



HST Rules for Use and Allocation of Facilities in the New SUND Building

Background

These rules define the frame for use and allocation of facilities in the new SUND building.

Offices

The following principles have been decided for allocation of office space- in order of priority:

1. One-person offices are allocated to persons with a leadership function, i.e. HST Management (head of dept, head of admin, vice-heads of department), admin team leaders, study admin leaders, and research group leaders. Since only a limited number of one-person offices are available, however, this will be executed if possible
2. Fixed office space is allocated to VIP and TAP with the following exceptions:
 - a. Staff with a contract of less than 50% full time employment will be considered to have their primary workplace elsewhere. Therefore, they will be allocated a flex space or shared space
 - b. Guest researchers will be allocated a flex space or shared space
3. Members of a research group or administrative team are placed close to each other if possible
4. Research groups within related areas are placed in proximity of each other if possible
5. The research groups are placed in proximity of their laboratory facilities if possible
6. VIPs from different research groups can share offices, and TAPs from different admin teams can share offices

It is expected that:

- It will be necessary to revise the placement of both VIPs and TAPs to accommodate for e.g., growth or change in research groups
- HST staff are flexible and accommodating towards the defined principles and thereby contributing to secure the best possible office and laboratory conditions for all.

Requests for office space should be made via: Gitte Hosbond Haahr Bloch (ghhb@hst.aau.dk), who secures the involvement of the HST Management. Decisions on allocation of office space are made by the HST Management.

Laboratories

Requests for laboratory space should be made via HST's Overall Lab Responsible, Jacek Lichota, jlichota@hst.aau.dk, who secures the involvement of the HST Management. Decisions on allocation of office space are made by the HST Management.

HST Specific Education Facilities

Allocation and use of education facilities are administered via HST's Study Administration Team. Decisions on allocation of office space are made by the HST Management.

Joint space/rooms and educational facilities are not included in these rules.

These rules have been discussed at the Department Council on 15th February 2022 and HST's Research Advisory Committee on 10th March 2022.

The rules will be effective from today and apply for all employees at HST.

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