

TERMS OF RESIDENCY

Summer Residence 2017

Eligibility

Applications are welcomed from students currently pursuing, or intending to pursue a full-time course of study at Southampton Solent University.

Applicants are eligible to reside in University accommodation whilst they are considered to be registered on a full-time course of study in higher or further education, and are over the age of 18 at the commencement of the residency period.

Visiting students, students following a course of study at Warsash Maritime Academy or another institution of further or higher education, and non-student visitors working within, on behalf of, or as a result of links with the University may be offered accommodation within the Student Residences located in Southampton at the discretion (and subject to availability) of the Accommodation Office.

All applications for places within Student Residences should be directed through the Accommodation Office within the Estates and Facilities Department at Southampton Solent University's East Park Terrace Campus.

The Accommodation Office reserves the right to reject an application from an individual who is considered to be in default of payment for accommodation fees or associated costs/charges for any prior period of residence, or any student who has caused damage to property or distress to other residents during a prior period of occupancy, or has been the subject of any disciplinary action during a prior period of residence.

The Granting of Residence and Allocation

Individuals choosing to live in one of the Student Residences are required to sign a Residence Agreement. The University grants to the student the right of occupancy of the residential premises for the period stated within the agreement. It is a fixed-term agreement and covers the dates detailed on the agreement issued to, and signed by, each resident.

The Residence Agreement is issued in accordance with Schedule 1 of the Housing Act 1988, which exempts tenancies granted by education institutions from the definition of an 'assured shorthold tenancy', and which specifies that lettings to students are exempt from protection where the occupier is pursuing, or intending to pursue a course of study provided by a specific education establishment.

At no time are there to be persons other than the authorised occupier(s) residing on the premises.

Residents are asked to note that the taking up of accommodation constitutes an undertaking to abide by these published Terms of Residency.

The University grants the named individual permission to occupy the residential premises. The allocation of accommodation is the responsibility of staff within the Accommodation Office, in collaboration with the respective Residence Manager and/or the Disability Co-ordinator. Any such allocation does not confer exclusive possession of the room upon the individual, and the University reserves the right to re-allocate rooms or require a resident to move rooms at any time, having given reasonable notice; except in the event of a perceived emergency situation, or on health and safety grounds, where immediate re-allocation and relocation will be necessary.

If a vacancy occurs within a Residence, the University reserves the right to fill the vacancy without prior consultation with other existing residents.

In the event that a Student Residence is considered by the University to be unfit for occupation, the University at its discretion will find appropriate alternative accommodation as close to the University as possible. If, for practical reasons, transport and meals are required then students will receive these benefits free of charge. However, although the students will incur no additional costs they will remain liable for the original full fees as charged.

Please remember that once signed, a Residence Agreement is a legal document, and parties are bound by its terms.

Period of Occupancy

Students accept residency of the accommodation for the stated period, and as such are committed to the fees for the full duration of the fixed period of the Residence Agreement. The dates will appear on the Residence Agreement presented to the student for signing before taking up occupancy.

(Residents are reminded that it is their responsibility to return all keys/access cards to the Manager's office upon their final departure, and are signed over where a member of staff is present and available.)

Fees

The payment structure (dates and amounts due) is detailed in the confirmation letter that is issued to prospective residents following their application for accommodation. It is the responsibility of each individual to ensure sufficient funds are available to cover the fees for the whole of the contractual period.

All residents should note that they are liable for Residence fees once a study-bedroom has been formally accepted by the signing and returning of Residence Agreement and/or taking possession of keys/accommodation - whichever is the sooner.

A student who has entered into an agreement for University accommodation is liable for the fees for the full period specified in the Residence Agreement, or for such longer period as requested, confirmed, and agreed in writing with the Accommodation Office.

In the event of a resident being required by the University to vacate the Residences for disciplinary reasons, the University will seek to recover costs equal to the amount of fees outstanding from the date of vacation to the end of the Residence Agreement period, or until the room is re-occupied whichever is the sooner.

If the appropriate accommodation fees are not received by the prescribed dates, the University reserves the right to levy a late payment fee of £10.00 **on each occasion a payment is not honoured**. This fee covers administrative costs of recording non-receipt of fees and associated correspondence for the pursuance of outstanding amounts.

