Electrical and Computer Engineering

POST DEGREE SPACE REQUEST

Extensions of space allocation for Post Degree Students is subject to space availability and limited for up to 90 days; Extensions of space allocation for International Post Degree Students is subject to space availability and limited for up to 90 or until the study permit expiry date, whichever date is earlier and must not exceed a maximum of 20 hours/week.

Due to space constraints, priority will be given to uses which support ECE’s Faculty, Staff and Students in their teaching, research and support activities. Each request will be reviewed on a case-by-case basis.

Note space allocation may be terminated with one weeks’ notice if required for core purposes.

To be completed by Supervisor: I request an extension of continued office / lab access for the Post Degree Student as listed below. I agree to continue Research Infrastructure support.

Surname: ___________________________ Given Name(s): ___________________________
Start Date: ___________________________ End Date: ___________________________

Reason for request:

Office Space Extension Requested? ☐ YES ☐ NO
Building: _______ Room: _______

Laboratory
Building: _______ Room: _______
Lab Owner Approval

Laboratory
Building: _______ Room: _______
Lab Owner Approval

I understand this extension is subject to space availability and can be terminated with one weeks’ notice.

Faculty Signature: ___________________________ Date: ___________________________

By signing this agreement, Post Degree Students assigned Electrical and Computer Engineering office space, and/or University key(s) agree to adhere to the Electrical and Computer Engineering rules, regulations and responsibilities governing office space and keys.

UW Student ID: ___________________________ Email: ___________________________
Key Holder Signature: ___________________________ Date: ___________________________

PLEASE COMPLETE & ATTACH THE VOLUNTEER AGREEMENT:

FOR OFFICE USE ONLY

Post Degree Student Signature ☐ Space Assigned ☐ Uploaded to FM ☐
Supervisor Signature ☐ Work Permit

Space Extension Request:
APPROVED ☐ DENIED ☐

Building – Room – Desk

ECE September 2019