

Eingangsdatum, Kürzel:

Platz Nummer:

Retour am:

Application for a reserved workspace for HSG student writing their dissertation

For HSG PhD students the library offers reserved workspaces as well as personal lockers. An active library account is required.

The following **conditions** apply:

- The assigned workspace and locker can be occupied while you work on your thesis. In the locker, you can keep – apart from to personal documents and belongings - **borrowed** library documents. The Library reserves the right to check compliance with this rule. In case of breach of this rule the working space can be withdrawn.
- The numbered key will remain in the possession of the student for the duration of use.
- In case of the loss of a key, a fee of CHF 100 will be charged. This is to cover the costs to renew the lock and key.
- All workspaces must be vacated in the evening.
- A workspace is assigned for 6 months. After that time the student gets a recall by email. Depending on vacancy the workspace can be reassigned if the student wishes to do so.
- After the loan period is up the locker must be emptied completely and returned in a clean condition.
- If the student fails to return the key on time fees will be charged according to the library's borrowing and fee regulations.

Application form:

Surname, First Name

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matriculation number

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e-mail address

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phone number

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Working title of thesis

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Due date

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Supervisor

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Date, Signature Student

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Signature / Stamp Supervisor

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Further comments:

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