

Rev. 0.4 12/02/2016

FYP Student: request additional rooms for an existing Electronic Access Card

Applicant Details:

| | |
|----------------|--|
| Last Name: | |
| First Name: | |
| Student No.: | |
| Phone (BH): | |
| Phone (AH): | |
| Email Address: | |

Details of Access Required:

User Category: ☐ 9am – 5pm access, Monday – Friday (University working days)
 ☐ 7am – 10pm access, 7 days

Additional Doors Required:

- ☒ **Building EE External Door**
- ☐ **EEG02** *Final Year Project Laboratory*
- ☐ **EEG03** *Electronics Laboratory*
- ☐ **EEG05** *Research & Project Laboratory*
- ☐ **EEG06** *Electrical Machines Laboratory*
- ☐ **EEG06a** *Electrical Machines Research Laboratory*
- ☐ **EE103** *Circuit Theory Laboratory*
- ☐ **EE103a** *Circuit Theory Laboratory*
- ☐ **EE104** *Digital Systems Laboratory*
- ☐ **EE105** *Communications Laboratory*
- ☐ **EE107/108** *Computing Laboratory*
- ☐ **ES404** *Control Laboratory*

Conditions:

- It is your responsibility to advise Security when Access is no longer required.
- The Access Card must not be lent or shared with other people.
- If used after hours, all internal doors must be secured and lights turned off.
- The Access card must not be passed onto any future occupant of the room or building.
- Access cards must not be left unattended in office drawers at any time.

NB. these conditions are the same as those agreed to when an application for an Electronic Access Key is submitted.

I have read and accept the above conditions

Signed: _____ **Date:** _____

Academic Supervisor, Signed: _____ **Date:** _____