

## ACCESS GUIDE FOR UCPORI STUDENTS

### How to use your electric key right

All full time students of University Consortium of Pori (UCPori) are allowed to get a **personal electronic key to the premises of UCPori**.

**As an exception to other students, exchange students are charged a deposit of 20€ for the keys.** To get more information how to apply for your key, contact the main lobby's Service Center. When the key is ready, you can get it and your PIN code from the Service Center. **Take ID card and 20€ in cash with you! The pawn fee will be paid back when you return the key.**

**Other students can apply for the key by filling in the form from the website:**

<http://www.ucpori.fi/kulkuohje>

**If you need an English version of it, please contact the Service Center.**

You have **access rights** only to the premises in which the electric key lets you in. Your key is valid for one academic year. Access rights remain, if you continue studying. The key will expire automatically when you finish your studies.

**The electric key readers** are black boxes, which are located near or beside the doors.

To open the **exterior doors**, you need also a **PIN code**. Enter the code to the black electric key reader (black box with numbers in it) after you have "shown" the key to it.

**In the evenings and during the weekend**, you must use the main doors (Pohjoisranta 11 A) or patio doors to get inside the building.

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## When and where will you have access?

Students are allowed to stay in **general student rooms every day from 6:30 am to 24:00 pm**.

- 1st and 2nd floor corridors and toilets
- (**ATTENTION!** You are NOT allowed to use main lobby's staircase at the weekends and from Mon to Fri between 20.30 pm and 07.00 am)
- room 120 Pointer's office

**University departments have given students the access rights to their own premises as follows:**

### **Tampere University**

- Computer class 112 from 6:30 to 24:00

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**IMPORTANT! If you stay in UCPori premises in the evening, you must re-enter at 20:30–21:00.**

The access control system throws everyone out the system at 21:00. If you don't re-enter/sign-in (or leave the premises before 21:00), you cause an automatic alert.

Alert → the security guard will come → alert fee

**NOTICE 1:** You are NOT allowed to use main lobby's staircase at the weekends and from Mon to Fri between 20.30 pm and 07.00 am)

Alert → the security guard will come → alert fee

**NOTICE 2:** Access control system will also cause an alert if you walk against your access rights or if you don't use the electric key at every door you should have.

Alert → the security guard will come → alert fee

**All alert fees will be charged from the person who causes the alert!**

**NOTICE 3:** When you receive the electric key, you accept the rules and fees with your signature. If you break the rules, you may lose your access rights.

A recordable CCTV covers the premises of UCPori.

For more information, please contact Service Desk.

### **Turku School of Economics**

- Computer class 113 from 6:30 to 24:00
- other computer classes from 6:30 to 20:30

**University of Turku:** UTU premises 24 hours a day

**NOTICE 1:** You can use the computer classes only if they are not reserved for teaching or in other use.

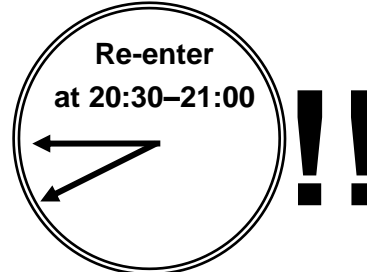
**NOTICE 2:** We recommend that **you don't stay in the UCPori premises during 2:00–3:00**. Access control system is updating data during that time and you may cause an unnecessary alert.

Alert → security guard will come → alert fee

The door is locked, if it does not open from the gray handle.  
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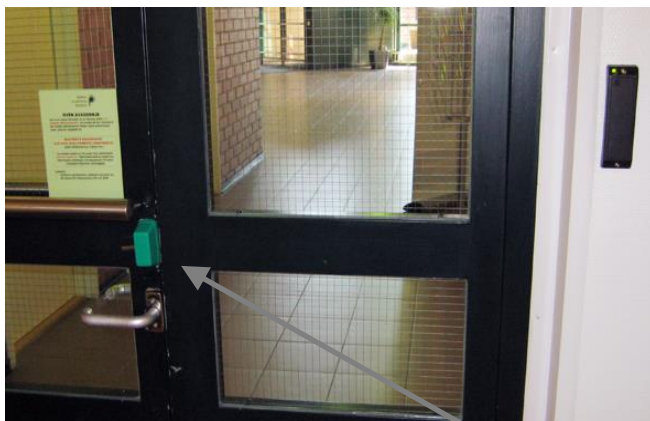
The electric key reader



**Re-entering** must be done in the staircase or outside the building. Use the PIN code if needed.



If the front door is locked, do the following:  
1. Put the electric key to the reader device  
2. Enter your personal PIN code



It is forbidden to break or remove the green or bright lock covers.

It is not allowed to open the door from the small handle (usually under the lock cover), except in a case of emergency.

For more information, please contact the Service Centre of UCPori

Tel. +358 (0) 44 790 0079  
palvelukeskus(at)ucpori.fi

**In the evenings and on the weekends**

Use electronic key in all the interior and exterior doors. Make sure all the doors are closed and locked properly. Don't leave or put any objects in the doorway. If the door stays open, it causes an alert.

**You must be prepared to prove your identity** to the staff of UCPori or the security guard if asked. You are also allowed to check the caller's identity.

**Other rules**

- Don't give your key to anyone else!
- Everyone must use their own electronic key to walk in and out
- Don't let someone inside the building when the doors are locked
- If you bring in your friend, who doesn't have own key, stay together all the time to prevent alert call

**If you lose your key, contact the Service Desk**

Responsibility for the use of your key continues until you have informed the key loss.  
Attention: If you had a pawn fee in your key, to replace the key, you need to buy a new key, for which you have to pay a new pawn fee.

**All fees will be charged from the person who causes the alert or causes other damage** (based on the decision of Executive Committee of UCPori)

**Alert fees** 40,00 € (incl. 24% VAT)  
Weekdays from 6:00 Mon to Fri 18:00  
or 70,00 € (incl. 24% VAT)  
Weekends, from Friday 18:00 to Monday 6:00 and during all holidays

**Other fees** 20,00 € Key pawn fee (exchange student only)  
16,00 € Lock covers (incl. VAT 24%)