

Undergraduate Out of Hours Access Permission Form



Version No: Rev 0

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1. This Form should be completed by the Head of School in the **exceptional case** where an undergraduate student requires permission for Out of Hours Access in accordance with the conditions laid out in "IT Sligo Out of Hours Access Policy"
2. Undergraduate Out of Hours Access is **ONLY** permitted if they are **supervised** by an **academic** and will only allowed until **23.59 hours Mon to Fri**
3. Undergraduate Out of Hours Access is for **Category 1** activities only
4. This completed Form should be sent to IT Security at least **two days** in advance of access being required
5. IT Security should forward a copy to the Health and Safety Officer

School/Department							
Location of Access (Room No's)							
Date Access to Begin				Date Access to Finish			
Specify Hours of Access required							
Name(s) of Academic(s) who will provide supervision to allow Out of Hours Access				Signature and Date			
Students who Have been Given Out of Hours Access (Use additional page if necessary and attach)							
Student Name				Student Number			
Signature of Head of School							
Date							
Received By IT Security			Date				
Copy to Health & Safety Officer						Date	