Residents making payments by one of the approved methods are advised that if the payment is not honoured, they may become a debtor to Southampton Solent University.

All residents should be aware that the University reserves the right to take action to recover outstanding debts, including the use of debt collection agencies, and to recover all reasonable costs associated with the recovery of outstanding debts. In addition, the University reserves the right to refuse subsequent accommodation within its Residences to students who remain in debt for accommodation fees, or associated charges for a prior period of residency.

Cancellation

Should any applicant choose to decline an allocation of accommodation before taking up occupancy, he/she must advise the Accommodation Office in writing at the earliest opportunity.

Vacation of Residences

Upon vacation of the Residences students should ensure that the study-bedroom and kitchen/flat areas are left in the same condition as at the beginning of the Residence Agreement period - allowing for fair wear and tear. This should include the returning of any item of furniture that has been moved or relocated within the accommodation to its original position.

The University will attempt to contact the owners of readily identifiable belongings and personal possessions should they be left in a study-bedroom/kitchen/flat following either the natural expiry or agreed termination of the Residence Agreement. If such possessions or belongings are not recovered by the owner, or readily identifiable within a reasonable period of time they will be disposed of.

Sub-Letting and Use

Rooms may not be sub-let by the occupant, or be used for residential purposes by anyone other than the person named on the Residence Agreement. Rooms let as a single study-bedroom and/or on a single occupancy basis must not be shared under any circumstances

without the written agreement of the Accommodation Office.

The Residence Agreement is personal to each individual and should not under any circumstances be transferred to any other person by the resident, nor should the resident part with possession of any room occupied, either in whole or in part to another. Room swapping, sub-letting or room leasing is not permitted.

Use of Residential Premises

A resident may not use the residential premises to undertake, conduct or perform any kind of business, trade professional employment or any other form of commercial or promotional activity. For the avoidance of doubt this includes e-business activity via the data network installed in each Residence, and the promotion of local organisations through 'flyers' or fly-posting within the Residences.

Visitors & Guests

Occasional guests are permitted, but not allowed to remain overnight on the residential premises. Residents must remain with their guests at all times whilst on residential premises and ensure that guests conduct themselves in an appropriate manner. Residents should be fully aware that they remain responsible for the actions and behaviour of their guests at all times, including any damage, nuisance or disruption caused.

Visitors or guests may be required to leave the premises at any time by Residence staff and security personnel at their reasonable discretion, where those visitors or guests are considered to be conducting themselves in an improper manner, or causing disruption/disturbance to other residents.

Where a resident employs or utilises the services of a carer, the carer will be classed as a guest of the resident.

Residence Management

Each Student Residence has its own dedicated Residence Manager. His/her role is to ensure that all residents enjoy a trouble-free period of occupation. **Any** matters that cause concern to a resident should be brought to the attention of the Manager or one of the Residence Assistants at the earliest opportunity.

The Residences are staffed 24 hours a day, 7 days a week. There will be occasions when the staff on duty may be out of the office in which case a notice will be displayed giving a contact number and an approximate time of return.

Outside the normal office hours worked by the relevant Manager, a Residence Assistant (RA) or Security Officer will be on duty. Their role is to offer advice and assistance to residents during these times. During periods of duty they are based in the main office, and as part of their duties they carry out routine patrols of the site. Should the RA or Security Officer not be in the office their estimated time of return will be displayed, along with a contact mobile telephone number.

Access to Rooms

In order for the University to discharge and fulfil its management obligations, students are required to provide access to their accommodation at all reasonable times. The University and its officers shall have the unobstructed right of access to effect initial investigation, and subsequent repair / replacement of a reported defect and/or in a situation where there is a perceived emergency or health and safety issue. Where practicable and appropriate, prior notice will be given.

The University reserves the right for a Residence Manager or nominee to access a study-bedroom where, following reasonable attempts to ascertain whether the room is occupied it is considered that the room is unoccupied and where there is a need to turn off audio equipment (alarm, music or similar), which is considered to be causing annoyance or disturbance to other residents or members of the local community.

Cleaning Service

There is a weekday cleaning service within the Student Residences*. This concentrates on the communal areas and facilities that include kitchen/diners, WC and shower facilities, lifts, laundry, TV room, stairways, landings, and lobbies. The co-operation of all residents is required through prompt cleaning and putting away of personal belongings such as plates, kitchen and cooking utensils, which will then allow the cleaning staff easy access to work surfaces and sinks.

