

**The University of British Columbia
Department of Civil Engineering**

Request for a Graduate Desk

1. Desks are allocated to PhD and MASc students only. The Department strives to provide new PhD students with a desk by no later than the end of the first term that they are here, and for MASc students, no later than the end of the second term that they are here. The availability of desks is dependent upon previous students completing their thesis work in a timely way. The online Department HSE Orientation is a requirement for desk assignment.
2. If a PhD and MASc student is absent for more than 3 months, any desk assigned to the student will be reassigned.
3. Desks are grouped in areas of specialization. Therefore, priority is given to students in that group area.
4. If you are allocated a desk outside your specialization group, you should be prepared to move to your group space once a desk becomes available.
5. Desk allocations will start during the last week of September.
6. Please complete and submit a Desk Request Form to the Graduate Secretary.
7. When a desk is allocated to you, please mark the desk with your name, degree, and group by using a adhesive mailing label and sticking it to one of the corners of the desk.

Initial: ___ I have completed the Department HSE Orientation found at:
<https://www.civil.ubc.ca/our-department/health-safety-environment-hse>

New Desk Assignment

Re-Assignment

Present Room Number: _____

Present Room Number: _____

Name: _____

Email: _____

Student Number: _____

Telephone: _____

Degree:

PhD

MASc

Specialization _____

Degree Start
Date: _____

Expected Completion
Date: _____

Name of Supervisor: _____

Signature of Supervisor: _____

Comments:

Student's Signature: _____

Date: _____

Please Return to Civil Engineering Office - Graduate Support

For Office Use Only:

Assigned Desk Number: _____

Room Number: _____

Graduate Advisor's Signature: _____

Date: _____

Student Notified by Email:

Date: _____