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 In case of breach of this rule the working space can be withdrawn.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 matriculation number

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e-mail address phone number

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Working title of thesis

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Due date Supervisor

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Date, Signature Student Signature / Stamp Supervisor

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Further comments:

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