

## **SMU Student Cards – Terms & Conditions for SMU Students**

### **1. SMU Student Cards – Issue**

- 1.1 The SMU City Campus has a comprehensive security system with CCTV surveillance and physical barriers to provide a secure campus environment for learning and to safeguard the property and assets of the University.
- 1.2 As an SMU student, you will be issued a Student Card to enable you to gain entry to secure campus areas such as teaching facilities, study rooms and the library.

### **2. Proof of Status**

- 2.1 The Student Card is proof of your authorized status within the secure areas of the University. Students must always carry their Student Cards when they are on Campus, and produce them for inspection when requested by the Campus Security Officers. Failure to produce the card when requested by Campus Security may result in you being asked to leave the campus secure areas.

### **3. Personal Use Only**

- 3.1 The Student Card issued is intended for your personal use only, and you are responsible for the card. Your unique personal details are programmed into the card. The card is not transferable. It should not be loaned to or used by other persons. Only one person, ie the authorized card holder, is permitted to enter the campus secure areas at any one time.
- 3.2 The card holder is responsible for any security breaches that arise through any incorrect use of the card.
- 3.3 For security reasons, details of all Student Card use are automatically recorded.

#### **4. Damaged/Loss/Stolen Student Cards**

- 4.1 The Student Card contains complex circuitry that can be damaged by bending, folding, punching holes or exposure to excessive heat. Treat it with the same level of care as you would treat your credit card.
- 4.2 The Card holder who has lost his / her card should lodge a police report at any Police Station/Post or on line at <http://www.spf.gov.sg/epc/ePCLinks.html> and inform both the Office of Facilities Management (email: [fm@smu.edu.sg](mailto:fm@smu.edu.sg)) and the SMU Library (email: [library@smu.edu.sg](mailto:library@smu.edu.sg)). Please note that you are liable and accountable for any misuse of your card prior to you informing us of your lost card.
- 4.3 To apply for a new card, please complete the Student Card Replacement Form and submit it together with your proof of payment to Office of the Registrar.
- 4.4 Office of the Registrar will contact you (via your SMU email) to collect the card once ready. Upon the collection of your new card, please get the card encoded at the Security Command Center (Li Ka Shing Library, Level 1, behind the Visitor Centre. Tel: 6828 0343). Do note that for lost card, a copy of the police report will have to be produced at the point of encoding.
- 4.5 Your access to the various campus facilities will only be activated after the card is encoded.

#### **5. Breach of Conditions**

- 5.1 Failure to adhere to the conditions governing the use of the Student Card is an act of misconduct. This may result in the cancellation of enrolment.
- 5.2 Breaches involving security and/or access violations may be referred to the Police.
- 5.3 Disciplinary action may be taken, and these include fines, reprimands, public censure, withdrawal of privileges or expulsion from the University.
- 5.4 In such instances, the Student Card will be confiscated by Security. The student will have to apply for a new replacement card and pay the normal replacement fee.