

Clinical Teaching Unit Undergraduate Student Locker Policy

Date	August 2014, this policy is subject to ongoing review and change.
Purpose	The purpose of this protocol is to document the process for issuing locker keys to undergraduate students. The Student Lockers are located in the Locker room next to the Student Common Room in the Ground Floor of Research & Education Centre Building, 4 – 10 South Street Kogarah.
Overview	The Clinical Teaching Unit Administrative Office manages the process of issuing the locker key to undergraduate students. The scope of this protocol incorporate: <ul style="list-style-type: none"> ▪ Eligibility criteria ▪ Issuing of the locker key ▪ Reporting lost or stolen key ▪ Applying for locker key replacement ▪ Return of the locker key
Eligibility criteria	Student's lockers are available to undergraduate medical students attached to St George Hospital undertaking: <ul style="list-style-type: none"> ▪ Phase 3 programs ▪ Phase 2 clinical coursework programs Depending on availability, the following groups of students may also request for a locker: <ul style="list-style-type: none"> ▪ Phase 2 Independent Learning Program (ILP) ▪ BSc(Med)Honours ▪ Phase 1 program
Issuing of locker key	<ul style="list-style-type: none"> ▪ The Clinical Teaching Unit Administrative Office will send out email communication to eligible students inviting them to submit their request for a locker. Request will be processed on a "First In First Served" basis. ▪ Students need to collect the key from the Student Administrative Office. ▪ The Administrative Office will ask to verify student contact details. All student contact details must be provided before a key is issued.
Reporting lost or stolen key	Students must report lost or stolen key to the Student Administrative Office immediately.
Replacement key	Students who have lost or have their key stolen, must pay for the cost of having a replacement key cut by a locksmith. At the time of writing this policy, the cost is TBA.
Return of the key	Towards the end of the teaching period 4, all students will be emailed to return the key to the Student Administrative Office. Failure to return the key will result in WD (withheld) grade placed against the course the student enrolled in that teaching period. Unfinalised WD will automatically be converted to NC (not completed). Students with NC grade in their academic transcript will not be permitted to graduate.
Review	The process of issuing the locker key will be reviewed regularly. Any changes to the policy will be published as deemed appropriate.