

## 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:** \_\_\_\_\_

<b>Office Space Extension Requested?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO Building: _____ Room: _____	<input type="checkbox"/> <b>Laboratory</b> Building: _____ Room: _____ Lab Owner Approval _____	<input type="checkbox"/> <b>Laboratory</b> Building: _____ Room: _____ Lab Owner Approval _____	<input type="checkbox"/> <b>Laboratory</b> Building: _____ Room: _____ Lab Owner Approval _____
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*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 :**

[https://uwaterloo.ca/safety-office/sites/ca.safety-office/files/uploads/files/general\\_volunteer\\_agreement.pdf](https://uwaterloo.ca/safety-office/sites/ca.safety-office/files/uploads/files/general_volunteer_agreement.pdf)

**FOR OFFICE USE ONLY**

Post Degree Student Signature     Space Assigned     Uploaded to FM

Supervisor Signature     Work Permit

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**Space Extension Request:**

APPROVED     DENIED

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Building – Room – Desk \_\_\_\_\_