

Using the Co-Creation Space

The Student Centre has dedicated a space specifically for co-creative work between students and staff. As the key team responsible for promoting and supporting co-creation at the University, the Connector Programme team of students and staff have developed a set of conduct expectations for use of the space and guidance around the practicalities of access and so on.

Code of Conduct

A designated space in the new centre is a fantastic endorsement for the benefits and importance of co-creative work, and an exciting perk for anyone working as a Connector. This code of conduct is to ensure that everyone has a positive and productive experience in the space.

We ask everyone to use the Co-Creation Space:	
For co-creative work	<p>The space should be used for co-creative work only. This can include either working together as a student/staff team, as an all student team, or independently on tasks related to Connector project or other creative work.</p> <p>The space should not be used for academic study or other professional work. Anyone working on non-co-creation related tasks will be asked to utilise the other spaces in the Student Centre available for these purposes.</p>
As a flexible meeting and hot-desking space	<p>The space can be used for team or 121 meetings, or for individual work. It is intended as a flexible space, which will be open all the time and used as needed in that instance.</p> <p>The space cannot be booked out by any group for events or meetings. As such it is not suited for activities which require privacy/confidentiality.</p>
To connect with the community	<p>Everyone using the space will have a shared experience of working on co-creative projects, most</p>

	likely as a Connector. Therefore the space offers the perfect opportunity to network with other staff and students, to learn about others' work, to collaborate with them and to build connections. We strongly encourage students and staff to speak with one another when in this space!
Respectfully	<p>Everyone should be able to feel comfortable and work productively in this space. As such we expect that everyone is respectful of:</p> <ul style="list-style-type: none"> • Others, by interacting positively with each other and being considerate in terms of noise. • The space, using it for its intended purpose and leaving the space neat and tidy.

Practicalities

Important information on using the Co-Creation Space:	
Access	<p>All students employed as Student Connectors and staff working on Connector projects will be able to access the space, for the duration of the academic year that they are engaged on their co-creation project.</p> <p>Other student and staff collaborative groups may also be provided with access – please contact the Student Centre team to request.</p> <p>To gain access, students and staff should go to the welcome desk on the ground floor and show their student or staff ID card to the staff members there. The staff will check that the name/project is permitted into the space and will then provide an access card to that specific person, which can be used to open the doors to the room. The access card must be returned upon leaving.</p>

	Only those issued with an access card should enter the space, and should not bring in other students or staff members with them.
Opening hours	The Co-Creation Space will be open from 9am-5pm every weekday – the same hours as the reception desk. The downstairs shared areas of the Student Centre will be open 24/7.
Resources	In the room there will be cupboards labelled “For everyone” – anyone using the space is welcome to use any of the resources found in here. Please only use these for co-creative work within the space itself, and remember to tidy all resources back into the cupboards once finished.
Adjacent spaces	<p>Beyond the Co-Creation Space is an open kitchen space, which Connectors are welcome to use. Please ensure that the space is left clean and tidy.</p> <p>Beyond the kitchen there is a staff hot-desking space, in which staff members will be completing confident work and having private meetings. Please do not enter this area and be respectful and considerate of those working there.</p>

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