



**De Montfort University Kazakhstan
Access to University Premises Policy**



**DE MONTFORT
UNIVERSITY
KAZAKHSTAN**

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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 Kazakhstan 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 0800 hours to 2100 hours during teaching weeks. When buildings are closed the **Access Out of Hours** procedure explained in paragraph 2 below applies.
Student ID card: Student ID card is an official identity provided to students to get access to the university. They must carry it at all times.
- 1.4 Student ID card is distributed to students at the beginning of the academic year free of charge. The card is valid until the student's graduation or withdrawal.
Procedure for re issuance or loss of ID
If a student loses the ID or for re issuance, student reports it to Student Services Department via email studentservices@dmuk.edu.kz or visits in person. For re-issuing or loss of card, a processing fee of 3000 KZT is charged. The payment is done to De Montfort University Kazakhstan account via Kaspi bank to "other fees" section. The processing of new card takes around two weeks.

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 and receive written permission.
- 2.3 The form must be signed by the Student and authorised by the Head of Department and the Senior Manager who has overall responsibility for the Health and Safety of all persons using the building wishing to be accessed.

- 2.4 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.
- 2.5 University 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 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.
- 2.6 Once approval has been given under this provision, a Student must report to the Campus reception on each occasion on which they wish to gain access to University buildings out of hours.
- 2.7 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.

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 University website 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 Librarian, 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 Librarian, Head of Student Services or nominee may upon the receipt of a complaint, restrict the individual's access to the Library, to timeframes that focus that person towards managing their learning experience in a more focussed and beneficial way. 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 offenders consideration will be given to referring the individual into the University disciplinary process at panel level.