



MÄLARDALENS
— **STUDENTKÅR** —

Västerås Union House Storage Access

Guideline

2024-04-29

About the MDU Cards

Access for union associations is managed manually within MDU's system, which may result in some delays. To uphold security standards at MDU, it's necessary to implement expiration dates for access on the cards. Cardholders within the union associations who **no longer study or work** at MDU **must return** their cards to the Student Center and send an email to lokalservice@mdu.se to have their access removed.

About Security

Access should not be granted for longer than necessary, as there is no automatic function to remove access when a student leaves the union association. All MDU cards are personalized due to insurance issues. We must be able to identify, at any given time, who has accessed any meeting room, classroom, or storage area. The student union coordinates with the university on security matters for the union associations and handles all card orders. **The university's access rules are applicable.**

Access for Board Members of Union associations

- Up to **5 board** members in the union associations can be given access for **ONE year**.
- After each board election every year, the union associations must send an email to MDSU's Event Manager at event@mdsu.se with the full list of board members' names, student emails, as well as front and back numbers of their MDU cards. **Please send only one email with the full list, not individually! The email must be sent from each union associations' official email address!**
- It can take up to **10 working days** for MDU to give access, so keep in mind it is better if you email straight after your elections. That way, your association can have access when needed.

Access for the Generals for Rookie Period

- Up to **3 Generals** in the union associations can be given access during the rookie period.
- Once a union association elects 3 Generals, the union association must send an email to MDSU's Event Manager at event@mdsu.se with the full list of Generals' names, student emails; front and back numbers of their MDU cards. **Please send only one email with the full list, and not individually! The email must be sent from the union association's official email address!**
- It can take up to **10 working days** for MDU to give access, so keep in mind it is better if you email straight after the unions decides its Generals. Hence, your association can have access when needed.

Please note that the union associations **cannot ask** for more access than was granted in connection with elections or to Generals during the rookie period, **unless** one of the board members or generals quit and needs to be replaced.