

ECPS Postgraduate Centres Centre Registration and 24-Hour Access Application Form

Please lodge the completed application form at the School or DTS Office

Personal Details

Title: (Ms/Mr/other) First Name: Family Name:

Monash ID: Issue No: (located on your student ID card)

Monash Student Email: eg.Sfa1@student.monash.edu

Access

You will be notified of the outcome of your application via your Monash student email address. Please note: ECPS has a limited number of workspaces that can be allocated.

Type of Access required (please tick all relevant options)	Facility	Access to facility	24 hour access to building	Allocation of workspace
	Menzies Building / ECPS Postgraduate Centre			
	PAC Building / CDTS Postgraduate Room			N/A
	T Block, Caulfield / ECPS Postgraduate Room			N/A

Would you be willing to share a desk with another student? **YES / NO**

Please state how often you plan to use the room/desk (i.e. hours per day + days per week)

Please state reason for request

Do you have access to workspace in the Monash Graduate Research Centre, Menzies Postgraduate Centre and/or DTS Postgraduate Room/ECPS Postgraduate Centre? **YES / NO**

If Yes please provide details (type of access, hours, etc.)

The information on this form is collected for the primary purpose of providing centre registration and 24 hour access. Other purposes of collection include attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for ECPS to provide registration and 24 hour access. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

Signature: _____ Date: _____

Office use:

Checked by:	Date:	Type of Access Granted:	Security Notified	Student Notified
Date Key Collected	Signature	Date Key Returned	Signature	