

Student Access Policy

We have a sophisticated locking/access system, which provides the necessary access -depending on the nature of the "user"- to rooms and areas on our campus. This is relevant for access within the building but also regulates the access to the building.

Therefore the building (all rooms, areas) as well as the various constituencies (students, adjuncts, employees) are sorted into groups. Each group has defined accessibility to specific areas at defined times.

The following information should provide you with a quick overview of the necessary information on accessibility. This info is the basis on which IT configures the access cards.

Access

Do not let any unfamiliar person enter the building with you and always use your own access card. Visitors need to register at front desk and be picked up from ground floor and be accompanied back by their host at the end of their visit.

Access Time

Access time is the time period the individual card is functioning with the defined access.

Access cards

Have to be carried always and serve as ID while on university premises and have to be used to access the building. They need to be shown to university personnel or contracted security personnel upon request.

Students who have forgotten their card will be asked for their student ID number before getting access granted by the front desk. Temporary access valid for one calendar day only.

The student ID number is tracked. Access to main campus facilities is terminated if the card is forgotten more than 3 times. Then it is assumed that it was lost. Students need to fill in a replacement access card form 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.

If card is lost or broken students need to fill in a replacement access card form and € 30 for handling are charged. (Exception technical failure – card gets replaced for free once a year.) Students who have an "on hold" status need to make an appointment with student finance office as soon as possible and will only receive their new card after approval from the finance officer.

All cards have to be returned to front desk when the access has ended.

Loss of student ID or access card – holders are obliged to notify Facilities department immediately. During the opening hours the notification can be made directly at the front desk, via **phone +43 (0)1 269 92 93 4300 or via e-mail to: facility@webster.ac.at** stating full name and student ID number so it can be deactivated.

Definition of User Groups / Areas

Each group has access to the area of the preceding group plus the group's additional access. The area doors on the floors where no classes are held are locked during the closing round of the facility officer on duty.

1.) Student standard access:

Student Area: Every actively enrolled student will receive access to classrooms (except Mac and PC Lab) and first sliding door front entrance only. Students will receive an access card with their picture, student ID, study status (Graduate/Undergraduate) birth date and a semester sticker.

1.1) the sticker for the following semesters has to be requested at front desk.

1.2) students who have an “on hold” status will not receive access to the university premises. They must obtain clearance from front desk to have their cards reactivated. They must register as a visitor for the day.

1.3) Students are considered active until the end of their last class enrollment.

3.4) access for inactive students is removed latest at the end of our academic year.

4.) Work study scholarship students

Owners of their offices can request access for their WVTS and their pool cards are programmed accordingly

Example: event assistant needs access to staff kitchen, storage rooms, office event coordinator etc.

5.) Counseling room 5.10; music room 5.9, SGA room

Distribution of pool cards via front desk

If a room wants to be used cards can be picked up from front desk and have to be returned. (Confirm hand over via sheet) Should front desk is closed the cards need to be returned the next day.

6.) Event participant cards

Are distributed by front desk and can be handed out for larger groups upon request. Student standard access is given.

7.) Separate pool card managed by media department: MAC lab, PC lab

Additional special areas and rooms are given access on a permanent or temporary basis to the groups using the area. If you believe that you should have access to an additional area or room, please contact your supervisor.

Visitors

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.

Opening hours main entrance

Monday – Friday Access granted with card 08:00 – 22:00

Saturday Access granted with card 13:30 – 18:00

If you want to exit after 22:00 it is mandatory to use the side entrance.

Do not manually open the wooden entrance doors to exit once they are closed.

Reduced opening hours during the summer months

Please note that we have different opening hours during the summer. Those are communicated on our [homepage](#).