

Appendix 5

Regulations and General Information for Students Residing in University Managed Accommodation

1. Introduction

These Regulations are intended to help and guide students during their stay in University accommodation. They should be read in conjunction with the appropriate sections of these General Regulations for Students and particularly the Licence Agreement - Halls of Residence (Appendix 6) which students sign prior to taking up their place.

2. General

- 2.1 The University cannot accept any liability for the loss of or damage to students' property left in their accommodation. A sum insured up to £3500 for your personal possessions, whilst in your room, is provided by the University.
- 2.2 The University reserves the right to use unoccupied places and will give appropriate notice to existing residents, whose wishes will be taken into account as far as is practically possible.
- 2.3 University staff have access to the accommodation for the purpose of carrying out basic cleaning duties and room checks which are detailed on notices on the doors of individual rooms.
- 2.4 Rooms will be checked by the residences staff in accordance with the timetable detailed on the door of each room. These checks will cover maintenance and health and safety. Examples of the checks are:

Maintenance: Minor repair requirements, such as window latches, door handles, tiles

Health and Safety: Fire detection equipment, overloading of electric sockets, waste disposal.

- 2.5 University staff have the right to enter and check your room (other than personal effects) at reasonable times. Except in exceptional circumstances, where there may be serious concern for welfare or where emergency work or where Security staff are required, you will be informed 24 hours beforehand of any visits made by Staffordshire University's Officers or Agents, and you will have the right to be present. Requests for maintenance/repairs will be deemed as an invitation to enter and as such, formal 24-hour notice will not be given. Staff will always knock and wait before entry and be courteous and sensitive to the rights of students during visits.
- 2.6 Smoking is prohibited within University managed accommodation.

3. Damage

Students are responsible for any damage which they may cause beyond normal wear and tear during their letting. The cost of repairs is the responsibility of the individual student or recognised group as appropriate. An administration charge of £15 will be added to each invoice for damage repairs. Unreasonable, willful or malicious damage will be dealt with as a disciplinary matter.

4. Noise

It is essential that individuals should have the freedom to rest and work undisturbed and, therefore, reasonable quiet must be maintained at all times. In line with the Antisocial Behaviour Act 2003 a particularly serious view will be taken of noise after 11.00 pm and before 7.00 am. If you cause a noise nuisance, you may be subject to disciplinary action under the University's Regulations. If you cause a noise nuisance to a local resident, the local authority has very wide powers to take action including the service of a Warning

Notice, Fixed Penalty Notice or an Abatement Notice and the equipment, which is causing the noise nuisance, may be impounded.

5. Parties

Parties in Halls of Residence are only permitted when prior consent has been gained from the Halls Manager. When a private student party does take place, consideration needs to be taken for the following:

- (i) Fire regulations are not contravened
- (ii) Other residents and neighbours are not disturbed by unreasonable noise levels after 11.00 pm (see Clause 4).
- (iii) The organiser accepts responsibility for any damage or nuisance caused.
- (iv) The organiser is responsible for clearing away all mess and refuse after the event. This must be completed within twelve hours of the end of the event.

6. Visitors

You may receive visitors within your accommodation at reasonable times and in compliance with Clause 2 of this Agreement. The University reserves the right to limit the visitors that you have at any time. You must ensure that any visitors comply with the terms of this Licence and you are responsible for the behaviour of your visitors and for any damage or disturbance they may cause to the University property or to other residents.

7. Fire Regulations

- 7.1 It is your responsibility to ensure that you are aware of, and comply with, the University fire and safety regulations, which are displayed on your bedroom door. One official fire evacuation drill will be organised each semester. Staffordshire Fire and Rescue Service stipulate that **students must evacuate the building in the case of fire and fire alarm WITHIN 3 MINUTES**. Students who fail to evacuate the building within the required 3 minutes during organised drills will be charged £25.00, inclusive of a £15.00 administration fee.
- 7.2 Misuse of fire alarms and fire fighting equipment is **ILLEGAL, DANGEROUS AND FORBIDDEN**. In the event that you are found to have misused automatic fire detection equipment or fire fighting equipment **YOU WILL BE CHARGED £50** inclusive of a £15 admin fee. Your involvement in any further incidents **WILL RESULT IN THE TERMINATION OF YOUR ACCOMMODATION LICENCE AGREEMENT and WILL RESULT IN YOUR EXCLUSION FROM UNIVERSITY MANAGED ACCOMMODATION**. You will be charged for repairs to the equipment and any costs incurred for Fire Service attendance.

