

# Vienna campus access policy

Effective as of November 18<sup>th</sup> 2016

## Main campus

All **staff and faculty** must carry their access card to the main campus visibly at all times and make use of it when entering the building. All **students** must carry their access card to the main campus at all times and make use of it when entering the building. **For a testing period until the end of Spring I term 2017 students are free to choose if they want to wear the card with a lanyard around the neck, with an extendable cord at the belt or just carry it with them and provide it upon request.** Due to security reasons it is not highly recommended not to let anyone else enter with the person using the card unless the person is personally known.

**Students** who have forgotten their card will be asked for their student ID number before getting access granted by the front desk. The student ID number is tracked. Access to main campus facilities is terminated upon expiration or if the card is forgotten more than 3 times. Then it is assumed that it was lost. A fee of € 30 will be charged to their student account. Students have to register as visitors at the front desk until they have received their replacement. Temporary access valid for one calendar day only.

In case of loss of either the student ID or the access card a student must notify campus facility immediately. During the opening hours the notification can be made directly at the front desk. Outside of opening hours of the front desk it is mandatory to send an e-mail to: [facility@webster.ac.at](mailto:facility@webster.ac.at) stating full name and student ID number so it can be deactivated.

**Visitors** must register and unregister at the front desk and carry a visitor badge at all times. It is valid for a calendar day only. They must be picked up and released at the front desk by the host. Visitors who come on a regular basis and are familiar with the campus and the emergency procedures may (responsibility of instruction lies with the host – the host can send a confirmation to facilities – after registering the visitor may move freely within the campus during opening hours. The visitor must wear the visitor badge visibly at all times produce a photo ID at the request of any university official. If one cannot be produced, the visitor must leave immediately. Refusal to do so may result in charges of trespassing.

## Webster Residence

All Webster University **residents** must carry their student ID card or photo ID card at all times and must present it to any university official upon request, including the VRA. Access to residential facilities is terminated upon expiration or release from the housing contract or lease.

Guests must have a valid ID at all times and must produce a photo ID at the request of any university official, including the VRAs. If one cannot be produced, the guest must leave immediately. Refusal to do so may result in charges of trespassing.

**Guests** must have a valid ID worn visibly at all times and must produce a photo ID at the request of any university official. If one cannot be produced, the guest must leave immediately. Refusal to do so may result in charges of trespassing.

## Building and computer access card form

(for students)

APPLICATION FOR:

**TERM** \_\_\_\_\_/\_\_\_\_\_ (e.g. Fall II / 2016)

**SEMESTER** \_\_\_\_\_/\_\_\_\_\_ (e.g. Fall II 2016)

FIRST NAME:

\_\_\_\_\_

LAST NAME:

\_\_\_\_\_

STUDENT ID#:

\_\_\_\_\_

You must have a valid student ID number to apply for an Access Card/Student ID

WEBSTER E-MAIL: \_\_\_\_\_@webster.edu

TELEPHONE: \_\_\_\_\_

***I hereby acknowledge that I have read and understood the Authorized Use Policy of Webster Vienna Private University as well as the Vienna campus access policy and I agree to all of the terms (available at the Front Desk).***

**Please keep in mind that a fee of 30 EUR will be charged for a replacement card.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Day

Month

Year

*Please return this form to the Front Desk.  
Thank you!*