

Struan Postgraduate Centre, Peninsula Campus Centre Registration and Security Access Application Form

▶ SECTION A - REGISTRATION

Personal Details

Title: (Ms/Mr/Other)	<input type="text"/>	First Name:	<input type="text"/>	Family Name:	<input type="text"/>
Office No. (if applicable)	<input type="text"/>	Office Ext#	<input type="text"/>	Mobile number	<input type="text"/>
Department	<input type="text"/>		Monash ID#	<input type="text"/>	
Supervisor (if applicable)	<input type="text"/>		Issue No. (Located on your Student ID card)	<input type="text"/>	

MANDATORY – YOU MUST COMPLETE THIS SECTION ▶▶▶▶

Monash Student Email:
eg.Sfa1@student.monash.edu

NOTE: An email confirming your access will be sent to the mandatory email address. This email address will also be added to the SPGC email list.

Non Monash Email:	<input type="text"/>
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Do you have a disability (e.g. visual impairment) that we should be aware of in the event of an emergency? **YES / NO**

If Yes please indicate the nature of your disability

Course Details

Please note that only Students enrolled in a Postgraduate or Honours course are eligible to use the facilities of the Struan Postgraduate Centre.

Course Code:	<input type="text"/>	Campus:	<input type="text"/>
Course Title:	<input type="text"/>	% Research (if applicable):	<input type="text"/>
Course Start Date:	<input type="text"/>	Expected Course End Date:	<input type="text"/>

▶ SECTION B – SECURITY ACCESS

Please allow security access for:

Please ✓ access required

Building/s STRUAN BUILDING	ROOM 1.03 General Access (compulsory) <input type="checkbox"/>	After Hours Access (optional) <input type="checkbox"/>
Do you currently have after hours access to other area/s? If yes, please list: ➔	Campus	Buildings
This access is to be valid from: ➔	START DATE	END DATE 31 st March of the current or following year
This access is required for the following reason: Use of Struan Postgraduate Centre, Peninsula Campus		
APPROVED BY CAMPUS MANAGER (Signature)	Please print name here ↓	

Conditions of use for staff/student Proximity Card Access

It is the responsibility of staff and students using Proximity Cards during non teaching periods (i.e. during after hour periods) to ensure that the security of the premises and the safety of occupants are maintained. In particular, the following conditions are accepted by such authorised users and must be observed.

- Entrance and egress of premises must only be by the Proximity Card access doors.
- Users to ensure that the Proximity Card access door is secured each time they pass through it.
- Users must not allow their staff or students identification card (or keys) to be given to any other person at any time.
- Authorised users shall not admit any person to the premises other than an employee of the University who has obtained prior written approval of the Department Head, for access at that time.
- Out of hours access is only for activities involving little or no risk. In laboratory, workshop or other areas where some risk may exist with the activities to be undertaken, at least two persons must be present in the area and Security informed. If the risk is considered to be greater, then these activities shall be conducted during normal hours.
- In the event of any Proximity Card being lost, or a person ceasing to attend the University, the Services Supervisor must be informed immediately by the Proximity Card holder, or the Head of Department and the key returned to the Services Supervisor.
- Authorised staff/students will take all reasonable precautions to ensure that the University's Occupational Health Safety and Environmental Policy, Legal and Insurance requirements are complied with.
- Student authorisation will be programmed for an agreed period (generally one calendar year), **at the end of which time a request for continued use must be made through the Department.**
- Authorised users should note that the use of their Proximity Card is recorded automatically, and this information is recorded for reference on a needs be basis.

IN THE EVENT OF WITNESSING AN ILLEGAL ENTRY, PLEASE CONTACT SECURITY IMMEDIATELY ON 44318 OR 333

The information on this form is collected for the primary purpose of providing centre registration and after hours access. Other purposes of collection include attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for Struan Postgraduate Centre to provide registration and After hours access. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

I acknowledge the above and confirm my acceptance to comply with the provisions herein.

Signature: _____ Date: _____

This completed form should be submitted to:

Tanya O'Brien, Finance & Projects Officer

Building C, Campus Administration
Monash University – Peninsula Campus
McMahons Road, Frankston, VIC 3199
Telephone + 61 3 9904 4339 Facsimile + 61 3 9904 4190
Email: tanya.obrien@adm.monash.edu.au

OFFICE USE ONLY

Checked by:	<input type="text"/>	Date:	<input type="text"/>	Copy forwarded to Security:	<input type="text"/>
Security Access Approved	Email received: <input type="text"/> (Copy attached)	Email Lists:	Entered SPGC list <input type="checkbox"/>	Applicant notified	By Email <input type="text"/>