



KOSOVO ART ACADEMY

INSTITUTIONAL AND PROGRAM EVALUATION

Access to University premises

6TH of March, 2020, Prishtina

Access to University premises

Update from 06/03/2020

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Access to University premises

1. Scope of the procedure and normal opening hours

1.1 Although the reception area, the general secretariat office and the student support office are available to all the visitors, access to the academic side of the Academy is granted exclusively to formally registered students within the Academy (exception made in case of visitors guided by a member of the academy which should still compile the form of visitors access). Students should carry their identification card with them at all times whilst on Academy premises and must show their card to Academy officers or employees if requested.

1.2 Students suspended or excluded from all or parts of the Academy premises following disciplinary procedures may be allowed limited access for specific purposes connected with their exclusion (for example, to attend an appeal hearing, pay outstanding fees or consult their representative). Students wishing to attend the Academy for any other purposes during a suspension must first request access and comply with the direction or nominated Deputy.

1.3 Academic and administrative offices are open on weekdays (except bank holidays and public holidays) from 8 am to 7 pm during teaching weeks and from 8 am to 4 pm during academic vacations. (Appointment can still be booked also on those timing).
When the faculty is closed the **Access Out of Hours** procedure explained in paragraph 2 below applies.

2. Access out of hours procedure

2.1 Students are not normally permitted to access Academy buildings outside normal opening hours.

2.2 Access to the academy outside normal opening hours, including weekends, bank holidays and public holidays, must be permitted by a formal letter of intent approved by the head of the Department involved and the Administration office through a formal authorization provided by the hand of the Student Secretariat and/or General Secretariat.
However, a member of the staff should always be present.

2.3 The Letter of the intent must be drafted by the student/s and must be authorised by the Head of Department or deputy -- who has overall responsibility for the Health and Safety of all persons using the building wishing to be accessed

2.4 The completed and authorised Request for Out of Core Hours Access to Buildings must be kept in possession of the student/s who has entered the building out of hours.

2.5 Approval for out of hours access granted under this provision has the validity indicated on the form itself. Students must apply for each out of hours entering singularly. The student must take responsibility for their behaviour, security and safety whilst utilising this out of hours option.

2.6 The Academy, may withdraw a student's authority to be admitted to any Academy facility out of hours if that student's behaviour or conduct breaches Academy instructions, regulations and/or codes of practice for the use of Academy equipment, services, property and/or facilities. The Academy reserves the right to take further disciplinary action in such cases if appropriate.

2.7 A Security Member has to accompany the student to facilitate access to the building and being present and monitoring the usage of the facilities and the students well being at any time. The student must follow any additional instructions the Security Officer may give them about behaviour in the building or leaving the building. At any time access may be refused for operational reasons

3. Access to Academy libraries and associated learning spaces

3.1 Students who wish to attend the Academy libraries and their associated learning spaces such as Mac Laboratories etc. (hereafter referred to as "the Library Facilities") may gain access only within the times and period that these are open for business. Library opening times may vary during vacations and outside core teaching weeks.

3.2 The Librarian (referred also as Library officer) or nominee, has the right to refuse admission to the Library facilities.

3.3 Where a student or other library user has been identified having inappropriate behaviours and therefore affects the other users of the library, they may be asked to leave. The librarian can also report the student to the academic director if believe the behaviour of the student/s represents a breach on the regulation of academic bad practice and has the authority to restrict student/s entrance in accordance with the academic policy.

3.4 Repeat offenders may face a disciplinary process at panel level.

General Regulations and Procedures Affecting Students 2019/2020