Why we move internally and decision-making

1. **Why are we actually reducing in office space?**
   Reducing m2 of office space is necessary to realise our budget cuts and avoid reorganisation within the academic staff. As the current occupancy rate of the Maria Montessori building during office hours (measurement 2024-2025) averages 32.5% and at peak hours does not exceed 40.8%, this return is possible and sufficient workplaces remain available for all staff members within FSW. The reduction of m2 yields approximately 0.8 million euros per year.
2. **When will the relocation take place?**
   The internal relocation is scheduled to take place in the last week of September 2025. The exact dates are not yet known. This depends on the new room arrangement and the list of belongings to be moved. We expect to be able to give more clarity in early September. We are trying to schedule the move on weekends to minimise inconvenience. Whether this will succeed, we do not know at the moment.
3. **Who made this decision?**
   The decision was taken by the faculty board, after discussion with the programme and research directors. The decision in part of FSW's austerity measures and have been discussed with the FGV. In the project group, the OC was also included as a member to best explain what will happen and seek advice.
4. **Will I have to come to the office on fixed days soon?**
   The faculty continues to encourage hybrid working. In consultation with your manager, we will consider what suits your position and team. For some positions, physical presence will remain necessary. Based on the number of workstations and FTEs, it has been calculated that on average 70% of the appointment can be worked in the MM. Given the current occupancy rate in the building (40.8% at peak times), we expect that even after the move, there will be enough workplaces for everyone in the building.
5. **What happens to my permanent workplace?**
   Workstations will be shared more with each other. This will take into account specific needs (e.g. for concentration work, privacy or accessibility). In addition, desks will be added to the offices wherever possible and necessary.
6. **Can I contribute to thinking about the furnishings or facilities?**
   In principle, all the current furniture and fittings will remain. In the period from October to December 2025, we will examine whether any incidental adjustments to the layout of the workstations are needed. Specific health and safety furniture will be moved along.
7. **What if I struggle with the change of the relocation?**
   A move has an impact. The transition is handled carefully. If you notice that you have more difficulty with changes, you can discuss your concerns with your manager or share them with thuis@socsci.ru.nl. From HR, various training courses will be offered after the summer in which you can participate as an employee. Read more about these training courses.
8. **Will I get help packing/moving my belongings?** Each member of staff packs their own belongings. Moving boxes can be found in the living rooms. Stickers are also provided. On this sticker you write your name and future room number (as soon as it is known). The moving boxes will be moved to minimise inconvenience.

Additional paper containers have been requested. These will be placed in the living rooms.

9. **What happens to my ICT facilities?** All workstations are already in use and equipped with the necessary ICT facilities. Take your laptop home as you are used to. And pack any ICT health and safety equipment. A non-standard setup may be provided with removal stickers so that the removal service can transfer it. (Standard ICT setup consists of docking station, keyboard, mouse and monitors)
   Should you encounter ICT problems at your new workplace, please contact accommodation by phone.
10. **Will anything change for students or test subjects (laboratories)?** Only office space will be reduced. Laboratories and teaching rooms will be maintained.
11. **How is it decided which office I will be in?**
    The faculty board has determined which parts of the building will be made available to which research institutes with associated programmes and the faculty office. Within these parts, the MDs of the research institutes have made a "spot" plan for each department (education and research) based on an overview of the number of staff and FTEs. Within these spots, the MDs (DCC), department chairs (BSI and RSCR) and facilities manager (faculty office), with the help of the management assistants, make a breakdown by employee.
12. **What will happen to teaching spaces?**
    Only office space will be reduced. Teaching rooms will be maintained as currently is.
13. **When can I start packing?**
    The moving boxes were already placed in the living rooms at the beginning of July, so anyone who wants to pack in advance can do so. The deadline for this is 18 September.
14. **Will there be more tokens available to make the spaces we have more flexible?**
    We are currently looking at how to make the offices more flexibly available. For example, we have asked for a quote to replace the locks with pass readers, either per office or per corridor, and we are looking into making more tokens available. As soon as there is more clarity on this, we will let you know.
15. **Are employees with special facilities taken into account in the distribution of workplaces?**
    Yes, these are in the picture and will be moved along.
16. **When will I hear what my new workplace is?**
    No later than 1 September 2025 via the Managing Director or department chair (see also question 11).
17. **Where can I go during the moving week when I have to work on campus anyway?**
    We are still investigating whether it is feasible to move on weekends. Otherwise, landing spots will be created (such as the study landscape 3rd floor, blue wing)
18. **What happens to the spaces we leave behind?**
    The spaces we vacate will be re-let by Radboud University's Campus & Facilities division to other parts of the university. From the faculty, we are in talks with Campus & Facilities about potential tenants. In consultation with the faculty, the spaces will be re-let. Here, we steer for cooperation and added value. We try to fill the vacant space in the Maria Montessori building with parts of the university that are or can become interesting cooperation partners for FSW.
19. **Won't the rent per sq m just be increased when we free up office space?**
    No. We have made firm agreements on this at university level. Giving back m2 and temporary vacancy is not passed on in the rent.

