

Appendix 4

1.1 Overview

The Accommodation Rules are for the safety and comfort of all residents and exist to ensure that everyone enjoys living in the university accommodation and no one is disturbed as a result of residents' actions or inactions.

1.2 Applicability

Residents are bound by these rules and are responsible for ensuring that non-residents (e.g. guests and visitors) that they have invited or who are in their company are aware of and comply with the Accommodation Rules at all times. Visitors are permitted to stay for a maximum of two nights in any seven.

1.3 Non-Compliance

Non-compliance with the rules by residents, guests or visitors will usually result in a warning, fine, notice to quit or a combination of these. A fine may be imposed upon a resident or a non-resident student and such fine may relate to his/her own actions or to those of his/her guest or visitor for which he/she is deemed to be responsible. Where the actions giving rise to the fine have been those of unidentified individual(s) from an identifiable group, the fine shall be divided equally between every member of that group.

1.4 Fire Safety

The Fire safety rules:

- 1.4.1** Cooking, in any form, is not permitted in bedrooms except in self-contained studio accommodation.
- 1.4.2** You must respond to fire alarms by vacating the building. Failure to vacate when an alarm sounds may result in disciplinary action. Do not re-enter the building until you are informed it is safe to do so.
- 1.4.3** Keep all fire doors closed. Fire doors must not be propped open.
- 1.4.4** Do not interfere with any fire safety equipment, or activate a fire alarm call point without good reason.

Candles (and other items producing a naked flame) are not permitted and will be removed by staff if discovered.

- 1.4.5** Ordinary saucepans must not be used to deep-fry food. Food cooking must be attended at all times. Oven cooked food must be checked regularly.
- 1.4.6** Emergency exits are to be used only in an emergency.
- 1.4.7** Fire exits must not be blocked.
- 1.4.8** Furniture and appliances (heaters, cookers and fridges etc.) must not be brought into residences without the express permission of the house manager. Permission will not normally be granted for upholstered furniture, unless a certificate of fire retardency is produced.
- 1.4.9** The University retains the right to remove items that could be potentially dangerous e.g. candles, heaters and unsafe cooking equipment.
- 1.4.10** Smoking is only permitted in areas designated by the University.
- 1.4.11** You must attend the prearranged Accommodation Induction following your arrival, which also includes a compulsory fire talk.

1.5 Fire Alarms

Reasonable care is required of all students and their visitors to ensure that the alarms are not activated unnecessarily, as it could result in a fine being charged.

1.6 Domestic Appliances

Only domestic electrical appliances e.g., hair dryers, shavers, irons and straighteners may be used and residents are to ensure that such appliances are fitted with fused plugs. All appliances must be switched off, disconnected, and left in a safe condition after use. Electrical appliances must be in a safe condition. All residents are encouraged to attend the electrical testing open sessions, which are held in each accommodation building, where appliances will be tested for electrical safety. Staff will remove unsafe items as a matter of course throughout the year.

1.7 Dangerous Behaviour

Behaviour that is dangerous, whether malicious or as an intended prank, is not permitted. Objects or substances of any kind, must not be thrown from the windows of the building, and articles must not be placed on external windowsills.

Careless, thoughtless or malicious actions that place other people in danger will result in disciplinary action.

1.8 Damage

Residents must not in any way damage, remove or misuse any part of the premises, its furnishings, fixtures, fittings, decoration or equipment. This includes overflowing of water from any appliance, and residents are required to keep all gullies, waste pipes and drains free from obstruction.

1.9 Safe Environment

The University is committed to the safe undertaking of all works that affect the fabric or services of the building. All residents, whether living in or visiting our buildings, are also required to understand their responsibilities with respect to maintaining a safe and healthy environment in which to work, study and live; this includes ensuring that a safe environment is maintained for staff and contractors.

1.10 Building Use

Users of the building are prohibited from undertaking any intrusive works i.e. do not make a hole in the wall – (please use the noticeboards provided), or drive any nail, screw or other article into any part of the building or affix any placard or other object to any part of the building.

1.11 Security

Residents must not allow unauthorised persons to enter the building. If in doubt residents should leave people outside the building; if they are authorised they will have their own method of accessing. Following others into a building, tailgating, is the most common method used by those unauthorised to enter. Residents are advised to always keep their bedroom and, where applicable, their flat entrance door locked. If a suspicious person is spotted, then residents are advised to ring security immediately.