In instances where, after reasonable investigations, responsibility cannot be attributed to any individual or individuals, the costs will be divided equally amongst all students in your section/flat/hall. Invoices raised for repairs to fire safety equipment will attract an administration fee of £15.00. All charges for repair to fire fighting equipment must be settled within 7 days.

7.3 Fire Safety

Students must not do, or allow to be done, in University managed accommodation anything which renders the fire insurance policy void or voidable. Any misuse of equipment, cooking or heating facilities, candles and lamps etc. which could cause a fire within the premises will attract a fine of up to £500.00. The preparation of food or hot drinks in study bedrooms is forbidden. The following items must **NOT** be used in University accommodation: Candles, oil burners, incense sticks, Chip Pans, Deep Fat Fryers, Sunbeds, and Fireworks.

Electrical fittings must not be tampered with. Any personal electrical items, which you bring to the University, should be electrically tested and must conform to British Standards. Kettles and irons may only be used in kitchens and communal areas. The electrical sockets in corridors must not be used by residents except for cleaning carried out with University equipment.

8. Duration of Licence

The standard Licence term is 36 weeks from 17/18 September 2011 up to 27 May 2012. Students who arrive early and/or wish to extend their period of residence beyond 27 May 2012 must contact the Residences Office and will be expected to pay for any additional days.

9. Inventory

The room inventory on arrival will be conclusive as the initial condition of your room and means that this was acceptable to you, unless you indicate otherwise within 7 days of moving into your room. You are advised to complete an exit inventory on vacating your accommodation to facilitate return of your damage deposit.

10. Parking

Cars, motor cycles, scooters and any other vehicles may only be parked in the approved parking spaces provided. All vehicles are parked at the owner's risk. Parking spaces designated for disabled students should not be used by able-bodied students or visitors.

11. Rules and Procedures

- 11.1 Throughout the period of your Licence Agreement you must make yourself familiar and comply with the University's Regulations, including Bullying, Harassment and Equal Opportunities Policies, Fire Safety Regulations, IT Regulations, ResNet (User) Regulations, Email Policy, the No Smoking Policy and any other rules as may from time to time be made by the University to regulate behaviour in or the use of the premises and other accommodation within the building. These regulations, rules and policies all apply to your use of Halls of Residence and can be found on the University's website at: <http://www.staffs.ac.uk/current/regulations/>

Whilst in accommodation you are expected to conduct yourself in a manner which shows respect for fellow students and University staff. Verbal abuse of staff will not be tolerated and could result in this Licence Agreement being terminated. Appropriate consideration must be shown at all times towards fellow students and residents in the neighbourhood/local community. Failure to do so constitutes a breach of these Licence Conditions and could result in disciplinary action.

11.2 Keys

On arrival a set of room keys is issued to you by the Residences Office. These keys form part of a security suite and cannot be duplicated except by the Residences Office. The safekeeping of your keys is important and is your responsibility. If you lose your keys, you must immediately advise the Residence Office, where you will be asked to present proof of identity. You will be charged for the cost of replacing the lock inclusive of an admin fee - costs vary between £70.00 - £125.00 depending on the accommodation you are residing in. Payment must be made to the Finance office. Locks are changed and/or replacement keys are issued only after a Replacement Key Form has been completed and proof of payment has been received at the Residences office. If the original key or keys are found and returned to the Residences Office within seven days of issuing the replacement set a refund of 50% of this cost will be made.

It is your responsibility to return your keys to the Residences Office when you leave your room at the end of your occupation under this Licence Agreement. We reserve the right to make a charge of £10.00 per day until the return of your keys to the Residences Office.

12. Complaints against Student Residents

All complaints against student residents must be made in writing to the Halls Manager giving the time, date of incident and specific complaint. An investigation will then be carried out. If, following the investigation, it is found that there is a disciplinary case to answer this will be dealt with under the Student Disciplinary procedures (Appendix 3).

13. Complaints Regarding University Managed Accommodation

The provision of University managed accommodation is governed by the Universities UK "Code of Practice for the Management of Student Housing." If you have a complaint you should write, with full supporting details, to the Residences Manager, c/o Coalport Hall, Leek Road. Students are also encouraged to discuss problems with the Students' Union.

If a satisfactory answer is not received within seven working days a further complaint should be made in writing to the Head of Campus and Operational Services, c/o Coalport Hall, Leek Road, Stoke.