

EMS Categories

EMS Categories are used to assess the approximate split of the activity in each room ('other', 'research' and 'teaching').

- These columns must add up to 100% when completed.
- For the majority of rooms, the activity in the room will consist of (or support) both research and teaching. This is likely to be the case for most academic offices, administrative offices, secretarial/clerical offices, technician's offices, storage spaces etc. Note that administrative staff activities should be split based on the functions they support, i.e. a secretary to an academic would generally have the same split as the academic, assuming the secretary assists the academic with both teaching and research activities
- In a number of cases, a room will be solely used for teaching or to support teaching (e.g. office of teaching fellow, teaching laboratory, undergraduate administrative office) or for research or to support research (e.g. office of research fellow, research laboratory, research secretary's office), in which case the percentages should reflect this.

The appropriate EMS categories for Academic spaces are noted below;

- **Offices** (Academic, Administrative, PGR , PDRA/PGR, Technicians) will be C02 : Teaching – Offices **and/or** C05 : Research – Offices.
- **Other Academic Space** (Meeting Rooms, Common Rooms, Resource Rooms, Teaching/Research Laboratories, Performance Space, Workrooms, Undergraduate Workrooms, Computer Workrooms) will be C03 : Teaching - Core **and/or** C06 : Research – Core.
- **Teaching Rooms, Teaching Laboratories** and **PGT Workrooms** should only be C03 : Teaching – Core.
- **PGR Workrooms** and **Research Laboratories** should only be C06 : Research – Core.

For any Leased out space the Space Type should be XX : Excluded from EMSI.

C02: Teaching offices

The net internal area of offices associated with teaching space. Include academic support staff offices if used for the purposes of departmental, divisional or faculty support staff. Includes managers, administrators, executives, secretaries and technicians (if they have identifiable office space). Include ancillary storage space. Include the offices of staff who are contracted to teach, and any attribution of other office space used for teaching activities.

C03: Teaching other

The net internal area of core teaching space (not offices) of the institution. Includes teaching rooms, lecture theatres, seminar rooms, laboratories, stores, computing facilities and workshops used for teaching, any special curriculum-based buildings such as gymnasias and sports facilities, other buildings (e.g. animal houses). Include greenhouses, farms, field stations, observatories etc if used for teaching and predominantly used by the HEI. If the Higher Education Institution (HEI) is not the predominant user of such facilities then include under other non-residential (C12).

C05: Research offices

The net internal area of offices associated with research space. Include academic support staff offices if used for the purposes of departmental, divisional or faculty support staff. Includes managers, administrators, executives, secretaries and technicians (if they have identifiable office space). Include ancillary storage space. Include the offices of staff who are contracted to undertake research, and any attribution of other office space used for research activities.

C06: Research other

The net internal area of core research space (not offices) of the institution. Includes research laboratories and associated stores and workshops, computing facilities, offices of staff and support staff working on research, other buildings (e.g. animal houses) used for research. Include greenhouses, farms, field stations, observatories etc if used for research and predominantly used by the HEI. If the HEI is not the predominant user of such facilities then include under other (C12).

C08: Support offices

The net internal area of offices not included elsewhere and used to support the operations of the institution as a whole (see Column 10 below). Office space may include that space used to house central managers and administrators and their departments and associated activities. Space primarily used to house central administrative and support staff and associated activities. The VC/Principals office and deputies, Council Chambers, boardrooms. Includes Finance, Registry, Planning, Estates etc offices. Include ancillary storage space.

C09: Support other

This is the net internal area of space which is not offices and which is not included elsewhere and is used to support the operations of the institution as a whole. The type of space falling within this category would include non-office central support/administration space, social space, catering space, and support space. Learning space should be included in this category and is defined as centrally-available and controlled NIA used as learning resource centres, libraries or open access computer space available for general student use. (Similar space used for departments should be allocated to teaching or research as appropriate). As with teaching and research space, the office element of 'Central Support' space should be identified separately (heading C08), with the residual other space (termed 'core support' space) coded under C09.

C11: Vacant non-residential

Vacant space is the net internal area within the premises that is currently physically unoccupied for whatever reason. This would include space that is treated as surplus to requirements and is currently unoccupied. However, exclude space that is treated as surplus but is still currently occupied, which should be classified under the appropriate category. Include space that is currently awaiting or in the course of refurbishment or redevelopment and space that is reserved for future occupation. Exclude space which is derelict.

C12: Other

Other space is all other NIA, including space primarily kept for national and other purposes such as museums, art galleries etc (e.g. Ashmoleum museum). Include Students Unions, staff housing (except wardens) and commercial activities of the HEI under this category. This may include conference venue space where the conference facility is entirely or primarily separate from the institutions academic and support activities.

C14: Residential

Residential space is NIA used to house students of the HEI. Exclude space used for catering facilities (include under C09 as far as possible) and space used for commercial conference facilities (include under C12 as far as possible) throughout the year. Include space taken up by wardens in residences.

Specialist Academic Space

The total amount of academic floorspace (i.e. teaching and research space) that can be classified as 'specialist' in terms of its use for a limited number of academic disciplines: i.e. Net Internal Area (NIA) designed for specialist use (either teaching or research) and which cannot easily be used for other non-specialist activities. It includes rooms or facilities with abnormal or exceptional equipment where such a feature inhibits the use of the room for other non-specialist activities, such as general teaching.

Types of space included in this category may include laboratories, specialist theatres and drama studios, catering facilities used as part of academic courses, dark rooms, recording studios etc. Exclude all general seminar and classrooms, lecture halls and lecture theatres (raked or non-raked).