**PhD RESEARCHER LEARNING SPACE/OFFICE ACCESS REQUEST**

*To be completed by the PhD researcher in consultation with their supervisory team and signed by both the PhD researcher and either a Supervisor, Postgraduate Tutor, Research Director or Student Wellbeing Officer (electronic signatures acceptable). Please complete all fields.*

|  |  |  |  |
| --- | --- | --- | --- |
| PhD researcher name (please print) |  | Year of PhD |  |
| Submission date |  | Unit of Assessment |  |
| Office number |  | Date access required from |  |

Reason(s) for requiring access:

I am unable to progress my PhD at the planned rate by working from home because (tick any that apply and add further detail as appropriate)

Home circumstances/environment or living conditions do not allow for progression of PhD. (Confirmation required from Supervisor, Student Wellbeing or Postgraduate Tutor)

Detail:

Access to equipment required to progress PhD.

(Confirmation required from Supervisor, Postgraduate Tutor or Research Director)

Detail:

Access to reliable Wifi or reprographic facilities are required to progress PhD.

(Confirmation required from Supervisor, Postgraduate Tutor or Research Director)

Detail:

Mental or physical health is being compromised by trying to progress PhD while working from home. (Confirmation required from Supervisor, Student Wellbeing or Postgraduate Tutor

Detail:

Other, please provide further details:

|  |  |
| --- | --- |
| Signature of PhD researcher: |  |
|  |  |
| Signature of one of the following: Supervisor, Postgraduate Tutor, Research Director or Student Wellbeing officer |  |
| Please also print name: |  |

*This form should be accompanied by a Risk Assessment for the room concerned and sent to the Research Recovery Workstream (**t.brundle@ulster.ac.uk**) for approval.*

*Following approval, the Supervisor, Postgraduate Tutor, Research Director or Student Wellbeing Officer should complete the* [*reboarding application*](https://forms.office.com/Pages/ResponsePage.aspx?id=h5QLb6hPqEKutL8uLCLU6NWIoFFA70JDvd7V4fU9M19UOFFCRDgwNjFCWTdYM1Y1Rko5MVNLSUpTNiQlQCN0PWcu)*. The reason and detail for the request should be included under ‘Full Description of Activity’ (Q6) of the reboarding application.*