20. **What does the university as a whole gain by giving back m2?**
    Other faculties also give back office space. This enables us as a university to dispose of buildings, to rent buildings (partly) externally to generate extra income and to avoid external renting of buildings in large-scale renovation projects that are necessary due to legislation and regulations. The Campus & Facilities division is busy working out concrete plans based on the returned m2.
21. **Can't we move a bit later than 1 October?**
    No. We don't have the room financially to move later than 1 October. We understand that the timing is unfortunate, in the middle of the first block of the new academic year. We are trying to minimise the inconvenience as much as possible by, for example, providing moving boxes in good time and exploring whether we can move over the weekend.
22. **So are the spaces immediately re-let from 1 October?**
    No. This is not clear at the moment. Discussions are being held with teams, departments and sections of the university that we would like to welcome into the building. The direction on this process lies with Campus & Facilities. Campus & Facilities consultations are picking this up in close coordination with the FSW faculty board. Which sections will actually move to the Maria Montessori building and whether this move can take place immediately on 1 October is still unclear. The spaces we leave behind may not be filled immediately on 1 October. This means that the spaces will be temporarily empty. This feels very double, but may soon be the reality we have to deal with. As faculty, we asked if we could move later with a reduction in rent costs from 1 October. Unfortunately, this was not possible.
23. **Does the faculty board itself give up space?**
    Yes. The faculty board will also share rooms. Incidentally, this is already happening at present.
24. **Will we have enough consultation/meetings rooms soon?**
    If we give back office spaces, we will also give back the fishbowls and consultation spaces in the relevant corridors. We plan to install call boxes in the corridors for telephone consultations or, for example, team consultations. We expect this to leave more space in the “fishbowls” for small-group consultations. At the moment, we do not know when the call boxes can be installed. As soon as there is more information about this we will let you know.
25. **Can we reserve the consultation rooms (fishbowls/vissenkommen) soon?**
    No. It is a conscious decision not to include the fishbowls in the reservation system. By not including these spaces in the reservation system, they are available to anyone who needs a space at that time. This ensures that these spaces are widely used. For rooms that can be reserved, we see that they are often empty because reservations are made long in advance and are often not cancelled in time when an appointment is rescheduled.
26. **Can additional furniture (desks/cabinets) be added to the rooms?**
    In some rooms yes, in most rooms no. This is related to legal requirements around ventilation and fire safety. If you have questions or the possibilities in specific rooms, please contact thuis@socsci.ru.nl.
27. **Where can I go with other questions?**

If there are any other questions and or uncertainties, please contact the housing department via email address thuis@socsci.ru.nl. If the questions are relevant to several colleagues, the questions and answers will be added to this FAQ.