1.12 Dangerous Items

Any item or substance that is illegal, or could cause harm and is inappropriate to a residential environment, or is intended to inflict harm, is prohibited. To be in possession, to use or be associated with any of the above, will result in confiscation of the item and may result in disciplinary proceedings.

1.13 Noise

Residents are not to make unreasonable noise at any time and in particular between the hours of 11.00pm and 8.00am. No noise that would disturb other residents should be audible outside the room in which the noise is being made.

1.14 Nuisance

Residents must not engage in any behaviour constituting a nuisance or annoyance to other residents or interfering with the quiet and comfort of other residents or users of neighbouring property.

1.15 Privacy

All residents are required to treat the possessions, property and space of others with respect, any uninvited intrusion into these may result in disciplinary proceedings.

1.16 Grounds

Residents should respect the gardens and other aspects of the environment. Any gardens or grounds attached to the premises are to be left in a clean and tidy condition.

1.17 Non-Residents

Facilities in all accommodation buildings are provided for the use of those students living there. Use of the communal facilities must be with the permission of all residents.

1.18 Security of Keys

Residents are responsible for the security of their own keys, and must not lend out keys to rooms.

1.19 Cleanliness

Residents are to keep their rooms in a clean and tidy condition. Failure to keep them clean may lead to incurred extra cleaning charges.

1.20 Storage

Residents must ensure their belongings are only stored in their own area, and must also ensure that the accommodation is not cluttered with items that would prevent staff from carrying out their normal duties.

1.21 Pets

Pets/animals are not to be kept on the premises or in any part of the accommodation. Registered assistance dogs are the exception and special arrangements will be made.

1.22 Drugs

The storage, use or supply of drugs, drugs paraphernalia and legal/illegal highs is not permitted in any accommodation building and police will be involved if use/supply of any such items is discovered. All accommodation buildings may be subject to routine visits from local police force which may include the K9 Unit.

1.23 Criminal Activity

If Residents commit an offence, which may cause the University to consider the resident to be an unsuitable tenant, they may be required to leave the accommodation permanently. If the resident allows any visitors onto the premises who the University considers unsuitable, then both may be required to leave the premises permanently. This rule applies to offences committed either on or off University premises.

1.24 Offensive Material

Posters or other material that cause offence, are not permitted to be displayed in any accommodation building, and will be removed wherever found.

1.25 Car Parking

Cars are not to be parked in accommodation car parks, without an official parking permit.

1.26 Staff/Contractors Co-Operation

Residents are to give access to University and Sodexo staff, and also authorised contractors, carrying out their duties, and they must also behave with consideration, co-operation and courtesy towards all such persons at all times. Reasonable notice will always be given of a visit, wherever practicable.

1.27 Notification of Absences

Students are required to notify the University if they intend to be away from their room for more than two weeks during their contract period; this is to ensure that Accommodation Management are then able to undertake essential safety checks in your absence. Notification of absence can be made via reception. Accommodation Management will require entry to the room once every fortnight in order to carry out these checks, and will assume that the required notice of entry has been understood by the student, when the notification of absence is made.

1.28 Aerials and Satellite Dishes

Residents are not to fix TV or any other aerial or satellite receiver to the inside or outside of the premises.

2 Disciplinary Procedures

2.1 Overview

There are three stages to the University's Accommodation disciplinary procedure followed by a fourth stage out with the University (see flow diagram at the end of this Appendix).

- 2.1.1 Stage 1;** disciplinary interview conducted by Nominated Accommodation Representative, depending upon the seriousness of the incident will depend on who carries out the interview.

2.1.1.1 The member of staff attending the initial incident, or the Nominated Accommodation Representative will determine who will consider the case.

2.1.2 Stage 2; Formal Disciplinary Hearing chaired by the Nominated University Accommodation Representative.

2.1.3 Stage 3; Request for Review to the Students Appeals and Complaints Officer and/or complaint to the OIA.

2.2 Fines

Fines and/or other penalties may be applied according to the nature of the incident and the stage at which the case is being considered (see 2.6 and 2.7 below). Confiscation procedures may be applied, at any stage.

2.3 Serious Incidents

Serious incidents may be considered directly at Stage 2. This will be determined by the Nominated University Accommodation Representative.

