

On the organization of access to the campus,
academic buildings and dormitories
of Belarusian State Medical University

CHAPTER 1 GENERAL INFORMATION

1. The Regulation is a set of rules valid on the territory and facilities of the University aimed at ensuring the established rules of stay of employees, students, visitors, representatives of different organizations, mass media and other persons for the purpose of their security, as well as the normal functioning of life support systems, the safety of property and material assets.

2. The requirements of this Regulation are mandatory for all employees and students of the University, as well as all other persons staying on the campus and facilities of the University.

CHAPTER 2 ACCESS CONTROL

3. The main tasks of access control are:

- management and restriction of access to academic buildings, dormitories and other university facilities;
- identification of a person who has access to academic buildings, dormitories and other university facilities;
- ensuring the authorized passage of employees, students and visitors to academic buildings, dormitories and other University facilities;
- organization of automated accounting of working hours of the University employees and presence of University students at the place of their study;
- prevention of unauthorized entry of unauthorized persons to the campus and facilities of the University;
- ensuring the safe stay of employees and students of the University, other persons on the territory and facilities of the University;

CHAPTER 3 RESPONSIBILITIES OF ACCESS CONTROL USERS

4. Users of the access control are obliged to:

follow the requirements established by this Regulation;
follow the established procedure for access, entry (exit) and carrying stuff;
follow temporary restrictions of the routes, passages, and driveways established on the territory and facilities of the university;
follow the requirements of the University administration, employees of the Department of Safety and Security of the University.

CHAPTER 4

THE PROCEDURE OF THE ACCESS (PASSAGE) OF EMPLOYEES, STUDENTS AND VISITORS TO THE CAMPUS AND FACILITIES OF THE UNIVERSITY

5. Access to the campus and facilities of the University of employees, students, university visitors and other persons is allowed by security guards through checkpoints equipped with Access Control and Management System (ACS) devices on the basis of:

permanent electronic pass - only for University employees;

electronic student ID – only for University students;

a written document signed by the head of the Department of Safety and Security and submitted by a University employee to a security officer or a watchman.

6. University visitors are allowed to enter the University campus, provided there is an objective need and upon presentation of an identity document.

7. IT IS PROHIBITED for employees, students and visitors to be on the campus and facilities of the University at weekends and on working days during the time period from 22.00 to 6.00.

8. If emergencies occur on the campus and facilities of the University, employees and visitors leave the University through the main and emergency exits without checking.

9. Persons under the influence of alcohol or in a state caused by the consumption of narcotic drugs, psychotropic substances, their analogues or toxic substances are not allowed to enter the University.

10. Employees and visitors are not allowed to bring explosives, flammable liquids and materials, as well as other substances that may do harm to human life and health.

CHAPTER 5

PERMANENT ELECTRONIC PASSES AND ELECTRONIC STUDENT ID CARDS

11. Permanent electronic pass (electronic student ID) is a personal pass for an employee (student) to enter the University facilities through the electronic access system.

12. The date and time of entry (exit) of employees and students to the University are determined on the basis of the ACS indications.

13. In the absence of an electronic pass for an employee and an electronic student ID for a student, access to academic buildings and dormitories is PROHIBITED.

14. In the absence of an electronic pass for an employee of the University, access may be allowed by an official ID, for a student – by a record book.

15. The owner of an electronic pass, an electronic student ID is responsible for its safety. It is PROHIBITED to give an electronic pass or an electronic student ID to other persons.

16. In case of loss (theft) of an electronic pass (electronic student ID), the employee immediately informs the head of the structural unit, the student - the dean (deputy dean) of the faculty in writing, explaining the reasons of the loss (theft).

17. The lost (stolen) electronic pass, electronic student ID card is subject to blocking.

18. The re-issuing of an electronic pass, an electronic student ID card is carried out at the expense of the owner's own funds.

19. For the loss, damage or passing a permanent electronic pass to another person, the individual may be brought to disciplinary responsibility in accordance with the labor legislation of the Republic of Belarus.

CHAPTER 6 RULES OF STAYING ON THE UNIVERSITY CAMPUS

20. It is prohibited:

to perform actions that could become a source of threat to the life or health of people, as well as to the property of the University;

to perform actions that could become a source of obstacles or violations of the University safety;

to overload the elevators;

to organize mass events (meetings, rallies, street processions, demonstrations, picketing, etc.);

to bring and distribute, as well as consume alcoholic and low-alcohol beverages, narcotic substances or psychotropic drugs;

to smoke or use electronic smoking systems.

21. Employees, students and visitors of the University are obliged to know and personally follow the access regime established by this Regulation.

Head of Safety and
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