

## **PROCEDURE FOR STUDENTS TO STAY AFTER NORMAL WORKING HOURS**

1. A complete list of the students who wish to stay after normal hours is to be presented to the Dean in due time prior to the commencement of the activity.
2. The request should include the following : -
  - The person who is to be responsible for the group staying after normal working hours
  - Full names of all Students taking part in the activity
  - ID card numbers
  - Mobile / phone numbers
  - Year/s of the course
  - Reason for the request
  - Time frame (duration) of stay
3. The request has to be endorsed by the Dean or his representative.
4. The original and signed request has to be presented to the Precincts Office at least 2 days before the commencement of the activity.
5. A copy of the original request is also to be forwarded to the beadle in charge of the Faculty.
6. At no time will a student be allowed to stay alone at the Faculty after normal working hours, because of safety concerns
7. If any rule is not observed, disciplinary action may be taken against the persons responsible, including the cancellation of the activity
8. If students wish to be able to enter the Faculty during weekends they are to contact the beadle for any necessary arrangements after having obtained the relative approvals from the Dean.

The Dean

*An informative email of the procedure should be sent to all students of the procedure that should be taken for a request to stay after normal working hours.*

30/5/2012