

# RULES OF RESIDENCE 2009/2010

These Rules of Residence contain important policy and information relating to University of Ulster accommodation.

- **Students who accept a place in University accommodation agree to abide by the Rules of Residence as part of their Accommodation/Student License Agreements.**
- **The Accommodation Licence Agreement by extension includes the policies and procedures contained in the Rules of Residence and those contained within the Charter and Statutes of the University of Ulster.**
- **It is important to note that students who sign such Agreements are licensees not tenants, and fall outside the scope of the Rent (NI) Order 1986.**
- **The licence agreement is a legally binding contract between you and the University. The licence agreement offers exclusive use of the bedroom only.**
- **Failure to comply with the Rules of Residence may lead to disciplinary action being taken against you, which includes expulsion from University accommodation.**

## 1.0 INTRODUCTION

Residential Services is a self-financing semi-autonomous unit within the University's Physical Resources Department. The Service has offices and staff at each of the University's campuses, and the Director of Physical Resources has overall responsibility for every aspect of the service. The Head of Residential Services has executive control of the Service and, along with Accommodation Officers at each campus, looks after the policy and day-to-day business.

Residential Services staff welcome all students to the University of Ulster regardless of race, age, gender, sexual orientation, religion, disability and political opinion. We hope that you will have an enjoyable and rewarding time as part of your education. All staff are available to provide assistance, so please introduce yourself and ask for help when you need it.

## 2.0 GENERAL INFORMATION

### 2.1 Use of the Accommodation

- The Resident agrees that the house/flat/apartment to which he/she has been allocated is for his/her use whilst studying at the University of Ulster and the study bedroom is for his/her personal use.
- No more than the registered number of students per house/flat/apartment are permitted to live there.
- Sub-letting of all or part of the accommodation is prohibited.
- The Resident agrees not to interfere with, or alter the decor of his/her study bedroom. Pictures, posters, etc. may be fixed to the areas of pin board, and should be removed when you vacate the accommodation. Fixing them elsewhere using blu-tac, sellotape or other adhesive materials can cause damage to wallpaper or paintwork, for which you will be charged.
- The Resident agrees not to keep any pets or livestock in University residences.
- The Resident agrees to maintain the house/ flat/

apartment, and his/her study bedroom in good condition. The accommodation will be inspected periodically, and any damages beyond normal wear-and-tear not noted on the Inventory/Room Contents Sheet/Schedule of Condition and any damages or missing items will be repaired or replaced by the University and the cost recovered from the Resident(s).

- All Residents of a floor or house may share joint responsibility for loss from or damage to communal areas within a building.
- The Licensee may be requested to relocate from an existing room to a substitute room at any time upon being given 48 hours notice. However in the event of an emergency such notice may not be able to be given.

### 2.2 Booking Fee/Insurance

- A Booking Fee is payable in **advance** by each applicant applying for University accommodation. If the Booking Fee is **not** sent with the application form, the application form will not be processed. Once an accommodation contract is signed and accepted by you the Booking Fee becomes **non-refundable**.
- Part of the Booking Fee includes an insurance premium to cover damage, loss, or theft of Residents' personal possessions within the study bedroom. Details of this cover and how to make a claim will be included with the Joining Instructions, presented to you when you collect the keys for your room.

### 2.3 Medical Registration

- Residents living in University accommodation are advised to register with a local Doctor/General Practitioner and assistance can be given via the campus Nurse.
- Information regarding local medical practices is available at Student Support Offices. When

completing the application form for University accommodation, it is important to clearly state if you have any medical condition (for example asthma).

- Students with a disability or who experience a new or developing disability throughout their stay should inform the University so that appropriate accommodation can be allocated. Such information will enable Residential Services to assist you, should a problem arise.

