Policy on student access to
Library and IT facilities.
(End dates)

This paper outlines the normal arrangements for IT access for students at the University, and focuses particularly on the effective dates for ending student access to facilities. *

University facilities – e.g. the University library, computing facilities, email accounts, access to BlackBoard – are provided for registered students of the University.

These facilities are available for the duration of the period of registration, provided no other obligations to the University are outstanding. Normally, the agreed period of registration will be understood to be as follows.

- **For non-final year students** - until the September following registration. (Registration is an annual requirement in September/October, even for research students who initially registered in, e.g., February.)

  In practice, for non-finalists:

  - Warning e-mails will be issued in early October and ISS accounts will be disabled on 31st October. This will directly feed the withdrawal of permissions in the smart card, Blackboard and Library systems. (Consideration should be given to bringing this date forward in future years).
  
  - There will be no access to Blackboard for material for the current academic session until a valid registration has been completed.

- **For final year students** – until the date of congregation, which is normally no more than 6 months after the completion of studies.

  In practice, for finalists:

  - For most **undergraduates**, this will mean that borrowing rights at the library are withdrawn in the June (at the completion of active study) and ISS accounts disabled on 31 August. The IT accounts will then be ‘removed’ by ISS at a later date – normally the following February.
  
  - For most **taught postgraduates** this will mean that borrowing rights at the library are withdrawn in the September (at the completion of active study) and ISS accounts disabled on 31 December. The IT accounts will then be ‘removed’ by ISS at a later date – normally the following February.

  - For most **research postgraduates** this will mean that borrowing rights at the library and ISS accounts are disabled on the latest submission date (i.e. after the writing-up period). The IT accounts will then be ‘removed’ by ISS at a later date – normally the following February.
Extensions to these normal arrangements are made by the students registering for agreed extension or additional writing-up periods. Ordinarily, such arrangements will be agreed via Student Progress / Graduate Schools and will be recorded in the corporate database.

Access to facilities will be withdrawn / disabled for any student who has failed to meet financial or other obligations to the University.

Students who are on an approved absence from the University may also be entitled to retain access to facilities, but their status must be agreed with the Student Progress Service or Graduate School. This includes external candidates and research students who are completing corrections/revisions after examination.

* Programme and support provision at the University is complex and there are some recognised exemptions to this policy. For example, there are separate arrangements for an alumni email account, and MBBS students studying at Stockton campus are a recognised exception to this general policy.

Student Progress Service
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