social space (YH/103) for the storage of personal belongings.
* The small meeting room, YH/107, can be used to hold meetings/calls over zoom. Please use YH/107 rather than holding the zoom call in the main doctoral study space (YH/105). There is no booking process but we’ll keep this under review.
* We do want to make the space a conducive environment for working, collaboration and chat and don’t want to eliminate noise altogether but we ask everyone to be sensitive to others studying in the doctoral space.
* We recommend the use of the SafeZone app when working on campus. This enables students to get 24/7 access to the Campus Safety team. Please go to the link ‘[www.york.ac.uk/about/campus/campus-safety/safezone/](http://www.york.ac.uk/about/campus/campus-safety/safezone/)’ to obtain further information about the SafeZone app. Security Services can also be contacted on 01904 324444.