

Postgraduate Study Room Terms and Conditions

Swipe Card Access:

- Access to the rooms are via swipe card. Do not open or leave the door to this room ajar for others to enter without an access card.
- Swipe cards are non-transferable and should not be used by anyone other than the designated user.
- No guests or children are permitted in the rooms.
- Access cards will be deactivated at the beginning of each year. You will need to reactivate your access if you are continuing your study. You will need to go to Security to reactivate your access.

Be considerate of other users:

- Leave the room to make or receive calls on your mobile phone. This also applies to Skype calls or similar. Noise levels should be kept to a minimum as a courtesy to other students that are studying or are in need of a quiet space.
- Don't leave your books spread out on the desks and tables while unattended.
- Where a PG Study room has lockers and/or photocopier/printing machines available, please contact the appropriate staff to replenish supplies or request for hireage of a locker.

Computer/Group Study room use:

- Group study in the PG rooms is not permitted. We encourage students to book Group Study spaces in the University Library or in the City Campus PG Study room (WU416).
- Make sure that you are aware of the Computer and/or Group Study room booking system. To book a computer or Group Study room, you will need to book online.

Kitchen:

- Where study rooms are equipped with a kitchen facility, make sure to adhere to keeping these areas tidy.
- The University provides tea, coffee, sugar and milk for students studying in the PG Study room where kitchen facilities are provided.
- Milk is available for tea and coffee only. It is not to be used for cereals or personal consumption.
- Alcohol is NOT permitted inside the PG Study room. The University has a zero-tolerance policy on the consumption of alcohol on campus, other than within licensed precincts of the University.

Toilets:

- Where study rooms have toilets nearby, please be considerate of others and keep the toilet area clean and tidy. Cleaning is normally maintained regularly during weekdays only.

Personal Belongings:

- Do not leave valuables or personal belongings unattended. The University is not responsible for any items going missing. Check with Security to see if any lost items have been handed in. If an item has been stolen, contact Security to report this.

Healthy Study Habits:

- Make sure that you are keeping yourself hydrated by drinking lots of water.
- If you are feeling tired, take a break and go for a walk and get some fresh air.
- If you are in the room late at night or early morning and are feeling tired, please go home to rest. We do not allow students to sleep in the PG study rooms or on University grounds. Security will request that you leave the premises if found asleep.

It is a privilege to have access to the room, so please be considerate of others sharing this facility. Security will be monitoring the rooms after-hours for your safety.

Please report any unsafe or hazardous conditions or any accidents or emergencies to Security (0800 AUT SAFE).

Please also let us know (extension 9907) of anyone breaching the Terms and Conditions listed above.