General Student Regulations 2025-26  
Section 04 – Use of Premises and Resources

|  |  |
| --- | --- |
| **Document Control Information** |  |
| Version control | **1.0** |
| Owned by: | Associate Pro-Vice Chancellor, Student Success |
| Latest amendment on: | June 2025 |
| Approved by: | Academic Board |
| Approved on: | 4 June 2025 |
| Coming into effect on: | 01 September 2025 |
| Review date: | June 2026 |
|  |  |
|  |  |

**Contents**

[1. Use of premises 3](#_Toc111327632)

[2. Use Library 3](#_Toc111327633)

[3. Use of information systems and services 4](#_Toc111327634)

[4. Infringement 5](#_Toc111327635)

# Use of premises

* 1. No person shall enter or remain in or upon any part of the University Premises in or upon which they know or ought reasonably to know that they are not at that time entitled to be.
  2. The Head of Estates Operations may publish additional rules and/or policies relating to the use of the University Premises (referred to in these regulations as the “Premises Rules”).
  3. The Premises Rules may include (but are not limited to) provisions relating to:
     1. Opening hours of buildings;
     2. processes, protocols and conditions for certain types of use (for example, but without limitation: booking meeting rooms; internally or externally organised events (including any charges); non-University activities on the Premises (e.g., charity collections or commercial activities); display of notices, posters, or marketing material; hot works or other work on the fabric of the buildings etc.)
     3. items that are not permitted on the Premises;
     4. children on University Premises; and
     5. the bringing of animals or vehicles (including bicycles) on to University Premises.
  4. The Head of Estates Operations shall take reasonable steps to ensure that the Premises Rules, as amended from time to time, are brought to the notice of all students and other persons on the Premises.
  5. All persons on the Premises must comply with this regulation 1, the Premises Rules and any reasonable direction (whether given generally or specifically) given by the Head of Estates Operations or their nominees regarding the use of the University Premises.

# Use of Libraries and the Special Collections Reading Room

* 1. Only the following may use the University’s libraries and their resources (including online resources) (“the Libraries”):
     1. enrolled students (this does not include students who have taken a break in studies or who are excluded from the University);
     2. members of University staff;
     3. such other categories of individuals whom the University Librarian may from time to time approve;
     4. External users and those undertaking reciprocal schemes.
  2. Any permission or approval given pursuant to regulation 2.1 may be revoked or withdrawn at any time.
  3. Additional policies, rules and provisions relating to the use of the Libraries shall be published from time to time by the University Librarian (referred to in these regulations as the “Library Code”).
  4. The Library Code may include (but is not limited to) provisions relating to:
     1. The services and resources, including e-resource licence agreements, available to various categories of person;
     2. Charges for use of the Libraries (including charges for lost, late return or non-return of reserved items); and
     3. Conduct when using the Libraries.
  5. The University Librarian shall take reasonable steps to ensure that the Library Code, as amended from time to time, is brought to the notice of all users of the Libraries.
* All persons using the Libraries must comply with these regulations, the Library Code and any reasonable direction (whether given generally or specifically) given by the University Librarian or their nominees regarding the use of the Libraries.

1. No food or drink is allowed in the Special Collections Reading Room to prevent damage to irreplaceable archival materials and rare books. For more information, see our [guide to visiting the Special Collections Reading Room.](https://libguides.londonmet.ac.uk/c.php?g=713976&p=5230247#s-lib-ctab-16393629-1) Use of information systems and services
   1. The University’s computer facilities and access to its computer networks (“ITS Facilities”) are provided only for purposes directly connected with the work of the University and with the normal academic activities of its students and staff. No person has any right to use the ITS Facilities for any other purpose. However, the Director of Information and Technology Services may publish a policy permitting reasonable personal use, subject to any conditions they consider appropriate.

* The Director of Information Technology Services may publish additional rules and/or policies relating to the use of ITS Facilities (referred to in these regulations as the ‘Information Management Policy Framework’ ).
* The Information Management Policy Framework may include (but is not limited to) provisions relating to:
  + 1. General conditions of use and expected behaviour when using ITS Facilities;
    2. processes, protocols and conditions for certain types of use of ITS Facilities; and
    3. monitoring the use of ITS Facilities.
* The Director of Information Technology Services shall take reasonable steps to ensure that the Information Management Policy Framework , as amended from time to time, is brought to the notice of all users of ITS Facilities.
* All persons using ITS Facilities must comply with the Information Management Policy Framework that includes , Acceptable Use Policy, IT Security Policy. IT Equipment Policy, Software Policy, Records Management Policy and Data Protection Policy. and any reasonable direction (whether given generally or specifically) given by the Director of Information Technology Services or their nominees regarding the use of ITS Facilities.

# Infringement

* 1. Any infringement or attempted infringement of these regulations or any rules or policies adopted pursuant to or published in accordance with these regulations shall be considered misconduct under the relevant disciplinary procedures of the University (for example, the Student Conduct policy), unless otherwise dealt with by any such rules or policies.
  2. Access to particular facilities may be withdrawn by the relevant Head or Director of Service with the consent of the University Secretary pending disciplinary action or may be made subject to such conditions as the relevant Head or Director of Service, with the consent of the University Secretary, considers appropriate to impose in the circumstances.