

Allowing Student Access to University Facilities during non-working hours

Policy and Procedures

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Policy and procedures

1.0 Allowing student access to University facilities during non-working hours, including Saturdays, Sundays and public holidays

- 1.1 In principle, students are able to use Approved Areas (see below) during non-working hours, including Saturdays, Sundays and public holidays, between the hours of 9.00 am and 11.30 pm throughout the year. No other persons not on legitimate business at the University should be allowed access during non-working hours unless escorted by staff or a security guard.
- 1.2 Prior notification to the Student Experience Office (SEO) for enrolled students of the University is recommended but is not essential. Prior clearance with the SEO for individuals who are not University students but are enrolled students of other universities is obligatory, and such access allowed to students of other universities is at the student's own risk and entirely at the University of Gibraltar's discretion.
- 1.3 Access should always be via the main entrance.
- 1.4 Students may need to call the University's security desk on 54062800 to be allowed entry by the security guard within the above stated hours (but last entrance no later than 10300 pm), in particular during hours when the main gates are closed.
- 1.5 Students of the University must show their valid student registration card in order to be allowed entry, and they may also be requested to provide other proof of identity if requested by the security guard.
- 1.6 Students of other universities will need to provide, in advance, appropriate proof of identity and evidence of student status to the SEO. Once satisfied as to the status of a student who is not a student of the University the SEO will liaise as appropriate with Campus management or directly with the security guard to arrange the requested access during non-working hours.
- 1.7 All students gaining access to the Approved Areas during non-working hours must sign in on entry and sign out on leaving.
- 1.8 Access is only provided to the Approved Areas and no other University areas which are typically closed (e.g. classrooms or Parasol Library Reading Room) may be accessed during non-working hours. For University of Gibraltar students, Approved Areas comprise the main atrium area including toilets, student common room, Parasol Library Resource Centre, and any specific classroom designated by the Senior Campus Manager which may – at the discretion of the Senior Campus Manager and ICT Director – contain computers available for student use. For enrolled students of other universities, who have obtained prior approval from the SEO, Approved Areas comprise the main atrium area including toilets, student common room, Parasol Library Resource Centre, and any specific classroom designated by the Senior Campus Manager – any such classroom will not typically contain computers available for student use.
- 1.9 Access will strictly not be permitted other than to Approved Areas as defined above . i.e. there will be no access to all non-designated classrooms, simulation suite, meeting rooms, administration section, and the Lab; some of these rooms, in particular the Lab, PhD room, and simulation suite, should typically be kept locked at all times unless cleaning / caretaker/ security guard need access and are present. Unless by prior arrangement with SEO, there will typically be no access to the North Wing during non-working hours.

- 1.10 PhD students of the University, but not external PhD students unless prior arrangements have been agreed by the SEO, should also be allowed access to the Lab and/ or to the PhD room. In these cases suitable prior arrangements must be made to enable authorised students to gain access to the Lab/ PhD room which would otherwise be locked. Masters level students of the University, and in exceptional cases external Masters students, may also be given access to the Lab and/ or to the PhD Room but in all cases prior arrangements must have been agreed by the SEO or by the relevant University Head of School. Similar arrangements apply for School of Health Sciences students wishing to access the Simulation Suite i.e. access is allowed provided this has been approved by the SEO or the relevant University Head of School.
- 1.11 During non-working hours there will be no administrative or other support (e.g. IT Helpdesk) available. Students are therefore advised to ensure their username/ password is valid before attending during non-working hours.
- 1.12 Visiting students cannot be given a username and password on our network. They are encouraged to bring their own device and can connect either to the eduroam network or as a guest.