

# Clinical Teaching Unit Undergraduate Student Access Card Policy

Date	May 2014, this policy is subject to ongoing review and change.
Purpose	The purpose of this protocol is to document the process for issuing access card to undergraduate students. Access is provided to the Student Common Room and the Main Entry Door of the Research & Education Centre only.
Overview	The Clinical Teaching Unit Administrative Office manages the process of issuing access cards to undergraduate students. The scope of this protocol incorporate: <ul style="list-style-type: none"> <li>▪ Issuing of access cards</li> <li>▪ Reporting lost or stolen cards</li> <li>▪ Applying for replacement cards</li> <li>▪ Return of access cards</li> </ul>
Issuing of access cards	The Clinical Teaching Unit Administrative Office will send out email communication to all students when access cards are available. Student need to collect the cards from the Student Administrative Office. The Administrative Office will ask to verify student contact details. All student contact details must be provided before an access card is issued.
Reporting lost or stolen cards	Students must report lost or stolen cards to the Student Administrative Office immediately.
Applying for replacement cards	If your access card is faulty return your access card to the Student Administrative Office where a replacement card will be issued. If your access card is lost or stolen a replacement cards will incur a fee of \$25.
Return of access cards	Towards year end all students will be emailed to return the access cards to the Student Administrative Office. Failure to return access cards will result in penalties.
Review	The process of access cards will be reviewed regularly. Security will provide twice yearly reports on access card usage to the Clinical Teaching Unit which will be reviewed by the Administrative Staff and the Clinical School Manager of the St George & Sutherland Clinical School.