

## Access to Oxford Brookes Facilities Beyond Students' Completion Dates

- i. In some instances students will have continued access to specific Oxford Brookes facilities beyond their completion dates, as recorded on the student record system. The facilities are the Personal Information Portal pages, Brookes Googlemail, the Oxford Brookes Library and PC Network.
- ii. Access will be determined by the leaving reason as recorded for the student on the student record system. The student leaving reasons which trigger extended access are 'Completed Course Ok', 'Academic Failure', 'New Award, Same Course', 'Transfer Other Course' and 'Awaiting Results'.
- iii. The table below details the leaving reasons and the extended access triggered, in days, for each facility beyond the completion date.

	Completed Course Ok	Academic Failure	New Award, Same Course	Transfer Other Course	Awaiting Results
Personal Information Portal Pages	300 days	300 days	300 days	300 days	90 days
Brookes Googlemail	300 days	300 days	300 days	300 days	90 days
Library	50 days (excludes borrowing rights)	50 days (excludes borrowing rights)	50 days (excludes borrowing rights)	50 days (excludes borrowing rights)	90 days (includes borrowing rights)
PC Network	50 days	50 days	50 days	50 days	90 days