All residents sharing a communal kitchen facility have equal responsibility for ensuring that kitchens are kept at a reasonable level of cleanliness. In the event that the Residence Manager considers that the level has dropped below an acceptable standard, and following consultation with the individuals concerned, the University reserves the right to adjust and increase the level of cleaning in that specific area, and to recover from the users any additional costs of bringing the standard of cleanliness back to an acceptable level.

In addition, should the Residence Manager consider it appropriate to remove unwashed crockery or food that is clearly prejudicial to health - in the interests of health and safety - then associated costs for removal will be charged to residents with normal access to the kitchen in question.

All students are responsible for the cleaning of their own rooms including en-suite facilities, plus their personal kitchen items and utensils. Vacuum cleaners are available in each kitchen or flat area, and are the responsibility of the students using that kitchen. Replacement vacuum bags are available on request from the Residence Office.

**Due to there being fewer residents in each flat at Emily Davies the WC/shower, kitchen facilities and circulation areas are cleaned on a weekly basis.*

Where a study-bedroom or communal area is found to be in a condition considered hazardous or prejudicial to health, residence management staff reserve the right - having given 24 hours' notice - to employ appropriate actions to rectify the situation. The costs will be passed on to the student(s) for any cleaning and/or associated expenditure.

Complaints

A 'Student Complaints Procedure' exists whereby students can express their dissatisfaction or concerns about facilities or services provided by the University. As part of this procedure, residents are encouraged to address their initial concerns or observations with the Residence Manager, or with a member of staff in the Accommodation Office located on East Park Terrace Campus, dependant on the nature of their concerns.

A full copy of the Student Complaint Procedure can be found on the student intranet.

Illness and Injury

Any resident or visitor who is taken ill or has an accident is required to make the Residence Manager or Residence Assistant/Security Officer aware of their condition immediately, for recording purposes and in order for their health and well-being to be assessed and monitored, and if necessary further assistance called for. If the student or visitor is unable to report the occurrence, any resident who is aware that a resident or visitor is ill or has had an accident should inform the Residence Office at the earliest opportunity.

All incidents that result in personal injury to a resident or visitor must be reported to the Residence Office, in order that the appropriate documentation is completed.

Medical Centre

A Medical Centre is located at the St Mary Surgery is located close to Kimber Student Residence. All residents are strongly advised to register with a practice at the earliest opportunity following their arrival in Southampton.

Security

Within the Student Residences, security of personal belongings is most important. Residents are asked to secure doors to their own rooms, flats, kitchens and houses whilst they are not present in the room. Students should ensure that their own personal belongings are not left in corridors, or communal areas, and that study-bedrooms are locked, even if the rooms are unoccupied for a short period.

Special care should be taken to lock the windows on ground floor rooms. Any non-resident acting suspiciously should be reported to a Residence Manager, Resident Assistant or Security Officer immediately.

The majority of Residences have either number coded, swipe card or fob entrance systems in addition to conventional locks on flat, kitchen and study-bedroom doors. It is essential to the security of the buildings that these codes, swipe cards or fobs are not passed on to non-resident friends or acquaintances. Likewise keys should not be given or lent to non-residents.

In order to ensure continued security of study-bedrooms, the loss or misplacement of keys will result in the changing of appropriate locks and keys. The reasonable costs of

replacement locks and keys and associated fitting will be charged to the resident concerned.

Residents will be provided with all necessary keys on arrival at their allocated accommodation. It is the responsibility of the student to look after keys while in their possession. It is important to report lost keys to the Residence Manager or duty person as soon as is practicably possible.

Mail / Deliveries

Incoming mail can be collected from the Residence Office at specified times. In order for mail to be sorted efficiently, please ensure the correct postal address, including postcode is issued to friends and family. This address can be found on the relevant page of the Accommodation brochure or on the website.

Residents are asked to advise friends and family members to send valuable items and gifts by recorded delivery. The Post Office also strongly suggests that it is not advisable to send cash, or vouchers with a 'cash equivalent' value, through the post.

