

After Hours use of Computer Cluster Rooms in Merz Court: - CEAM Policy for Undergraduate and Taught MSc Students.

The University *Work Outside Normal Hours* Policy states that although Undergraduate students are not normally allowed to work outside normal hours, they may do so with the explicit permission of the Head of School. Undergraduates can only be permitted to work unsupervised, after they have received appropriate training, and only in explicitly defined and low-risk areas.

<http://www.safety.ncl.ac.uk/universitypolicy.aspx>.

The School recognises that 3rd and 4th year Undergraduate and all MSc students need access to computing facilities outside normal hours. This Policy document sets out the conditions for individual students working after hours in the School.

After Hours Working Times: After hours working is defined as before 08.30am and after 06.00pm weekdays (Monday to Friday). No after hours working is permitted at weekends, or when the University is officially closed for Bank Holidays and over the Christmas closure period.

1st and 2nd year Students are not allowed to work in the building after hours under any circumstances.

For the purpose of this document, 3rd and 4th year Undergraduate and all Taught MSc Students will be referred to collectively as STUDENTS.

CEAM After Hours Policy for 3rd and 4th year Undergraduate and all Taught MSc Students using the Schools Computer Clusters in Merz Court.

- 1. Permission to work:** All STUDENTS require the explicit permission of the Head of School for out of hours working. This will be in the form of a dated permission document in their name, signed by the Head of School.
- 2. Training:** Permission to work will only be given once STUDENTS have received appropriate training in the following:
 - Fire evacuation routes
 - Summoning first aid
 - Emergency numbers
 - Personal safety
- 3. Permitted areas:** Students may only work in Cluster rooms C412 and C414, and the ExxonMobil Design Suite. The facilities must only be used for work directly related to their studies. Food and drink must NOT be brought into the rooms. The rooms should remain clean and tidy at all times.
- 4. Entry to the Building:** Only the entrance at the front of the building (Porters Lodge) should be used. STUDENTS must go directly to the cluster rooms. Other areas of the building are out of bounds (with the exception of toilets) unless in the case of an emergency.

Only CEAM STUDENTS with permission to work are allowed in the specified areas of the building.

STUDENTS must NOT allow other people to follow them into the building as they enter and should not prop open the entrance door. All STUDENTS should ensure the door is firmly closed behind them as they leave the building.

5. **Registration for After Hours Working:** All STUDENTS working in the building after hours must sign the After Hours Working Book situated inside the entrance at the Porters Lodge. The book must be signed when entering the building. If STUDENTS are already in the building, they must leave the cluster to go to the Porters Lodge and sign in at 6pm. All STUDENTS working after hours must sign out when leaving the building. This includes temporary absence. Upon return the STUDENTS must sign back in.
6. **After Hours Access Times:** The building access system will allow entry to STUDENTS using their smartcard between 07.45am and 11.45pm. STUDENTS who are already in the building outside of these times may remain in the building (not including weekends). However, access will not be permitted for those STUDENTS attempting to gain entry before 07.45am and after 11.45pm. STUDENTS already inside the building must not open the door outside of these times in order to permit entry to other students.
7. **Lone Working:** Lone working is strictly forbidden. There must be at least two people in a cluster room.
8. **Monitoring:** These arrangements will be monitored by the School as well as University Security. Any STUDENTS found breaking the rules will have their permission withdrawn by the Head of School.

Permission Document

The text in the permission document will be as follows:

I, the undersigned have read and understood the *School Out of Hours use of Computer Cluster Rooms in Merz court – CEAM policy for Undergraduate and Taught MSc students* document and agree to fully comply with the policy. I am aware that failure to comply with the policy may result in my out of hours access being withdrawn.