

Section:	Campus Safety and Security Policies
Policy Name:	Campus Access Policy
Policy Manager/ Responsible University Office:	Executive Director of Safety and Security
Responsible University Office:	Safety and Security Office
Supervisory Cabinet Officer:	Vice President for Transformation and Management
Origination Date:	March 23, 2017
Last Revised Date:	May 30, 2019

I. SCOPE OF POLICY

This Policy is necessary to ensure the safety, security, and positive experience of all who study, teach, or work at the University, or who may visit the campus for business or pleasure. This policy applies to AUC Tahrir and New Cairo campuses.

II. DEFINITIONS

For purposes of this policy:

- A. “Visitors” includes both privately invited guests and public visitors attending activities on campus and in all AUC facilities.
- B. “Identification” means a photo identification card issued by AUC or the Government of Egypt, or a passport issued by foreign governments.
- C. “Minor children” refers to persons under 16 years of age, who are not current AUC students.

III. POLICY STATEMENT

The American University in Cairo welcomes not only its students, faculty, staff, and alumni, but also members of the broader Egyptian and visiting international public, to a wide range of activities held on its campuses and in its facilities. The University also welcomes visitors and immediate family members (including minor children) of current faculty, students, staff and alumni.

All persons present on campus must be visually identifiable at all times. In exceptional circumstances and by prior arrangement only, the University may consider waiving this requirement, subject to the visitor’s displaying his or her government-issued photo identification while on campus. Those wishing to request exceptions for their prospective guests or visitors should send an email to gatepass@aucegypt.edu. In addition, students requesting exceptions should copy the Deanofstudents@aucegypt.edu, faculty members should copy the provost@aucegypt.edu, and employees should copy the HR@aucegypt.edu on the same email.

IV. POLICY STANDARDS AND PROCEDURES

The AUC Safety and Security Office holds primary responsibility to control access to the campus 24/7/365. Any individual accessing the campus is subject to identity verification and security screenings upon his or her entry to the campus or at any time thereafter.

A. Faculty, Staff, and Student and Alumni Guests

All guests of AUC faculty, staff, and students with an active ID, are welcome to visit the campus by having their AUC hosts vouch for them at the gate personally or by having sent a prior notice to the Security Desk as noted below. Alumni may visit the campus by presenting their AUC ID.

To help ensure a smooth campus entry process, AUC faculty, staff, and students may pre-register their business or personal visitors before their arrival on campus by sending an email to the Security Desk at gatepass@aucegypt.edu at least one (1) hour in advance of their visitors' arrival. Spouses and children of currently employed faculty and staff who expect often to visit the campus may apply for AUC-issued family member identity cards to facilitate their identification at campus entry points.

If guests are not accompanied by their AUC hosts while passing through the AUC security gates, they must present government-issued photo identification at the security gate, and contact their AUC hosts upon or before arrival. The host faculty member, staff or student must either telephone or physically come to the security gate to sign in his or her visitor.

B. Campus Access for Visiting Children

AUC welcomes minor children of faculty, staff, alumni and students to visit the campus. Please refer to Children in the Workplace Policy for more information. The University also permits minor children to attend University-sponsored or approved activities, including summer camps, lectures, organized social events, exhibitions, open days, etc. Faculty, staff or other adults in charge of these activities must directly supervise the children at all times while on campus.

Minor children are not permitted access to any plant room, service area, kitchen, laboratory (except those associated with a University-sponsored activity, such as an educational camp), workshop or computer laboratory; or to any room, equipment, or vehicles which can be accessed from one of these areas.

Managers of special facilities such as athletics and Library may set further guidelines for the presence of minor children to protect their safety and the ordinary use of their facilities.

C. Public Visitors for Approved Events and Conferences on campus

AUC welcomes public visitors on campus for public events. Visitors must show a government-issued photo identification to verify their identity and will be subject to security screenings upon their entry and at any other time while on campus, upon request.

D. Revocation of Campus Access Privileges

AUC may adjust its normal procedures from time to time to protect the University community and property and may limit or revoke individual visitor access privileges as it may determine necessary.