

## Chapter 11      Access to University premises

### 1      Scope of procedure and normal opening hours

- 1.1      Only those Students formally registered with the University are permitted access to University premises under the requirements of this provision. Students should carry their personal De Montfort University identity card with them at all times whilst on University premises and must show their card to University officers or employees on request.
- 1.2      Students suspended or excluded from all or parts of the University 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 DSU representative). Students wishing to attend the University for any other purposes during a suspension must first request access and comply with the direction of the Head of Security or nominated Deputy.
- 1.3      In general, University academic and administrative buildings are open on weekdays (except bank holidays and public holidays) from 0730 hours to 2130 hours during teaching weeks and from 0730 hours to 1900 hours during University vacations. When buildings are closed the **Access Out of Hours** procedure explained in paragraph 2 below applies.
- 1.4      University owned and Leased halls of residence are open 24/7. For Students residing in or visiting DMU owned or leased Halls of Residence (Bede Halls, New Wharf Halls or Waterway Gardens), occupation is subject to the applicable terms of this General Regulations and Procedures Affecting Students document plus the Accommodation Terms and Conditions Agreement, the Essential Guide to Living in Halls and any other rules or regulations enforced by the University relating to their occupation of halls of residence. For Students residing in or visiting private halls of residence nominated by the University or any other private halls of residence, occupation is subject to the applicable terms of this General Regulations and Procedures Affecting Students document, plus the terms of their tenancy/agreement with the private hall's provider, and any other rules or regulations enforced by the private hall's provider relating to their occupation of the halls of residence.

### 2      Access out of hours procedure

- 2.1 Students are not normally permitted to access University administrative buildings outside normal opening hours. (See 1.3 above)
- 2.2 Students requiring to be in University academic buildings (excluding libraries: see paragraph 3 below) outside normal opening hours, including weekends, bank holidays and public holidays, will need to ask the relevant academic supervisor to complete a Request for Out of Core Hours Access to Buildings form available online: [Security \(sharepoint.com\)](#)
- 2.3 The form must be approved electronically by the designated contact who has overall responsibility for the Health and Safety of all persons using the building wishing to be accessed.
- 2.4 The completed and authorised, Request for Out of Core Hours Access to Buildings form B must be lodged with the Campus Security Office at least 48 hours after approval has been made, 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. The Student is responsible for their behaviour, security and Health and Safety whilst utilising this out of hours option.
- 2.6 Security Team Staff may withdraw a Student's authority allowing admission to any University building out of hours if that Student's safety, behaviour or conduct breaches University, Policies, Health and Safety or these General Regulations including codes of practice for the use of University equipment, services, property and/or facilities. The University may take further disciplinary action in such cases if appropriate.
- 2.7 Once approval has been given 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. Student card identification must be produced to allow access
- 2.8 A Security Officer may 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. Access may be refused at any time for operational reasons e.g. loss of utilities.

- 2.9 Students must comply with the conditions of access and the lone working arrangement and activity risk assessment, completed by their academic.

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

- 3.1 Students who wish to use the University 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 entrances and the Library website: <https://library.dmu.ac.uk/DMU>, and on production of a valid University identity card. Library opening times will vary during holidays and outside core teaching weeks.
- 3.2 Temporary access to the library may be refused by University Staff at any time the Library is open. This is for safety reasons, however the Director of Library and Learning Services (LLS), or nominee, has the right on a more permanent basis to refuse admission to the Library.
- 3.3 Where a Student or other library user has been identified as displaying or using inappropriate words or behaviour that affects the other users of the Library, or puts their safety at risk, they may be asked to leave. The Director of LLS or nominee may upon the receipt of a complaint, restrict the individuals access to the Library, to timeframes that focus that person towards managing their learning experience in a more focussed and beneficial way. For example, restricting 24-hour access to 16, 12 or 10 hours access per day. Additionally, a ban on attending the library may be put in place for a limited time.
- 3.4 Such restrictions may be placed for a period of no longer than a month and then each individual case reviewed. For repeat offender’s consideration will be given to referring the individual into the University disciplinary process at panel level.