



2 October 2019

By email: fyi-request-11134-e012471b@requests.fyi.org.nz

Dear Mr Schep,

Please find the following answer to your Official Information Act request of 4 September 2019 regarding information about postgraduate student desk space.

- 1. The exact measurements in metres of both desk space and office space that PhD students at the University of Otago are entitled to.*
- 2. The exact measurements in metres of both desk space and office space that Masters by thesis students at the University of Otago are entitled to.*
- 3. Where this information can be found on the University of Otago website for public viewing in future.*

The Resources for Graduate Research Candidates – Guidelines (which can be found [here](#)) provides guidance on appropriate resources for Doctoral and Masters’ thesis candidates. These guidelines do not specify an exact size of desk or office space but require Departments, Schools, and Faculties provide “an appropriately equipped working and quiet study/writing space, including storage” for graduate research candidates.

Guidance in the Space Allocation Guidelines (which can be found [here](#)) recommends that postgraduate study space in a shared office environment is 4.5m² per person. However, because most graduate research candidates have study space embedded in their departments, the nature and size of this quiet study/writing space varies from department to department and building to building.

The Space Allocation Guidelines are currently under review and will be updated once that process is complete.

Yours sincerely,

Claire Gallop
Manager, Policy and Compliance, Office of the Registrar