

## Appendix 4 – Accommodation Rules

### 1.1 Overview

The Accommodation Rules are for the safety and comfort of all residents and exist to ensure that everyone enjoys living in university accommodation. They also form part of the Handbook of Student Regulations, and as such any action taken will be in line with the Handbook.

### 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.

### 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.

- 1.4.5 The University retains the right to remove items that could be potentially dangerous e.g. candles, heaters and unsafe cooking equipment.
- 1.4.6 Food cooking must be checked and attended at all times.
- 1.4.7 Emergency exits are to be used only in an emergency.
- 1.4.8 Fire exits must not be blocked.
- 1.4.9 Furniture and appliances, including domestic (heaters, cookers and fridges etc.) must not be brought into residences.

## 1.5 Smoking

- 1.5.1 Smoking is only permitted in areas designated by the University
- 1.5.2 Vaping is not permitted inside and only in areas designated by the University

## 1.6 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.

## 1.7 Electrical Safety

Only electrical appliances that are fitted with fused plugs e.g., hair dryers, shavers, irons and straighteners may be used in accommodation buildings. All residents must 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.

## 1.8 Dangerous Behaviour & Misconduct

- 1.8.1 Behaviour that is dangerous, whether malicious or as an intended prank, is not permitted. Careless, thoughtless or malicious actions that place other people in danger will result in disciplinary action.
- 1.8.2 Where behaviour and/or any misconduct is deemed to be of such a serious nature or concern, this will be referred into the University Serious Welfare Team for further escalation and management following the University Behaviour and Misconduct Procedure.

## **1.9 Pandemic, Local Lockdown and Social Distancing Compliance**

The University has a responsibility to ensure there is a procedure in place for responding to a pandemic, Local Lockdown measures and also for complying with Social Distancing. Students also have a responsibility to ensure the health, safety and wellbeing is maintained of themselves, other students, staff and contractors whilst they are onsite of any University Accommodation.

- 1.9.1** All students must comply with the University Pandemic Plan and the procedures it has included in it, failure to comply may result in disciplinary action being taken
- 1.9.2** In cases of a Local Lockdown all students must comply with the University Local Lockdown procedure, failure to comply may result in disciplinary action being taken
- 1.9.3** All students must comply with the University Social Distancing requirements. Any student resident or visitor/guest of the resident found to be in breach of these requirements will result in the resident being subject to disciplinary action

## **1.10 Damage**

Residents must not in any way damage, remove or misuse any part of the premises, its furnishings, fixtures, fittings, decoration or equipment.

## **1.11 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.

## **1.12 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.

### **1.13 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.

### **1.14 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.

### **1.15 Noise**

Residents are not to make unreasonable noise at any time and in particular between the hours of 11.00pm and 8.00am. Noise that would disturb other residents should not be audible outside the room in which the noise is being made. Please note: discretion is given to the Building Management Teams during Exam Periods, to manage as appropriate.

### **1.16 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, users of neighbouring property or members of the local community.

### **1.17 Privacy**

All residents are required to treat the possessions, property and space of others with respect.

### **1.18 Grounds**

Residents should respect the grounds, 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.

## **1.19 Non-Residents**

- 1.19.1** 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.
- 1.19.2** Visitors are permitted to stay for a maximum of two nights in any seven.

## **1.20 Security of Keys**

Residents are responsible for the security of their own keys, access fobs and passes, persistent security call outs for residents who are “locked out” may result in a charge.

## **1.21 Cleanliness**

It is the responsibility of all residents to keep their rooms and communal areas in a clean and tidy condition, including rubbish removal.

## **1.22 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, or create a potential hazard within the accommodation.

## **1.23 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.

## **1.24 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.

### **1.25 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, and the relevant Notices to Quit will be served. If the resident allows any visitors onto the premises who the University considers unsuitable, they may be requested to leave the premises permanently and not return, and the resident may be subject to both Disciplinary action and Notice to Quit processes being invoked. This rule applies to offences committed either on or off University premises.

### **1.26 Offensive Material**

Any material deemed to be offensive or causing offence is not permitted to be displayed in any accommodation building, and will be removed wherever found.

### **1.27 Car Parking**

Cars are not to be parked in accommodation car parks, only those residents displaying a valid disabled badge will be granted approval by the Accommodation Manager to park, or where a valid University Parking Permit has been purchased and is displayed.

### **1.28 Staff/Contractors Co-Operation**

Residents are to give access to University and Sodexo staff and also authorised contractors, carrying out their duties. 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.

### **1.29 Notification of Absences**

Students are required to notify Accommodation Management if they intend to be away from their room for more than two weeks during their contract period; this is to ensure that the essential safety checks are able to be carried out during in your absence. Notification of absence can be made by contacting the building reception team. 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.

