

Office allocation in DPMMS 2025/2026

This document outlines a policy for the allocation of office space to staff, PhD students and visitors in DPMMS/Stats Lab.

University Teaching Officers

Academic staff will be provided with a single occupancy office. This will normally be in the Pavilion which houses their research group. Academic staff who leave before their retirement date will vacate their offices as soon as they leave.

If occupants will be away from Cambridge for an extended period of time they should inform the department's Administration. In such cases, occupants may be requested to make their office available for use by visitors if needed. If away for the full academic year offices will be designated for accommodating visitors.

Emeritus academic staff

Emeritus academic staff will be asked to vacate single occupancy offices by 31st August of the year *after* their retirement date. If there is a clear case of continued pedagogical and/or research engagement with the department shared office accommodation will be provided with use being reviewed on an annual basis.

For Emeritus academics beyond the '*academic year after their retirement*' who wish to visit the department, access to shared space (typically with multiple occupants) may be requested. Such shared office space should not be used to store personal belongings. Use of space and access requirements will again be reviewed annually.

Postdoctoral research staff (including CRFs)

Postdoctoral researchers and CRFs will be provided with shared office space (usually 3 people per office) where possible in the Pavilion which houses their research. Office space will be provided for the duration of their contract of employment/funding. Office space for CRFs will be reviewed annually and CRFs must inform administration of their requirements. ***The department is not informed by Colleges of any new CRFs, extensions to contracts or resignations.***

PhD Students

For PhD students, office space will be provided for the duration of their funding, up to a maximum of four years (up to 4 people per office). Any time over the four years and students should apply, in advance, to the Postgraduate Office for office space. If a student requests leave to work away in order to write up their thesis, continued access to office space is not guaranteed.

Visiting PhD Students

Numbers of visiting PhD students is increasing and we are no longer able to allocate offices for each student. Students are welcome to use all the common areas of the site, the Part III common room, B&GM library and if hosts know of a current Cambridge student who is away and willing to let visiting student use their office this is fine.

College Teaching Officers

CTOs actively engaged in the delivery of teaching will be offered shared office space (usually 2-3 per office). Use of offices will be reviewed annually.

Visitors

Visiting academics will be offered shared office space where available.

Professional Services Staff

Administrative and professional services staff will typically work in shared offices, with approximately 2 or 3 members of staff per office. Staff with significant line management responsibility (BOMs, Deputy DA, IT Manager, HR Manager, PA to HoDs etc) may be offered single occupancy offices.