Launderette

Each Student Residence contains a laundry room with card operated washing machines and dryers. Laundry cards are issued on arrival. The laundry facilities are available seven days a week. Please note that students are required to supply their own washing powder/conditioner.

Kitchens & Kitchen/Diners

Residents will be allocated the use of a kitchen or kitchen/diner, located either in the flat or along the corridor from the study-bedroom. Kitchens and kitchen/diners are furnished with cookers or separate electric hobs and ovens, microwave ovens and kettles for use by the occupants. Additionally, kitchen/diners have fridges, freezers and cupboards for students to store food items plus crockery and cooking utensils. Students should ensure that kitchen/diners not located within a flat are kept locked at all times when not in use.

Unwashed crockery etc. left on the kitchen/dining area impedes the cleaning process. All residents are expected to wash up and put away personal possessions as soon as possible following use and to keep the kitchen sides clear. Kitchens where dirty crockery is habitually left and is considered by the Residence Manager or deputy to constitute a health hazard or obstruction to cleaning will be issued with a 24-hour Clean Up notice.

Any dirty crockery etc. left in the kitchen following the expiration of the 24-hour notice period will be removed to an external holding zone. Residents will have a further 7 days to retrieve their belongings from this location. Failure to remove belongings within this period will result in them being disposed of.

The University accepts no responsibility or liability for loss of, or damage to, property or belongings moved or removed as a result, except where the University is in breach of its

legal duty. The costs associated with the safe removal of crockery and related items will be recharged to the residents who use the kitchen facility.

Functions

Functions may be organised and held within the Common Room, subject to the written permission from the relevant Residence Manager. Please be advised that parties are not permitted within the confines of study-bedrooms, shared kitchens or flats.

Motor Vehicle Parking

Parking is available at each of the Residences, and is strictly for permit holders only. Parking spaces are limited. Residents who, subject to availability, have paid in advance for a parking space at one of the Residences will be issued with a permit and a barrier key on, or soon after their arrival. The permit must be clearly displayed and visible at all times when the vehicle is parked at the Residence.

The University utilises the services of a vehicle immobilisation/removal company, which will immobilise or remove any unauthorised vehicle, any vehicle not displaying a valid permit, or any vehicle not parked within designated parking areas. Due to the limited parking space available, there is generally no provision for visitors parking at the Residences.

Residents are reminded that vehicles are parked on University premises at the owner's risk. The University admits no liability for damage to, or theft of/from vehicles parked on any residential site, except where the University is in breach of its legal duty and the student incurs loss or damage as a direct consequence.

Please be advised that a parking permit only allows the individual holder authority to park the named vehicle at the Residence specified. Parking permits are non-transferable between persons, Residences or vehicles.

Limited motorcycle parking is available free of charge but needs to be arranged with the relevant residence manager.

Bicycles

There is limited space for bicycles at each of the Student Residences, and also at the main University academic buildings. Bicycles can be affixed to a hoop or rack by means of a chain or lock - which students need to supply themselves. Bicycles should not be stored or kept within the residential buildings, including a study-bedroom, kitchen or flat, as they are likely to cause an obstruction along designated fire exit routes. Any bicycle found to be causing an obstruction and/or considered a risk to the health and safety of occupants will be removed and stored securely for collection by the owner.

Bicycles are kept on University premises entirely at the owner's risk. The University will not accept responsibility or liability for any loss of, or damage to bicycles whilst on residential premises, except where the University is in breach of its legal duty and the

student incurs loss or damage as a direct consequence.

It is in a resident's best interests to secure bicycles at all times. Following the expiry of the residential agreement, any bicycle not removed from the Residences will be removed and disposed of - following a reasonable period of time and where the University has exhausted reasonable efforts to identify the owner and have the bicycle removed by the owner. The costs incurred by the University to remove and dispose of the bicycle will be charged to the owner.

Insurance

Students are strongly advised to insure all personal possessions prior to arrival in Southampton. For the avoidance of doubt students should be aware that the University's insurance **does not** cover loss of, or damage to residents' personal goods, possessions and belongings. In some instances the contents insurance of parents/guardians may cover personal effects within a Student Residence. It is worth checking before purchasing a separate policy.

