

FINAL EXAMS AFTER HOURS STUDY

IE University, Segovia Campus
November 30th to December 19th 2018

Open Areas:

- a. **UNIVERSITY INTERIOR:** Rooms 222, 223, 224, Technology Room 4, Student Hub, FAB LAB and the Library
- b. **UNIVERSITY EXTERIOR:** ARCHITECTURE/DESIGN STUDIOS FOR ARCHITECTURE/DESIGN STUDENTS ONLY

STUDY HOURS DECEMBER 2018		UNIVERSITY INTERIOR			EXTERIOR BY PRIVATE PARKING
DATE	DAY(S)	<i>Rooms 222, 223, 224, Technology Room 4 Student Hub</i>	LIBRARY	FAB LAB	ARCHITECTURE/DESIGN STUDIOS
November 30 th	Friday	CLOSED AFTER 21.00	09.00 – 21.00	08.30 – 20.30	21.00 – 08.00
December 1 st	Saturday	09.00 – 21.00	10.00 – 21.00	CLOSED	24 HOURS
December 2 nd	Sunday	10.00 – 21.00	CLOSED	CLOSED	24 HOURS
December 3 rd	Monday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00
December 4 th	Tuesday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00
December 5 th	Wednesday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00
December 6 th	Thursday HOLIDAY	08.00 – 21.00	10.00 – 21.00	08.30 – 20.30	24 HOURS
December 7 th	Friday	CLOSED AFTER 21.00	09.00 – 21.00	08.30 – 20.30	21.00 – 08.00
December 8 th	Saturday HOLIDAY	08.00 - 21.00	10.00 – 21.00	08.30 – 20.30	24 HOURS
December 9 th	Sunday	09.00 – 21.00	10.00 – 21.00	CLOSED	24 HOURS
December 10 th	Monday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00
December 11 th	Tuesday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00
December 12 th	Wednesday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00
December 13 th	Thursday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00
December 14 th	Friday	CLOSED AFTER 21.00	09.00 – 21.00	08.30 – 20.30	21.00 – 08.00

December 15th	Saturday	09.00 – 21.00	10.00 – 21.00	CLOSED	CLOSED
December 16 th	Sunday	10.00 – 21.00	CLOSED	CLOSED	CLOSED
December 17th	Monday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00
December 18 th	Tuesday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00
December 19 th	Wednesday	21.00 – 08.00	09.00 – 24.00	08.30 – 20.30	21.00 – 08.00

Campus Parking Lot: will be open during normal university hours ONLY:

- Monday – Friday: 08:00 – 21:00
- Saturdays, Sundays & Holidays: CLOSED

Any car left in the parking after closing hours cannot be retrieved until the next open hour.

PROCEDURE

1. University's Main Entrance – Reception Desk: For access to Rooms 222, 223, 224, Technology Room 4, FAB LAB, Student Hub and the Library: **ALL PERSONS MUST ENTER AND EXIT FROM THIS POINT ONLY.**
 - a. ONLY current students of IE University will be allowed entry.
 - b. All persons MUST sign in and out each time they enter or exit the building.
 - c. **A Student ID must be presented to the security guard upon signing in.** If you do not have your student ID you can pick it up at the Student Office.
 - d. The following information must be documented on the sign in sheet: **Date, Name – must be printed and legible, Bachelor, Year, Time of entry and Time of exit.**
 - e. Failure to present a Student ID as well as failure to supply the requested information on the entry form will result in refusal to allow entry of that person.
2. Private Parking Lot Entrance – For access to the Architecture & Design Studios: **ALL PERSONS MUST ENTER AND EXIT FROM THIS POINT ONLY.**
 - a. ONLY Architecture and Design students of IE University with activated ID Cards can gain entry.
 - b. **If your card has not been activated please see the Architecture/Design Office in order to activate the card.** It is imperative to have this done prior to the commencement of the Final Exams Study Times, Dec. 1st – Dec. 20th.

- c. Access to both of these areas can be done swiping the Students' ID Card at the Controlled Access Points (door of the Private parking lot). .

RULES

Access to people who are not part of the IE University Community or the University services will not be granted.

Using someone else's ID card to access these areas, as well as using the same ID card by several students will be considered a serious infraction and will entail the prohibition of entering these spaces during the rest of the academic year for all the students involved.

All persons must stay in the areas designated above. The rest of the University 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.

Classroom furniture, equipment, etc. CAN NOT BE REMOVED FROM THE ANY OF THE AREAS (Interior & Exterior). Anyone attempting to do so will result in the person being asked to leave the premises and not allowed entry for the remainder of the dates.

Absolutely **NO FOOD OR DRINKS** are allowed in any of the study rooms, Student Hub, Library or Architecture Studio. Food can be consumed in the Claustro, during the open hours within the university and in the walkway/vending machine area of the private parking section, with the understanding that **ALL FOOD, DRINK, AND GARBAGE MUST BE CLEANED UP BY THE STUDENT(S) AND THROWN AWAY IN THE DESIGNATED BINS.** Anyone found eating in any of the rooms designated for study will be asked to leave the premises.

Behavior of all individuals should comply with the **CODE OF ETHICS** of the University. Failure to adhere to this Code of Ethics will result in the person being asked to leave and not allowed entry for the remainder of the dates as well as reported to the University Direction for disciplinary action.

Resident Entrance: This entrance is for Resident use **ONLY**. For security reasons entry from this point is strictly prohibited.

- a. Failure to comply will result in immediate expulsion from the University premises and will not be allowed entry for the remainder of the dates. Additionally the incident will be reported to the University Direction for disciplinary action.

- b. Any resident that wishes to use one of the study areas **MUST** enter through the Reception Area of the University and/or the Controlled Access Points and complete the necessary entry requirements inclusive of the presentation of their ID Card.
- c. Resident Study Area will remain open for use **ONLY** by IE University Residents: Rooms **144 y 145**. It is absolutely **PROHIBITED FOR COMMUTERS** to use these rooms.

Any incidents, concerns, questions during this time must be presented immediately to the Reception Desk/Security Guard whether you are a commuter or a resident. The resident may also bring any matter to the attention of the Resident Coordinator on duty.

Failure to comply with any request made by an authority figure on duty representing the University, inclusive of speaking disrespectfully, 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.