

### ACCESS CONTROL GUIDELINES FOR STUDENTS (excluding Research Students)



The Institute of Education 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 Students (excluding Research Students) with an overview of how the system operates. Separate guidance notes have been produced for Staff (Guidance Note One) Research Students (Guidance Note Three), 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.

#### **2. Access rights to students (excluding Research Students)**

- 2.1 As a registered<sup>1</sup> 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 2.3 and those areas listed in Table One overleaf), to facilitate your access to teaching rooms, course administrators and tutors.
- 2.2 The exception to the times outlined in 2.1 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.
- 2.3 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.
- 2.3 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. Students should consult the library web 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.

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<sup>1</sup> Registered means you have accepted an offer to study at the Institute and have fully completed the requisite registration processes as required by Registry for your course of study.

- 2.4 Access into controlled buildings and or areas as defined in Table Two will be granted to named individuals with permissions centrally administrated by Estates and Facilities following receipt of nominated student lists from appropriate Faculty Learning, Teaching and Quality Managers and or Course Administrators or in the case of those buildings providing residential accommodation the Residences Manager. 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:

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