Repairs/Maintenance

All faults requiring repair should be reported to the Residence Office at the earliest opportunity to ensure speedy rectification by either on-site maintenance officers or, where necessary, appropriate professional contracted staff. In order to receive same day attention, urgent defects must be reported before 12 noon. The Residence Manager or duty representative will record details of the maintenance activity required and provide the resident with a copy for their records.

Portable Appliance Testing

All portable electrical appliances supplied within the Residences by the University are tested in accordance with the appropriate published guidelines. Residents should note, and be fully aware that they are responsible for ensuring that any portable electric appliance that they choose to bring into, and or use within residential accommodation provided by the University is in a safe and fully operable condition.

The University reserves the right to remove any such appliance which it considers to be prejudicial to the health and safety of occupants. Any right to remove any appliance will only be exercised where the University reasonably considers it appropriate. The owner or keeper of such an appliance will be advised accordingly, and required to either make good the defect, permanently dispose of, or remove the appliance from site immediately.

Residents should be aware that electricity within the residences works on a 240 volts / 50 cycles and sockets take 13 amp square pin fused plugs.

TV Licences

It is a legal requirement for residents residing in the accommodation to purchase a

Licence if they wish to operate either a television set or radio receiver (this includes a PC or Laptop). You need a TV licence to use any television receiving equipment such as a TV set, digital box, DVD or video recorder, PC, laptop or mobile phone to watch or record television programmes as they're being shown on TB or to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer.

The Licence Detection Agency carries out regular surveys in and around the Student Residences in Southampton. Further information on how to purchase a TV Licence can be found at www.tvlicensing.co.uk

Conduct & Disciplinary procedures

Residents, individually or collectively, may be subject to disciplinary measures if they breach the University's published disciplinary regulations and are charged with acts of misconduct or gross misconduct. The disciplinary regulations can be found on the student intranet site. In addition, the University and its officers reserve the right to issue verbal cautions, written cautions and/or final written cautions to students who are in breach of the Terms of Residency.

The University reserves the right to issue students with exclusion notices from any of the Residences, or specific areas within the Residence, where it considers it appropriate to do so.

The University also reserves the right to terminate the Residence Agreement of any student considered to be in severe or repeated breach of the Terms of Residency, and as such is considered to have committed an act of gross misconduct, or having been charged, cautioned or convicted of a criminal act or such other arrestable offence that would cause the resident to be considered unsuitable to continue to live in residential accommodation.

Following termination of the Residence Agreement, the University would inform the resident that he/she is required to vacate the premises, and provide a reasonable period of time for this to take place, dependent upon the nature of the occurrence.

The following are examples of conduct, which may be construed as misconduct or gross misconduct. The list is intended to be neither prescriptive nor all encompassing.

- Causing damage to residential premises, property, fixtures and fittings
- Abusive, threatening or violent behaviour towards other residents, members of staff (including contract staff), guests or visitors
- Causing noise, disturbance or nuisance affecting the sleep or study of other residents at any time
- Causing damage, disturbance or nuisance which adversely affects local residents
- Possession, use or storage on residential premises (including vehicles) of prohibited weapons, firearms (real or replica), air rifles, explosives, fireworks or the like and any hazardous or flammable chemicals.
- The improper use of keys or access control devices including duplication or lending to other persons
- The abuse or misuse of any fire detection and/or fire-fighting appliances or fire notices.

Events beyond the reasonable control of the University

The University can neither guarantee the continuity of utilities (electricity or water) supplied to the Residences, as such services are not entirely within our direct control, nor be responsible for any loss or damage suffered by the resident, and which occurs due to an event of force majeure.

Internet Connection

Access to the internet is via Wi-Fi provided by StudentCom. Residents will have up to 50Mb broadband access FREE of charge. Other broadband options are available at additional cost if required.

If you experience any problems with your internet or Wi-Fi access, you should contact StudentCom's helpdesk;

Email: support@studentcom.co.uk

Twitter: @StudentComHelp

Telephone: 0333 123 0112

Damages

Any damages caused to the accommodation will be invoiced to the individual and payment will be required in full within 14 days of the date of the invoice.

Where the individual responsible for damage to property cannot be identified the costs of repair/replacement may be charged collectively on a pro-rata basis from residents with normal access to that specific area. Residents have a joint responsibility for damages to all communal areas. The University is not liable for any damages, losses, or breakage caused by residents or their guests.