2.4 Accompanying 'Friend'

At all stages of the disciplinary process, a 'Friend' may accompany the resident (see Section 1 of the Handbook of Student Regulations for a definition of a 'Friend')

2.5 Fitness to Practise

If at any point in the disciplinary process, it becomes apparent to the University that the resident is on a professional programme and their 'fitness to practise' may have been compromised, the relevant Faculty Disciplinary Officer will be informed. This may result in accommodation disciplinary proceedings being halted, and the case investigated further by the Faculty Disciplinary Officer, with a view to being considered by a 'Fitness to Practise Panel'. The decision whether to do this will be made by the Faculty Disciplinary Officer.

2.6 Stage 1

2.6.1 Standard fines (charges) (see 2.6.4 below) may be applied at Stage 1

2.6.2 A student may appeal against the outcome of the Stage 1 disciplinary process. Students considering lodging an appeal should first consult

the Nominated Accommodation Representative who will explain the reasons for the fine and the criteria used to judge any appeal. This should be done within 5 days of receiving the Stage 1 outcome. If an appeal is lodged, the Nominated University Accommodation Representative will review the case with the managers concerned and come to a decision, or if necessary, arrange a Stage 2 Disciplinary Hearing to hear the appeal. Students commence an appeal by submitting in writing (email is acceptable) to the Nominated University Accommodation Representative within 10 working days of receiving the Stage 1 outcome. Appeal letters should describe the grounds on which the appeal is based (permitted grounds for appeal are either a procedural irregularity and/or additional information that could not have been made available earlier). Students should understand that an appeal re-opens the case, with the full range of penalties available (i.e. the result of an appeal could be a more severe penalty)

2.6.3 Damage charges: These are not fines but are straight re-charges that the University has incurred as a result of, either accidental damage or malicious damage. Where there is a case of malicious damage, there may also be disciplinary proceedings. If there is an accidental damage charge, a student will be informed by Accommodation Management, and it will be applied to their student account. Students wishing to query accidental damage charges should also use the appeals procedure (as above).

2.6.4 Standard Fines¹

2.6.4.1 The following fines apply to the common problems listed below although it is possible to appeal against any fine levied. However, the list is not exhaustive, it is indicative of how seriously the University regards these problems. Repetition of the same offence can result in an increased charge.

2.6.4.2 Noise problems: £30 minimum (fines for noise are automatically £60 during exam periods).

2.6.4.3 Anti-social behaviour problems or dangerous behaviour within University accommodation: £50 - £300

2.6.4.4 Candles or other similar items found to be alight: £70

- 2.6.4.4.1** Inappropriate use of emergency exit (e.g. using them as an exit and setting off the alarm when there is no fire): £30.
- 2.6.4.5 Non-evacuation of the building on hearing the fire alarm: £50
- 2.6.4.6 Misuse or interference of fire systems and equipment provided for the purpose of detection, safety or firefighting (detectors, extinguishers etc): £50 - £130
- 2.6.4.7 Activation of pre alarm (a system warning that the fire alarm will go into full activation if not re-set by a member of staff): £20 on first time, £60 on second occasion and rising further on subsequent occasions
- 2.6.4.8 Wedging open fire doors or removal of automatic door closers: £30
- 2.6.4.9 Activating the fire alarm without reasonable cause (including not attending to food being cooked at all times): £70
- 2.6.4.10 Non-compliance with no-smoking: £50 for the first offence; £70 for subsequent offences.
- 2.6.4.11 Possession of illegal substances and/or legal highs/banned substances; £100
- 2.6.4.12 Failure to attend a disciplinary or investigatory meeting, interview or Hearing without reasonable notice: £30.
- 2.6.4.13 Failure to attend the compulsory Accommodation Induction, following your arrival: £30
- 2.6.4.14 Fines are applied to the students account, and payment should be made via the online student portal. A student making prompt payment does not affect their right to appeal.

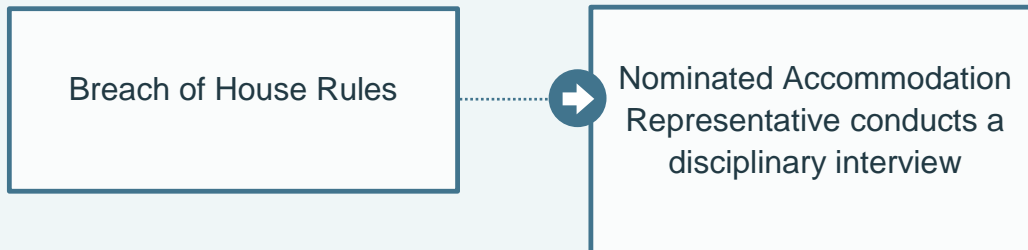
2.7 Stage 2

- 2.7.1** The Nominated University Accommodation Representative is the Facilities Manager for Accommodation, or their nominee.

