

**OUTSIDE OFFICE HOURS (OOH) ACCESS TO FACULTY OF SCIENCE
BUILDING GUIDELINES**

1. The University's normal working hours for Monday to Thursday are from 7:45 a.m. to 4:30 p.m. and for Friday is from 7:30 to 11:30 a.m. and 2:00 to 4:30 p.m. (except when the University is closed on public holidays). NO laboratory work is permitted between 10:00 p.m. and 6:00 a.m. on FOS premises.
2. For outside office hours, Staff, Students and Researchers (e.g. postdocs, research assistants) are allowed to enter the building on condition that the following rules are observed:

For Staff:

- a) Staff are allowed to enter FOS buildings outside office hours, work in their offices and use basic equipment (PC, printers, copy machines), without requesting special permit from the Dean. If possible, it is recommended that another staff is within the vicinity.
- b) Staff who need to work in the faculty laboratory/workshop must fill in the OOH (For Staff) form. The form must be submitted and approved by the respective PL and the Dean at least five (5) days before commencement date. This is also applicable for staff who will be accompanying his/her student conducting work OOH. The approved OOH form is to be emailed to the PL, the Faculty Dean, OSHE (office.oshe@ubd.edu.bn), and UBD security office (security.oshe@ubd.edu.bn).
- c) If the supervisor is the PL for that programme, the PL must nominate an academic staff member to be the acting PL to review the application.

For Students/Researchers:

- a) Students who need to carry out any work indicated in the OOH form must get approval from the main supervisor, the respective PL and the Dean of Science. The approved OOH form is to be emailed to the Supervisor, Laboratory Superintendent (where relevant), PL, the Faculty Dean, OSHE (office.oshe@ubd.edu.bn), and UBD security office (security.oshe@ubd.edu.bn). The form must be submitted at least five (5) days before commencement date.
 - b) Supervisor or his/her representative (e.g. FYP/PG students, RA and technical staff), **MUST** be available within the vicinity. The representative/companion should be either UBD staff or students only.
 - c) The OOH application duration is up to **ONE semester** only.
3. The **Risk Assessment form** should be completed and attached with the submitted OOH form for all requests (Research Project Risk Assessment can be downloaded from UBD Staff/Student portal under OSHE link).
 4. Every laboratory should have an '**Outside Office Hours**' logbook, where staff and students must sign upon entering and leaving the premises respectively. The logbook must be submitted to the respective PL to be countersigned at the end of each semester.
 5. In addition to the above, Staff/Students/Researchers are also subject to the following conditions:
 - a) Each person **MUST** present their UBD card and a copy of the approved OOH form **MUST** be kept and made available for UBD security check purposes.
 - b) Security personnel have the right to ask anyone to leave the premises if they do not have approval or the relevant documents. In any case, if a staff/student/researcher conducts any inappropriate behaviour in the building, disciplinary action will be taken.
 - c) No laboratory/workshop activity to be carried out on Fridays from 11:30 a.m. to 2:00 p.m.
 - d) All rooms should never be left unattended at all times and **MUST** be locked before leaving the building.

6. All lab works must adhere to existing Laboratory Safety Manual, and in particular, they must **never work alone**. The UBD Security Hotline Number is **+673-8169009** (24 hours).
7. Dean or respective PL or Supervisors has/have the right to withdraw the approval without any prior notification.
8. FAILURE TO OBSERVE ANY OF THE ABOVE WILL RESULT IN REVOCATION OF OUTSIDE OFFICE HOURS ACCESS TO LABORATORIES/WORKSHOP.

Updated February 2024