

MGA HDR Writing Rooms Policy

The MGA is a not-for-profit incorporated association representing all Monash University enrolled graduates in Victoria. As part of its role, the MGA negotiated with Monash University for access to, and use of, certain Monash-owned spaces. Monash University granted the MGA a non-exclusive licence to manage, administer, access, and use the spaces.

Objective

The objective of these terms and conditions is to provide a guide as to when and under what circumstances HDR students may access and use the HDR writing rooms.

Term of MGA Licence

The MGA has perpetual access to the HDR writing rooms until such time as the University terminates the licence.

Terms and Conditions Binding

By registering for the use of HDR writing room(s), Approved Users agree to be bound by the Terms and Conditions as detailed in this document.

Space

The HDR Writing Rooms ("HDR writing rooms") are located in: Caulfield Campus Building T level 2:

- Room T-211 being a common area;
- Room T-212 comprising 3 desks;
- Room T-213 comprising 3 desks;
- Room T-214 comprising 3 desks.

Grant Period

Maximum of three months (3).

HDR Writing Room – Terms of Use for Approved Users

1. **Permitted Use Only:** Use the HDR Writing Rooms solely for their intended academic purposes.
2. **Student Identification:** Provide the MGA with your Monash University student ID number upon request.
3. **Care of the Space:** Maintain your desk, furniture, equipment, and the overall room in a clean, safe, and orderly condition.
4. **Quiet Study Environment:** Respect that the HDR Writing Rooms are designated quiet spaces. Phone calls and in-person conversations must be taken outside the room.
5. **Visitors:** Meet with any visitors outside the HDR Writing Rooms. If visitors must briefly enter, ensure they are aware the room is a quiet study area and behave accordingly.
6. **Noise and Disturbance:** Refrain from engaging in any unauthorised activity that may cause nuisance or disturbance to other users of adjacent spaces.

7. **Respectful Conduct:** Treat fellow users with courtesy and respect at all times. Hostile, discriminatory, or confrontational behaviour is strictly prohibited.
8. **Personal Property:** The MGA accepts no responsibility for lost, stolen, or damaged personal property.
9. **Storage of Personal Items:** All personal belongings must be kept within the confines of the assigned desk or cabinet. The use of communal areas, shared furniture, or other unauthorised spaces for storage of personal items are not permitted.
10. **Key and Cabinet Security:** Keep secure the access key to the HDR Writing Room and the key to any allocated lockable cabinet.
11. **Loss or Damage of Keys:** Approved User may be charged up to \$100 if the access or cabinet keys are lost, damaged, or not returned to the MGA at the end of the booking period.
12. **Non-transferability of Access:** Do not assign or permit anyone else to use your allocated desk or access key.
13. **Pest prevention:** Users must ensure the space remains free of food waste and other items that may attract pests. Any sightings of ants, rodents, or other pests must be reported promptly to MGA staff for resolution.
14. **Maintenance and Repairs:** Notify MGA staff promptly of any damage or urgent maintenance needs (e.g., lighting, plumbing, heating or cooling).
15. **Access for Repairs:** Allow MGA or Monash University staff access to your desk and the HDR Writing Rooms for the purpose of conducting maintenance or repairs.
16. **End of Booking Responsibilities:** Return all room and cabinet keys to MGA office staff at the conclusion of your booking period.

Breach of Conditions

A breach of any of the above conditions by the Approved User may result in the termination of access to the HDR Writing Rooms.

Booking Process

- All users must submit an online application via application form online.
- Each application will be individually assessed by MGA staff.
- If approved, the user will receive a confirmation via their Monash University email address.
- Successful applicants will be granted access to one desk for up to three months
- Before keys are issued, users must sign an User Agreement at the MGA Caulfield reception.
- Keys may be collected on the booking start date during MGA office hours.
- Approved Users will also receive access to a lockable cabinet and key.
- Users may apply for a one-time extension of up to three months, subject to MGA approval.

Definition

Approved user means a currently enrolled Monash graduate student undertaking a PhD or Masters by Research.

Booking period is the period designated on the initial approval form and includes the end-date as listed therein.

Permitted Use means non-commercial quiet study and research, including use of the common entrance area for meetings. HDR Writing rooms are those spaces described in the Grant section of these terms and conditions