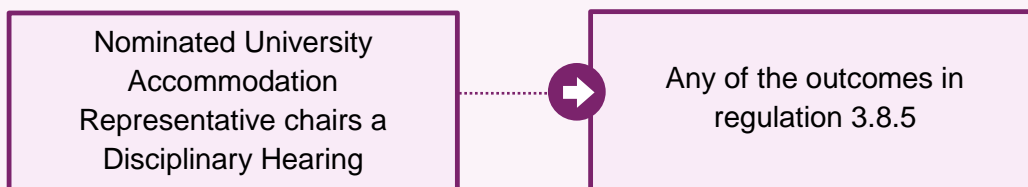
- 2.7.2** Fines and a wider range of penalties, may be applied at Stage 2, see 2.7.6.
- 2.7.3** When Stage 2 (Formal) disciplinary procedures are invoked; the resident will be advised in writing, at least 7 working days in advance of the date of the Disciplinary Hearing and of the nature of the alleged misconduct. This notice, and any other written notices given under these procedures will, whenever possible, be delivered by hand and email to the person concerned.
- 2.7.4** The Nominated University Accommodation Representative will arrange a panel to assist at the Disciplinary Hearing. On rare occasions, the matter may be determined by the Nominated University Accommodation Representative alone.
- 2.7.5** Arrangements for, and the conduct of, the Disciplinary Hearing will be as described in regulation Section 3, 3.8.4 of the Handbook of Student Regulations.
- 2.7.6** Penalties that may result from Stage 2 disciplinary proceedings - see Section 3, 3.8.5 of the Handbook of Student Regulations.
- 2.7.7** The actions following the judgement by the Nominated University Accommodation Representative, will be described in regulation Section 3, 3.8.6-3.8.9 of the Handbook of Student Regulations.
- 2.7.8** When the student is advised of the outcome of the disciplinary process they also have explained their remaining right to challenge the disciplinary decision. Appeals procedures are described in Section 3, 3.9 - 3.13 of the Handbook of Student Regulations.

Student Disciplinary Process: University Accommodation

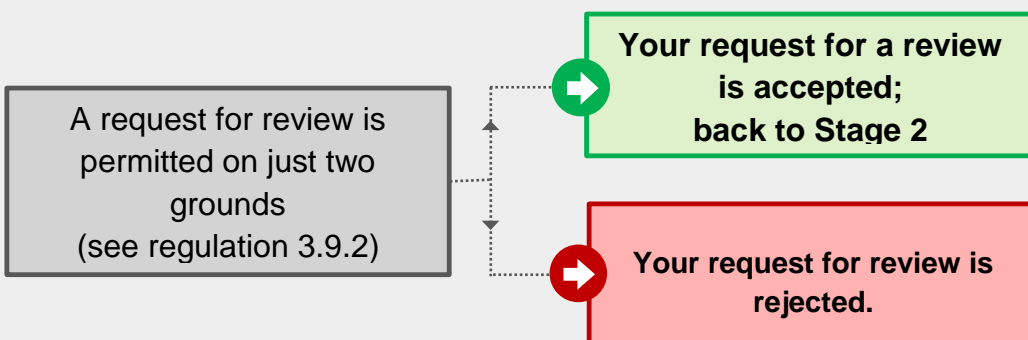
Stage 1 | Standard fines may be imposed



Stage 2 | A wider range of penalties may be imposed



Stage 3 | Request for Review



Stage 4 | External Review

Notes

- The Nominated University Accommodation Representative is the 'Facilities Manager for Accommodation' or their nominee.
- Students may appeal against a standard fine (Stage 1) by writing to the Nominated University Accommodation Representative within 10 working days of being informed of the fine.
- Very serious incidents will be referred directly to the Nominated University Accommodation Representative for consideration at Stage 2.

At the conclusion of Stage 2 the Nominated University Accommodation Representative will provide the student with details of the permitted grounds for request for review and the Office of the Independent Adjudicator for Higher Education (OIA)