

SPECIAL ACCESS TO UNIVERSITY FACILITIES

Application for Reinstatement of Access

This form is to be used by a research student who is not currently enrolled and is seeking access to the following University facilities for research-related purposes:

* Student email account
* Student Portal
* Library borrowing rights / online library resources
* Restricted buildings / rooms

Persons who are not enrolled do not have access to University facilities unless specifically approved for research-related purposes.

PLEASE ONLY COMPLETE THIS FORM IF YOU HAVE LOST ACCESS TO ONE OR MORE OF THE ABOVE SERVICES.

**PERSONAL & COURSE DETAILS**

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| **Student ID Number**  |  |  |  |  |  |  |  |  |  |

**Family name** *(please print)*  **Given names**

**Course name Course code Version/Attempt**

**Contact number**

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| **STUDENT STATEMENT** |

Please explain why you are seeking temporary access to University facilities:

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Requested duration of access (maximum 6 months)

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| Which services do you require?**IT Account □** *(email, Portal, library online resources)***Library borrowing rights □**  | **Building / Room Access □** *(if yes, specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* |

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| ***GRADUATE RESEARCH ADMINISTRATOR USE*** |
| **Reinstatement Approved**?**Yes □** *(forward to ABS Help Desk for processing)***No □**  |  |
| **Approved by (name):** | **Signature:** |
| **Graduate School:** | **Date:** |

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| ***GRADUATE RESEARCH ADMINISTRATOR USE – Visitor Access Card*** |
| **Card number:** | **Date issued:** |
| ***ABS USE ONLY*** |
| **Date rec’d:** | **Date processed:** |
| ***LIBRARY USE ONLY*** |
| **Date rec’d:** | **Date processed:** |



*The University of Melbourne collects personal information in accordance with the* [*University Privacy Policy*](https://policy.unimelb.edu.au/MPF1104)*. Information is collected, used and stored for the purpose of administering enrolment and related activities. Commonwealth and State agencies require certain information to be reported or disclosed by the University. Student may request access to their information at any time by contacting the privacy officer at* *privacy-officer@unimelb.edu.au*

**INSTRUCTIONS FOR STUDENTS**

1. Persons who are not enrolled do not have access to University facilities unless specifically approved. Complete this application if you are a research student who is not currently enrolled and you have a legitimate, research-related need for access. Facilities covered by this form are as follows:
* Student email account
* Student Portal
* Library (borrowing rights and/or online resources)
* Restricted buildings.
1. Submit the completed form to your Graduate School graduate research administrators

<http://gradresearch.unimelb.edu.au/key-contacts#school>

1. You will be notified of the outcome of your application for reinstatement within 2 weeks of the date of submission.
2. The maximum duration of access while you are not enrolled is 6 months. If you require a longer period please re-submit this form to your student centre when your reinstatement lapses.

**INSTRUCTIONS FOR GRADUATE RESEARCH ADMINISTRATIVE STAFF**

1. **Determine whether the student has a valid reason for wishing to access University facilities. Access should be granted in exceptional circumstances only.**
2. **If approved, obtain sign-off from the Graduate Research Manager and submit a request to the** [**ABS Help Desk**](https://unimelb.service-now.com/it?id=sc_cat_item&sys_id=d4490fed4f652a005a3166a01310c725&origin=fix&question=0063e1944f139a00aa75c61f0310c7ff) **for processing.**
* The form may be completed by the student, or by staff on behalf of the student.
* If a student is seeking building/room access, please issue a Visitor Card following your normal process before sending the completed form to the ABS Help Desk.
* Where an application is not approved there is no need to forward to the ABS Help Desk – retain for your own records if required.
* All applications must include approval by the student centre / graduate research Manager.
1. **Once the reinstatement is processed, Academic Business Systems (ABS) will forward the form to the library. Library staff will notify the graduate school when fully processed, graduate research administrators will contact the student.**

Please allow at least 5 days for processing from date of lodgement with your Graduate School.

Last updated 13/02/17