



UNIVERSITY CENTRE south essex

Protocols for use of the Forum 2023-2024

The Forum is primarily a learning and teaching space for Higher Education students enrolled onto programmes with the University Centre South Essex at South Essex College.

- Staff in the Forum should note that it is a public space and they should act with discretion to maintain confidentiality.
- Staff wishing to use the 3rd Floor of the Forum for any purpose should book an available room for any activity they wish to carry out (this can be done through Julie Jones/Sue Kimberley)
- There are two study areas in the Forum. The quiet study area is for use by students working on research/assignments and is not a meeting area. The other is a break out space for students. Students should be given priority in accessing these areas. Staff are not able to book these spaces.
- Further Education students may have timetabled taught sessions in the Forum, however the areas are not available for F.E. learners to access at any other time for independent study or other activities.
- During GCSE Exam periods, and for mock exams, spaces in the Forum will be utilised to provide additional capacity for these exams to take place. Desks in the teaching spaces will be changed to 'exam' desks for these exams. The HE desks will be returned as soon as physically possible.
- There are other, public spaces within the ground and first floors of the Forum which staff and students may wish to access for the purposes of working independently.