

ROUTINE ACCESS FOR PG STUDENTS

1. **Term Time.** This policy refers to 'term time' which, for these purposes, means:
 - a. From the Wednesday of Orientation Week until the last exam day before Christmas.
 - b. From the Monday of week 1 of Semester 2 until the Friday before the Spring Break.
 - c. From the first Monday after the Spring Break until the last exam day in May.
2. The building will be open on weekdays from 8am to 6pm except the Christmas break and May Day, when the University is shut. From 8am until 5pm on weekdays most internal doors will be open. At other times students will need to swipe through the doors allowed on their cards. In the event that the front door is inoperable then the courtyard door should be used.
3. **Tutor's Offices.** Students will have access to offices from 8.45am until 5pm on weekdays in term time. Students who wish to meet their tutors at other times should make an appointment.
4. **MRes.** From Mon of orientation week until the 31st of August, with the exception of the Christmas break, MRes students may use prox cards to access the building and the middle floor open plan area from 8am to 9.30pm on weekdays and 9am to 5pm on weekends. Lab access will be allocated as required by the Course Leader.
5. **MSc.** From Mon of orientation week until the 31st of August, with the exception of the Christmas break, MSc students may use prox cards to access the building and the middle floor open plan area from 8am to 9.30pm on weekdays and 9am to 5pm on weekends.
6. **PhD.** From the stated start date, with the exception of the Christmas break, PhD students may use prox cards to access the building and the middle floor open plan area 24/7. Lab access will be allocated as required by the supervisor.
7. **Security.** All student access to the MBSB is conditional on adherence to the [common security measures](#).