

Space Usage Guidance

Ulster University's Guiding Principles for Space Usage have been developed to support students, colleagues, and visitors to get the most out of the teaching, learning, office, social and research spaces across all our campuses.

The Principles outline what good practice looks like when it comes to how we use our physical space. They are aligned to the University's organisational values which set the tone for everything we do at Ulster. These include Integrity, Collaboration, Inclusion and Enchaining Potential. Find out more about our values by visiting ulster.ac.uk/peopleandculture/values



SAFEGUARDING HEALTH, SAFETY & WELLBEING

The health, safety and wellbeing of students, colleagues, and visitors while on campus is of paramount importance to the University. It is also a shared responsibility of everyone who uses our campus facilities.

Play your part by adhering to the relevant guidance which can be found at ulster.ac.uk/healthandsafety.

To safeguard the health, safety, and wellbeing of all, please ensure that you use the services of the University's Estates Services team if you require large scale reconfiguration of rooms. This can be requested via <https://portal.ulster.ac.uk/dashboard/home>, select Planon – Estates Services Help Desk icon.



COMMITTING TO INCLUSIVITY AND ACCESSIBILITY

At Ulster we are committed to fostering an environment that celebrates individual differences and inter-cultural respect. We do this by providing welcoming spaces that are functional and accessible for all. Those using our campuses are encouraged to support the inclusivity of our physical spaces with behaviours that demonstrate dignity and sensitivity in our language and actions.

This includes but is not limited to respecting the privacy and personal space of others, space appropriate behaviours in our shared space (particularly regarding noise and use of equipment) and making room for others in communal spaces.

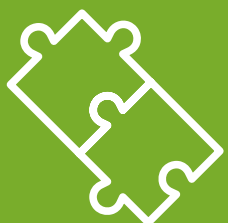


RESPECTING SPACE AND OTHERS

Ulster University prides itself on creating inspiring spaces for teaching, learning and working. Campus users should treat these spaces with respect by cleaning up and leaving spaces as they would wish to find them, for example rearranging any furniture if they move it.

Users should also play their part in keeping our spaces in good condition by reporting any faults to the Estates Services help desk – <https://portal.ulster.ac.uk/dashboard/home>, select Planon – Estates Services Help Desk icon.

Be considerate of others and adapt your working style to suit the physical environment, for example putting your phone on vibrate and using headphones for audio when working in a quiet or shared area.



MATCHING THE SPACE TO THE NEED

The availability of appropriate space is essential to the successful delivery of our teaching, learning and research activities. Use the most suitable space for your needs, taking into consideration capacity and functionality, and in doing so you will contribute to making the best use of our physical environment.



TAKING ACCOUNTABILITY FOR OUR BOOKINGS

Across our campuses we have a wide range of meeting rooms and spaces that are centrally bookable. Those booking rooms should commit to taking accountability for their bookings – if you book it, use it or cancel your booking to free up the space for others. If you have not booked it, vacate the space for those who have.

Arriving at and departing from teaching spaces – A busy and vibrant campus is at the heart of our student and staff experience and we want to ensure smooth movement around campus, and between teaching, informal and social spaces. Timetabling is developed with ease of transfer in mind, allowing time for one class to depart and the next to arrive. For everyone's comfort, please stick to the start times and end times required by the teaching period allowing time for all students to leave the allocated room before the next class, and encourage students to move along to social spaces designed for gathering together once their teaching has concluded.



PROTECTING CONFIDENTIALITY

When using shared spaces, please respect the confidentiality of others and yourself by keeping information secure. For example, do not leave confidential documents on display in public. Please adhere to the provisions of the General Data Protection Regulation (GDPR) – find out more at ulster.ac.uk/about/governance/compliance/gdpr.

There are many rooms across all our campuses that can be booked for work and/or study which are confidential in nature.