A pin-board is provided for posters, timetables etc. If a resident damages a wall surface in their room by fixing decorations straight onto the finish of the wall, the resident will be liable for reasonable redecoration charges incurred by the University.

Detector heads are situated in every study bedroom and access to the room will be required periodically to test the unit (see access to rooms). If a panel fault indicates a problem with a bedroom detector, immediate access will be required to ensure the area is safe and the sensor has not been tampered with. If, upon inspection, it is determined that the detector head has been tampered with, the full costs, including the engineers call out charge and re-instating the detector head, will be passed to the occupant of the room.

If a resident has cause to challenge or appeal any proposed damage charge, they should raise the matter directly with the Residence Manager within 14 days of the date of the letter or notification of the damage. The Residence Manager will review the issue taking into consideration any new evidence or information that may be introduced. If the

Residence Manager is not available, the resident should then refer their appeal to the Accommodation Office.

Any damages will be invoiced directly to the resident(s) concerned, and the resident will be expected to pay the appropriate amount within 14 days. If an invoice remains unpaid at the end of the residency period, the University reserves the right to take action to recover outstanding debts, including the use of debt collection agencies, and to recover all reasonable costs associated with the recovery of outstanding debts.

Smoking Policy

Smoking (including the use of all forms of electronic cigarettes or vaping apparatus) is not allowed in any part of the University's residences. Smoking is not permitted within 5 metres of any entrance or window of the residence. Designated smoking areas should be used where available.

If evidence is found of smoking inside a study bedroom, a 'Smoking in Room' fee of £90 will be charged to the occupant. This covers the cleaning of curtains and carpets, redecoration and de-fumigation of the room ready for the next occupant. Any damage to carpets, furniture etc. from cigarette burns will be charge separately, at full replacement cost.

Guests or visitors of residents breaching the policy will be requested to cease smoking on the premises. A guest or visitor who refuses to stop smoking will be required to leave the premises.

Health, Safety and Well-Being

In the interests of the 'Health, Safety and Well-Being' of themselves and all other residents, occupants are required to abide by the following terms as part of the Residence Agreement;

Not to bring, or to allow to be brought, onto the property:

- Any unlawful drugs or illegal substances controlled by the Misuse of Drugs Act 1971.
- Any form of 'drug paraphernalia' for supplying or using illegal substances or 'legal highs'
- Any firearms, fireworks, prohibited weapons (real or replica), knives (other than those clearly intended for food preparation) or other such items deemed by the Manager to be a danger to other residents.
- Any flammable materials/liquids.

Not to use lighted candles or naked flame appliances (or similar) within the residences

Not to use open chip pans. Only thermostatically controlled automatic fryers are permitted.

Not to allow anyone other than authorised occupants of that specific Residence to remain on the premises overnight.

Not to keep any pets/livestock within the Residence (except where a specific disability necessitates - in such circumstances the Accommodation Office should be notified at the earliest opportunity).

Not to play ball games or any other such activity that is likely to cause damage, disturbance or annoyance to other residents or members of the local community either within the Residence, its grounds or car park areas.

Not to allow unauthorised use of keys/swipe cards/fobs/barrier cards. Keys/swipe cards/fobs/barrier cards are not transferable and must not be passed to any other student or individual.

Not to knowingly allow basins, sinks or shower trays to overflow.

Not to use electric fires, blowers, kettles, toasters, microwaves or any other type of cooking/heating appliance within the study-bedroom.

Not to tamper with or alter any cable, switch, pipe, smoke detector, heat detector, or other fittings connected to water or electricity supply within the residential premises.

Not to tamper with or force open any window or window lock mechanisms beyond the 'tilt position'.

Not to cause annoyance or distress to other residents, or members of the local community through the playing of musical instruments or hi-fi equipment. All requests for quiet should be respected. Causing unreasonable levels of noise audible outside the building at any time is not permitted, nor is causing noise that is audible outside the room after MIDNIGHT. The University reserves the right to inform the Environmental Health Department (EHD) should any student be in breach of this clause. Residents should be aware that the EHD is empowered to serve notice on individuals causing noise nuisance and is legally able to confiscate such equipment.

To give full consideration to other residents and members of the local community, and not to cause unnecessary or undue hardship through harassment, excessive noise, drunkenness or other such anti-social behaviour.

