

Quick Guide - Requesting Student Desks for NYU Shanghai Faculty

The purpose of this quick guide is: 1) to support the efforts to accommodate the growing size of faculty research teams and to best meet the demand for student work spaces at the Pudong and ECNU Zhongbei Campuses; 2) to clarify the priorities for space usage and the proper communication channels faculty should use when placing a request for student desk spaces.

Making a Request: Pudong and Zhongbei Campuses

Requester	Zhongbei Campus	Pudong Campus
NYU Shanghai Faculty who have labs at Zhongbei campus	Guaranteed (request by faculty through the JRI office: shanghai.research@nyu.edu)	Request should be made by faculty through Office of Faculty Affairs
NYU Shanghai Faculty who do not have labs at Zhongbei Campus but are members of the Joint Research Institutes	Limited hot desking available (request by faculty through the JRI office: shanghai.research@nyu.edu)	
NYU Shanghai Faculty who do not have labs at Zhongbei Campus, and are NOT members of the Joint Research Institutes , but are part of the NET Program	Generally not considered but may be granted exception for hot desking. Request should be made by faculty through the NET program administrator.	
Others	Generally not considered	

Requirements

When filing a request for student desks, requesters should make sure to include the following information:

Student Name:
 Student Type:
 Home Affiliation:
 Requested term of use:
 Responsible PI: