

**ROUTINE ACCESS FOR MEDICAL STUDENTS**

1. **Term Time.** This policy refers to 'term time' which is different for all programmes:
  - a. **BSc (Hons) Medicine:**
    - (1) From the Monday of Orientation Week until the last exam day before Christmas.
    - (2) From the Monday of week 1 of Semester 2 until the Friday before the Spring Break.
    - (3) From the first Monday after the Spring Break until the last exam day in May.
  - b. **ScotGEM:**
    - (1) From the first day of teaching in autumn semester until the last working day before the Christmas break.
    - (2) From the first teaching day of Semester 2 until the day of the last exams in June.

**THE BUILDING**

2. The building will be open on term-time weekdays from 0800 to 1800 except the Christmas break and May Day, when the University is shut. After 1800 (Mon-Fri) students will need their matriculation cards to swipe in to access the building. Students have access to the building until 2130 on weekdays and must leave the building at this time.
3. Weekend access is from 0900 – 1645 only. Students must not remain in the building after this time. Students must have their matriculation cards with them as they will need to swipe through some internal doors. If the front door is inoperable then the courtyard door should be used.
4. Students must not wedge open or otherwise circumvent the access control or safety function of any internal or external door. This is a security and safety matter.

**TUTORIAL ROOMS**

5. **Availability.** Tutorial Rooms are provided for delivery of teaching and are controlled centrally (i.e. not "owned" by the School). During term time they can be used for self-study, if not booked for teaching or any other purpose. Students are not able to book tutorial rooms for self-study. Students should consult the university's [online timetable](#) to see if a tutorial room is available.

6. **Exceptions:**

- a. Tutorial rooms may be unavailable outside 'normal' teaching weeks if they are hired by conference users.
- b. Tutorial Rooms are unavailable from 0900 to 1700 on all exam diet days when they are used for examinations.

Note that tutorial rooms may be booked for teaching even if they are free on Galen, as these rooms are available for all Schools for teaching.

7. **Conditions of use:**

- a. Students must not attempt to hold a room for single use, lock the door, obscure the peephole, refuse access to other students, or refuse to leave when someone who has booked the room arrives.

- b. Students must not eat or drink, except for bottled water. Students who disregard this advice may be ejected by staff.
- c. Students may require their matriculation card to swipe through the café/tutorial room corridor door.
- d. In the event of an oversight by janitors or cleaners then students can phone **4333** (Option 2: Physics Janitors or Option 5: Medicine janitors) to ask for the rooms to be unlocked.

## INTERVIEW ROOMS

- 8. Interview rooms are not available for student use.

## CLINICAL SKILLS/MRC TO PRACTICE SKILLS/RECORD VIDEOS

- 9. Students can book a slot in clinical skills classrooms on Tuesday (1200 - 1700) and Wednesday (1300 - 1700) via [Resource Booker](#). The doors will be set to open at these times to allow access i.e. students will not need to swipe in to open doors or press the green button to leave.
- 8. **Booking instructions:** You can book a slot for practice on Resource Booker. If you have booked and you cannot attend, please cancel your booking on the platform. Please email Emma-Louise Dick [eld8@st-andrews.ac.uk](mailto:eld8@st-andrews.ac.uk) if you have any issues with booking.
- 9. **Conditions of use for Clinical Skills and MRC/354:**
  - a. Only medical students should use these rooms, any non-medics should be reported to the janitors immediately.
  - b. Students must not eat or drink, except for bottled water. Students who disregard this advice may be ejected by staff.
  - c. Students must follow the rules as noted on Resource Booker.
  - d. For further information on specific times and dates please contact Emma-Louise Dick [eld8@st-andrews.ac.uk](mailto:eld8@st-andrews.ac.uk).

## DR REVISION SESSIONS

- 10. **DR.** Access to the DR is only under the supervision of the DR Technician or a member of the anatomy staff. Private study slots are available Wednesday afternoons between 1400 - 1650, when the timetable allows. There are 5 tables each with 3 x 50 minute slots.
- 11. **Booking instructions.** Students must use the Resource Booker platform.

## OTHER SPACES

- 12. **Clinical & Anatomical Resource Centre (room 104).** This is a dual-purpose space which allows self-directed learning of anatomy and clinical skills. The space is dedicated to medical students and access is added to medical students' matriculation cards. No eating or drinking in this space (except bottled water). On occasion, the CARC may be unavailable for self-study for operational reasons.

## University of St Andrews - School of Medicine Handbook

13. **Seminar room / lecture theatre/ tutorial.** These rooms may be booked by accredited medicine-related societies and must be booked via the Teaching Office ([medteaching@st-andrews.ac.uk](mailto:medteaching@st-andrews.ac.uk)). These bookings are for events or meetings and not for self-study.

14. **Personal Tutor's Offices.** Students will have access to office areas on Levels 2 and 3 from 0845 until 1700 on weekdays in term time. Students will need their matriculation cards to access the office areas. Students who wish to meet their tutors at other times should make an appointment and arrange for access directly with their Personal Tutor.

15. **Summer Project Students.** The project supervisor should arrange access to labs on a case-by-case basis. Summer students may use the CARC for write up work.

### UNDERGRADUATE RESIT STUDENTS

16. Students are instructed to email [medteaching@st-andrews.ac.uk](mailto:medteaching@st-andrews.ac.uk) and request access if they need to revise for a resit. Restricted to 0900 to 1700 on weekdays only.

### SECURITY

17. **Security.** All student access to the MBSB is conditional on adherence to the [common security measures](#).

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#### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
	Published version – update to reflect change to access times and to note the use of Clustermarket	
28/03/2024	Minor update to reflect change from Clustermarket to Resource Booker to book practice space.	
24/07/2024	Update to reflect change to janitor contact number. Minor changes for clarity.	
02/12/2024	Update to clarify weekend access times.	