FYP Student – LAB ACCESS REQUEST

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 to 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: ______________________