Not to cause damage to the property in any way. This includes study-bedrooms, and any communal facility within the site, and includes firefighting/detection equipment.

Not to hang or suspend any articles or objects on the exterior of residential buildings.

Not to bring onto University property any Public Highway signs, traffic cones, supermarket trolleys or similar.

To accompany any guest(s) whilst on the premises, and to take full responsibility for the actions/behaviour of guest(s) whilst on the premises.

To keep landings, hallways, stairs and other communal passageways clear from obstructions at all times.

To allow access to study-bedrooms for maintenance, or other such emergency purposes

by the Manager or any other University Officer or nominee.

To ensure that study-bedroom accommodation and any shared facility (i.e. kitchen) is kept in a reasonably clean and tidy condition. This applies to furniture, fixtures, fittings and decorations. If a communal area or kitchen is, in the opinion of the Residence Manager, found to be in such a condition as to be considered a health hazard, the University reserves the right following consultation with the residents in question (and having given 24 hours' notice) to employ cleaning staff to remedy the situation.

To wash, dry and put away, crockery, cooking utensils and the like after use, and ensure all exposed work surfaces and worktops are left clear to allow access for cleaning staff.

To sign for appropriate keys/swipe cards when moving into the Residence and to give up keys/cards at the end of residence period. If keys/cards are not returned to the Manager at the time of final vacation or following a reasonable amount of time, they will be deemed to have been lost. The student will then be liable for the reasonable costs incurred by the University for replacement locks, keys or similar. In the event that keys are lost, appropriate locks and keys will be replaced, and costs recharged to the student concerned.

To ensure that all personal electrical appliances are in a fit state of use, wired correctly and that the correct fuses are fitted. The use of 2 or 3 way adapters plugged directly into the socket is not permitted. Where the resident needs to use multiple electrical items, the University recommends that a fused and insulated adapter with power surge protection is used.

To fully comply with all aspects of the University's Charter.

To familiarise themselves with fire procedures and with all notices concerning instructions and mustering points.

To vacate the Residences immediately upon hearing the activation of the fire alarm, closing study-bedroom, kitchen, flat and entrance doors on departure. All residents should be aware that no-one will be allowed back into the building until the all-clear signal has been given by the Fire and Rescue Services, Safety Officer, Residence Manager or nominee.

Misuse of Fire Fighting and Fire Detection Equipment

All residents should be aware that the misuse of any fire fighting/fire detection equipment is a criminal offence. This includes tampering with fire extinguishers, smoke detectors, and exit signs etc. Anyone found responsible for such behaviour will not only be subject to the university's disciplinary procedure but will also be liable to prosecution from the authorities.

Mis-use of addictive drugs on university premises

The University makes available health information regarding Drugs. If students have a concern about drugs they should seek advice from Student Support Service (Students 1st) or a GP.

Students should be aware that even a one-off incident could result in serious harm to health and irreparably damage any future career prospects.

In accordance with University policy on this subject, this statement is drawn to the attention of all personnel, staff, students and visitors using the University premises.

1. The **Mis-use of Drugs Act 1971** makes it an offence to possess, use or supply to other persons, any controlled drug. Controlled drugs are classified into classes A, B and C. Class A contains hard drugs such as Ecstasy, LSD, Heroin, Cocaine, Crack, magic mushrooms, and Amphetamines (if prepared for injection). Class B drugs include Amphetamines, Cannabis, Methylphenidate (Ritalin), Pholcodine. Class C drugs include Tranquillisers, some pain killers, Gamma hydroxybutrate (GHB), Ketamine and Methadone.
2. The act also makes it an offence for the occupier of the premises or a person concerned in management of any premises to knowingly permit or suffer any of several activities to take place on those premises. The activities specified in the Act include smoking cannabis or cannabis resin and supplying or attempting to supply a controlled drug to another person.
3. Staff, students and visitors are clearly required to comply with the law. Any evidence of controlled drugs on University premises will immediately be referred to the police, which may result in the prosecution of staff, student or visitors.

Legal Highs

- The use of any substances intended to produce a legal high, hallucinogenic or similar effect is prohibited on University premises. Substances classed as a 'legal high' are at the reasonable judgement of the University.

In addition, the University reserves the right to take the appropriate disciplinary action.