### 1.30 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 Fines<sup>1</sup>

- 2.6.4.1 The following fines apply to the common problems listed below although it is possible to appeal against any fine levied. This list is not exhaustive, it is indicative of how seriously the University regards these problems. Repetition of the same offence could result in an increased fine being applied.
- 2.6.4.2 Noise problems: £30 minimum (fines for noise are automatically £60 minimum during exam periods).
- 2.6.4.3 Anti-social behaviour problems or dangerous behaviour within University accommodation: £50 - £300  
(serious behaviour/misconduct can, and will be referred to the Serious Welfare Team for further escalation and management)
- 2.6.4.4 Prohibited items, with the potential to cause a fire hazard, e.g. candles or other similar items, found to be alight: £70
- 2.6.4.5 Inappropriate use of emergency exit (e.g. using them as an exit and setting off the alarm when there is no fire): £30
- 2.6.4.6 Non-evacuation of the building on hearing the fire alarm: £50
- 2.6.4.7 Misuse or interference of fire systems and equipment provided for the purpose of detection, safety or firefighting (detectors, extinguishers etc): £50 - £130
- 2.6.4.8 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 – escalating to investigation for Stage 2 Hearing
- 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 Wedging open fire doors or removal of automatic door closers: £30

- 2.6.4.11 Non-compliance with no-smoking: £50 for the first offence; £70 for subsequent offences. Repeat offending will result in escalation to investigation for Stage 2 Hearing.
- 2.6.4.12 Possession of illegal substances and/or legal highs/banned substances; £100. All will result in a referral to the Student Life and Wellbeing Team. Repeat offending will result in escalation to investigation for Stage 2 Hearing.
- 2.6.4.13 Failure to attend a disciplinary or investigatory meeting, interview or Hearing without reasonable notice or reason: £30.
- 2.6.4.14 Failure to attend the compulsory Accommodation Induction, following your arrival: £30
- 2.6.4.15 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.

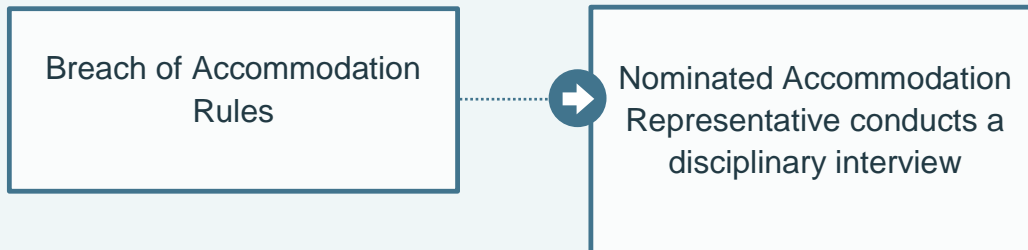
## 2.7 Stage 2

- 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 ten 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.

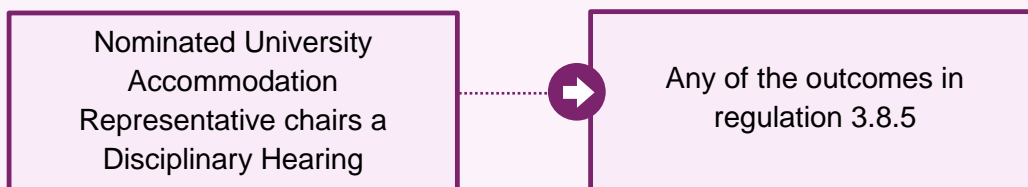
- 2.7.6** Penalties that may result from Stage 2 disciplinary proceedings - see Section 3, 3.8.5 of the Handbook of Student Regulations.
- 2.7.7** The actions following the judgement by the Nominated University Accommodation Representative, will be described in regulation Section 3, 3.8.6-3.8.9 of the 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

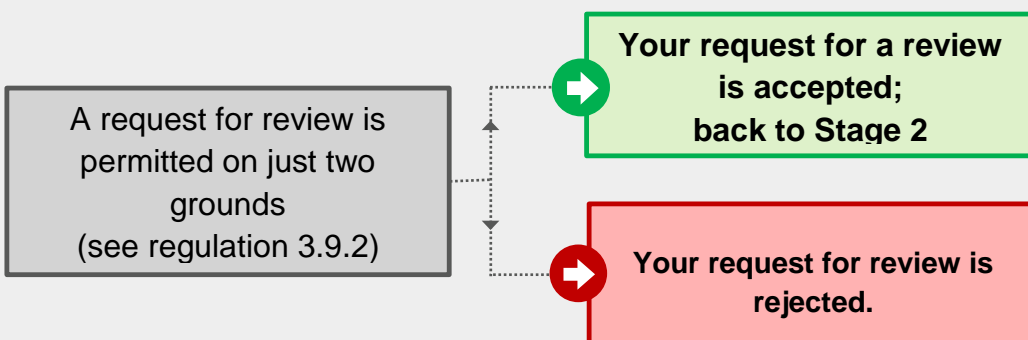
## Stage 1 | Standard fines may be imposed



## 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)