

# Use of University Study Facilities by Visiting Students and Others - *Policy and Procedures*

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## **1.0 Use of University Study Facilities by Visiting Students and Others**

1.1 In keeping with the University's policy of welcoming Gibraltar students who are studying overseas and who return to Gibraltar during semester breaks, and generally welcoming other students, including those who may not be currently enrolled at a higher education institution, who are seeking a quiet place to study, and subject to the principle that the University reserves the right of admission, anyone over 18, whether Gibraltar resident or otherwise, is welcome to engage in quiet study at the University Campus, and quiet study areas will be made available strictly for this purpose, subject to the conditions below. Any such access is at the student's own risk and entirely at the University of Gibraltar's discretion.

- The Visitors' Book should always be completed on entry and exit, and a Comments Book will also be made available for any visiting student who wishes to leave a comment.
- Proof of identity will be requested and checked to the entry in the Visitors' Book, but copies of identity documents will not be retained by the University.
- Students from other educational institutions will also be asked to include brief details of their place of study in the Visitors' Book details.
- Any cases where access is not permitted should be logged, including the reason why access was not permitted. This is likely to be only if there is a belief that the individual is under 18, or gives other cause for concern e.g. if they appear to be disorderly, or if they do not appear to be pursuing quiet study.
- There is a requirement that students will engage in quiet study and individuals who do not respect this may be asked, in the interests of our other students, to leave after an initial warning. Eating and drinking in the study areas is not permitted due to the possibility of damage to furniture or IT equipment. Suitable signs will be placed in the main study areas.
- Prior arrangement with the Student Experience Office (SEO) is encouraged, but walk-ins will also be accommodated whenever possible, and as noted above, it should be unusual that this should not be possible.
- Study time is typically restricted to normal University working or teaching hours, although staff will be as accommodating as reasonably possible. For visits taking place outside, or extending beyond normal working hours refer to University policy "Allowing student access to University facilities during non-working hours".
- Statistics will be maintained by the SEO of visiting/ other students using University facilities in order to assist the University with monitoring demand.
- Staff training will be provided to ensure the agreed policy is applied fairly and consistently.

1.2 This policy applies to individuals, not currently University of Gibraltar students, who wish to use the University for quiet study. It should be noted that visiting students cannot be given a username and password on our network, however they may bring their own device and can connect either to the eduroam network or as a guest. During normal working hours they may use the Parasol Library Resource Centre which is located in the Main Hall, but

they are not authorised to use the computers or printing facilities unless specifically authorised by the Parasol Librarian or SEO. Use of these and other facilities, including the Parasol Library Reading Room, is reserved for registered students of the University.

- After normal working hours, or when the Parasol Librarian cannot or will no longer be available to assist, the Parasol Library Resource Centre should not be used and visiting students may only use University Approved Areas in accordance with University policy “Allowing student access to University facilities during non-working hours”.