

## **SG.01 ACCESS TO BTI'S FACILITIES FOR TERTIARY STUDENTS**

APPROVED BY	<b>STRATEGIC LEADERSHIP TEAM</b>	VERSION	<b>2016-v1</b>
REVIEW STAKEHOLDERS	▪ DEAN	Last reviewed	2016
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PURPOSE	To provide policy and procedures by which tertiary students may gain appropriate after hours access to electronically secured buildings and to protect BTI's moveable physical assets		

### **1 PURPOSE**

To provide policy and procedures by which tertiary students may gain appropriate after hours access to electronically secured buildings and to protect BTI's moveable physical assets

### **2 POLICY**

1. After hours, in keeping with Stewardship and Health and Safety principles, all buildings are secured by a monitored electronic campus control system
2. After hour access is intended solely for BTI students in order to undertake their study.
3. Staff and students, on meeting the conditions outlined in this policy, may be granted after hour access to buildings and resources on an annual basis via a proximity card.
4. The card may be used outside of normal BTI hours on weekdays and weekends between 7:00 am and 10:00 pm after which time the campus facilities are fully alarmed for security purposes.
5. Students will be required to pay an annual bond which will be refunded to the student upon the return of the proximity card.
6. Students will be required to pay a non-refundable annual charge for the use of a proximity card.
7. The cost of the bond and yearly charge will be listed in the Student Website.
8. The proximity card remains the property of BTI, and is to stay in the possession of the registered BTI student and may not be used by any other person or to provide access to a non BTI student.
9. If a student's card is lost, that student must notify BTI reception staff immediately in order to cancel the card.
10. The card will give tertiary students access to parts of the BTI Tertiary facility such as the Computer Lab and Student HUB.
11. When a BTI student withdraws or defers from a programme, the proximity card must be returned to BTI reception within seven (7) days of the withdrawal or deferral. Failure to do so will result in the loss of the bond.
12. The proximity card may be withdrawn from any student on evidence of inappropriate use. This will also result in the cancellation of the bond.
13. Visitors are not encouraged on the BTI Campus after hours and may not use BTI computers.
14. Tertiary students should contact the campus onsite security person, on 07 579 1880 if (and only if) a security concern arises.
15. Students must ensure that:
  - a. On exiting, windows and exterior doors are securely closed and all computers are shut down and lights switched off.
  - b. The campus gate is left as it is found