



RULES FOR THE USE OF WORKSTATIONS AND OFFICES GRADUATE PROGRAMS

Students agree to comply with the following rules to guarantee a good coexistence in the shared spaces:

1. Respect and ensure a proper working environment in the office.
2. Use the offices only for desk work associated with the program. Under no circumstances should any student carry out experiments, overnight stays, or activities of any other nature (sports, cooking, storage, etc.).
3. Keep the spaces clean, with clear pathways and all the hygienic conditions of a shared room.
4. Persons other than those assigned will not be allowed to occupy the offices.
5. The building administration does not permit heaters or extra air conditioners in offices with a supply of central air conditioning.
6. The assigned keys are non-transferable. If lost, the students must immediately notify the program secretary's office.
7. Occupiers should not use high-power consumption equipment (microwaves, kettles, etc.) as they put the building's electrical network at risk.
8. At the end of their stay in the program, the student must, within two weeks, deliver the key, and the free workstation, adequately equipped and cleaned, to the program secretary's office.
9. Students who have finished their graduate program may request, before the deadline established in the previous point, an extension of the period of use of the office to the Program Management, who will analyze the case individually. In no case will the use of the workstation be extended beyond the beginning of the academic semester following the semester of the requesting student's graduation.
10. The Program Direction reserves its right to relocate students to another office or workstation according to the program's needs.

Failure to comply with these rules may lead to administrative and disciplinary sanctions, including losing the assigned workstation.