

10. SCOT Chapter 10 - Access to University Premises V.1

1. Scope of procedure and normal opening hours

- 1.1. Only those students formally registered with the SCOT are permitted access to University premises under the requirements of this provision. Students should carry their personal SCOT identity card with them at all times whilst on SCOT premises and must show their card to Institute officers or employees on request.
- 1.2. Students suspended or excluded from all or parts of the Institute premises following disciplinary procedures or for non-payment of fees may be allowed limited access for specific purposes connected with their exclusion (for example, to attend an appeal hearing, pay outstanding fees or consult their representative). Such students wishing to enter Institute premises for any other purpose (for example, to collect personal belongings) must first obtain written permission from their Faculty Provost.
- 1.3. SCOT academic and administrative buildings are open on weekdays and weekends from 0800 hours to 2000 hours during teaching weeks and from 0800 hours to 1700 hours during Institute vacations. When buildings are closed the Access Out of Hours procedure explained in paragraph below applies.

2. Access out of hours procedure

- 2.1. Students are not normally permitted to access SCOT administrative sections outside normal opening hours.
- 2.2. Students requiring to be in the Institute's academic areas (excluding libraries: see paragraph 3 below) outside normal opening hours, including weekends, bank holidays and public holidays, must complete a Request for Out of Core Hours Access to Buildings form available from their Faculty Office or Campus Office.
- 2.3. The form must be signed by the student and authorised by the Head of Department or Programme Manager who has overall responsibility for the programme which the student is undertaking.
- 2.4. The completed and authorised Request for Out of Core Hours Access to Buildings form must be lodged with the Campus Security Office at least 24 hours before access is required.
- 2.5. Approval for out of hours access granted under this provision expires at the end of each calendar year. Students must apply for renewal of authorisation at the

beginning of each subsequent calendar year.

- 2.6. The Security Supervisor, or his/her nominee, may withdraw a student's authority to be admitted to any Institute area out of hours if that student's behaviour or conduct breaches Institute instructions, regulations and/or codes of practice for the use of Institute equipment, services, property and/or facilities. The SCOT reserves the right to take further disciplinary action in such cases if appropriate.
- 2.7. Once approval has been granted under this provision a student must report to the Campus Security Office on each occasion on which they wish to gain access to University buildings out of hours.
- 2.8. A Security Officer will accompany the student to facilitate access to the building. The student must follow any additional instructions the Security Officer may give them about behaviour in the building or leaving the building.

3. **Access to University libraries and associated learning spaces**

- 3.1. Students who wish to attend the SCOT libraries and their associated learning spaces (hereafter referred to as "the Library") may gain access only within the times and period that these are open for business, as published on the Library notice board, entrances and website, and on production of a valid University identity card. Library opening times will vary during vacations and outside core teaching weeks.
- 3.2. The Director or his/her nominee, has the right to refuse admission to the Library.