

IE UNIVERSITY, MADRID CAMPUS FINAL EXAMS AFTER HOURS STUDY

November 30th to December 19th 2018

Open Rooms:

a. UNIVERSITY BUILDINGS:

- *MM31BIS: Library, Student Hub and the 2nd floor Studying Area & Classrooms*
- *Velázquez 130: Floors -1, 0, 1 and 2. Studying Area & Classrooms*

b. MASTERS BUILDING (MARÍA DE MOLINA 31): ONLY COMMON AREAS ARE AVAILABLE TO ALL STUDENTS

STUDY HOURS DECEMBER 2018		UNIVERSITY BUILDINGS				MASTERS BUILDING MM 31
		MM 31 BIS			VELÁZQUEZ 130	
DATE	DAY	<i>2nd floor Classrooms</i>	<i>Student Hub & 2nd floor Studying Area</i>	LIBRARY	COMMON AREAS	COMMON AREAS
November 30 th	Friday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 1 st	Saturday	08.30 – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 15.00	20.00 – 03.00
December 2 nd	Sunday	08.30 – 03.00	08.30 – 03.00	08.30 – 03.00	CLOSED	08.30 – 03.00
December 3 rd	Monday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 4 th	Tuesday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 5 th	Wednesday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 6 th	Thursday	08.30 – 03.00	08.30 – 03.00	08.30 – 03.00	CLOSED	08.30 – 03.00
December 7 th	Friday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 8 th	Saturday	08.30 – 03.00	08.30 – 03.00	08.30 – 03.00	CLOSED	08.30 – 03.00
December 9 th	Sunday	08.30 – 03.00	08.30 – 03.00	08.30 – 03.00	CLOSED	08.30 – 03.00
December 10 th	Monday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 11 th	Tuesday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 12 th	Wednesday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 13 th	Thursday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00

STUDY HOURS DECEMBER 2017		UNIVERSITY BUILDING				MASTERS BUILDING MM 31
		MM31 BIS			VELÁZQUEZ 130	
DATE	DAY	<i>2nd floor Classrooms</i>	<i>Student Hub & 2nd floor Studying Area</i>	LIBRARY	COMMON AREAS	COMMON AREAS
December 14 th	Friday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 15 th	Saturday	08.30 – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 15.00	20.00 – 03.00
December 16 th	Sunday	08.30 – 03.00	08.30 – 03.00	08.30 – 03.00	CLOSED	08.30 – 03.00
December 17 th	Monday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 18 th	Tuesday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00
December 19 th	Wednesday	End of classes – 03.00	08.30 – 03.00	08.30 – 03.00	08.30 – 22.00	20.00 – 03.00

If necessary, **more classrooms** will be set up in other floors of the University building as areas for studying in silence.

Regarding the Masters Building, please bear in mind that:

- Area 31 is exclusive for Venture Lab-registered students.
- Workrooms in this building are exclusively at disposal of MBA/IMBA students, so they cannot be used.

As a reminder, Bachelor students are allowed to book workrooms in all IE facilities in Madrid, except the Masters Building (María de Molina 31).

The **Pedro de Valdivia** and **Castellón de la Plana** buildings will remain open during its usual opening hours and will be closed on Saturdays, Sundays and holidays.

RULES

1. **ONLY** persons that are current students of IE University, Segovia & Madrid Campuses, will be allowed entry by showing their Student ID.
2. A **STUDENT ID** must be presented if required by the Library Staff and the Security Guard, who may write down the information of the card.
3. All persons must stay in the **DESIGNATED AREAS**. The rest of the University building is off limits. Failure to comply will result in the person being asked to leave the premises and not allowed entry for the remainder of the dates.
4. Absolutely **NO FOOD OR DRINKS** are allowed in the Library and the rest of the building. Eating is restricted to the Student Hub. Anyone found eating outside the Student Hub will be asked to leave the premises and not allowed entry for the remainder of the dates. All food deliveries are under the responsibility of the student and should be collected at the reception upon arrival.
5. Any incidents, concerns and questions during this time must be **IMMEDIATELY PRESENTED** to the Security Staff.
6. Failure to comply with any request made by the Security Staff will result in that person being asked to **LEAVE THE PREMISES** and will result in the incident being brought to the attention of the University Direction for action.
7. Behaviour of all persons should comply with the **CODE OF ETHICS** of the University.
 - Failure to adhere to the Code of Ethics will result in the person being asked to leave the premises and not allowed entry for the remainder of the dates.
 - Any incidents will be reported to the University Direction for disciplinary action.