

ACCESS CONTROL GUIDELINES FOR RESEARCH STUDENTS



The Institute of Education has introduced an access control system whereby access into some buildings and areas will be via use of a personalised access control / ID card. The following guidance note provides Research Students with an overview of how the system operates. Separate guidance notes have been produced for Staff (Guidance Note One), non-research students (Guidance Note Two), Library Visitors (Guidance Note Four) and General Visitors (Guidance Note Five).

In addition to this guidance note a detailed question and answer paper provides further details about the access control system and your personalised access control / ID card.

3. Access rights to Research Students¹

- 3.1 As a registered² research student you have access to a majority of access controlled areas within 20 Bedford Way between the hours of 08:00 and 20:00 Monday to Friday (with the exception of the Library see 3.4 and those areas listed in Table One overleaf), to facilitate your access to teaching rooms, course administrators and tutors.
- 3.2 The exception to the times outlined in 3.1 will be where centrally bookable classrooms are located beyond the controlled point of access. Access to these areas (20 Bedford Way Level 7 Core B to C; Level 8 Core A and Level 9 Core B to C) will be granted up to 21:00 hours Monday to Thursday.
- 3.3 Depending on which faculty your course of study is aligned to, you may also be provided with access to controlled buildings such as 55-59 Gordon Square, 10, 11, 15, 18, 25 and 27 Woburn Square between the hours of 08:00 and 18:00 Monday to Friday and Emerald Street between the hours of 08:00 to 24:00 Monday to Friday and 10:00 to 22:00 hours Saturday and Sunday to facilitate your access to teaching rooms, course administrators and tutors.
- 3.3 Depending on which faculty your course of research is aligned to, you will also be granted twenty-four seven access to either controlled buildings or areas in which your assigned student research room is located see Table Two (overleaf).
- 3.4 Research students are assigned automatic access rights to the library during all times the library is open throughout the year. In principle during term time opening times are 08:30 to 22:15 hours Monday to Friday; 09:30 to 20:15 hours Saturday and 11:00 and 17:00 hours Sunday. Opening hours are modified during the summer period to 09:30 to 20:15 hours Monday to Friday and 11:00 and 17:00 hours Saturday and Sunday. Research students should consult the library web

¹ Research Students are defined as those registered on a course of study that will lead to the award of MPhil, MRes, PhD, DEdPsy and EdD qualifications.

² Registered means you have accepted an offer to study at the Institute and have fully completed the requisite registration processes as required by the Doctoral School for your course of study.

pages to check for the most up to date opening times with particular reference to the summer period and for any other variations in opening times that may occur particularly around public holiday and Institute closure periods.

- 3.5 Access into controlled buildings and or areas in which student research rooms are located will be granted to named individuals with permissions centrally administrated by Estates and Facilities following receipt of a list of student names from the Doctoral School's Head of Administration and or Faculty learning, Teaching and Quality Managers. The exception to this will be the Level 3 Media Suite and Level 4 WLE Centre where access rights will be administered by Chris Purday (Media Support Manager) and in the case of the Level 9 Science Learning Centre by Dan Jenkins (Chief Technician) respectively.

Buildings and or areas not automatically accessible to all students:

20 Bedford Way
Level 3 Media Suite
Level 4 WLE Centre
Level 8 Art and Design Studios
Level 9 Science Learning Centre

55-59 Gordon Square

10, 11, 15, 18, 25 and 27 Woburn Square

Emerald Street

9-11 Endsleigh Gardens (residences)

14 and 15-23 Endsleigh Street (residences)

Table One

Research Student Room Locations:

20 Bedford Way
Level 5 – Room 564,
Level 6 – Room 604,
Level 7 – Room 702, 774,
Level 8 – Room 821, 839B

11 Woburn Square
Ground Floor – Rooms G1 and G2

25 Woburn Square
Basement – Rooms B4

Table Two

Last updated: 1 October 2009 – Version 4