## 2.4 Payment of Residential Fees

- When you are offered accommodation, an invoice is issued setting out the amounts due in residential fees.
- When accepting the offer, you are required to pay all the residential fees due for the first semester of your residence or complete a direct debit mandate.
- For a subsequent semester, you will be invoiced in January, and will be required to pay within 10 days of receipt.
- Direct debit mandates will require three instalment payments throughout the year coinciding with the payment dates for Student Loans i.e. October, January and April.
- Payments may be made by cash, Sterling cheque, credit/debit, card, BACs or direct debit.
- Room offers may be withdrawn if payments are not made or a Direct Debit mandate entered into.
- Outstanding residential fees are considered as a debt to the University. If a resident persistently fails to pay fees due, the University reserves the absolute right to terminate the Accommodation License Agreement immediately and refer the resident in debt to a debt collection agency for redress. This will affect the residents' future credit status.

## 2.5 Administrative Charges

In the event of late/non-payment of residential fees, the following procedures will be implemented. Note that the dates taken will be from the beginning of the first or second semester or from licensee agreement start date for late applicants.

**Day 7 ~ Reminder Letter sent** (£10 added to outstanding fees)

**Day 14 ~ Interview Letter** (£10 added to outstanding fees)

**Day 21 ~ Final Letter** (£10 added to outstanding fees). This letter informs a Resident who failed to attend the previous interview or address the outstanding fees as agreed that they have 7 days from the issue of the letter to resolve the matter otherwise a Notice to Quit (NTQ) may be issued, and/or the matter referred to debt collection agency for redress.

**Day 28 - NTQ Letter sent** (£10 added to outstanding fees). Student given 7 days notice from issue date to vacate the accommodation and the matter referred to debt collection agency for redress.

All associated charges incurred in the pursuit of the debt will be added to the debtor's account.

The University is entitled (without prejudice to its other rights and remedies under the Accommodation License Agreement) to levy charges to cover

any extra administrative charges applicable in appropriate circumstances:

- Dishonoured Cheque/Direct Debit** ~ an administrative charge of **£25** will be incurred for each cheque or Direct Debit payment not honoured by the Resident's bank/building society/credit card provider. Following such an occurrence, only cash payments or Banker's Draft will be accepted.
- Residency Reference** ~ an administrative charge of **£10** will be incurred in advance to provide a Residency Reference letter (where proof of residence is required, the Accommodation License Agreement is generally sufficient for third parties).
- Payment Plan** – a resident who fails to honour a payment plan as agreed will incur an administrative charge of **£25**.

## 2.6 Other Charges

- In University managed accommodation, the Resident will pay all other charges for electricity, as apportioned amongst the group and all charges for telephone/modem access/line rentals during the period of occupancy.
- Students with televisions will also be required to pay a TV licence.

## 2.7 Keys/Access

- On registration keys (and, where appropriate, swipe cards) will be issued to you. Alternative arrangements can be made *in advance* if you do not intend to collect your keys on the date your Agreement starts, but your residential fees will be charged from this time regardless of whether or not you pick up your keys.
- Keys/swipe cards remain the property of the University and should be returned to Residential Services at the end of your contract period or on termination of your occupancy.
- During your stay in accommodation you may be asked to produce or surrender your Residential Pass or Student Identification by Residential Services personnel. Failure to do so may result in disciplinary action.
- Keys must not be duplicated, or given/loaned to any other person.
- If keys/swipe cards are lost or otherwise cannot be returned to Residential Services on departure, you may be charged for the room on a daily basis, for replacement of keys/cards, and/or changing the locks.
- Any Resident who loses his/her keys/swipe card should report the fact as soon as possible to Residential Services.
- Please carry your keys/swipe card with you at all times.
- University staff on duty have access to master keys for use in bona fide emergencies, but are not expected to needlessly devote their time to unlocking Residents' doors. Staff will levy an administrative charge of **£10** on any Resident who repeatedly seeks the use of master keys to gain access to his/her accommodation.
- University staff retain the right to enter your apartment/flat/house at any time, however will give 48 hours notice of intention to enter your bedroom

unless in the event of an emergency.

## 2.8 Induction

- All students are required to attend a Residential Student Induction at the commencement of the academic year. This Induction will include topics such as Fire Safety, Personal Safety and Rules of Residence.

## 2.9 Furnishings/Fittings

- Study bedrooms are generally occupied by one Resident, and all are equipped with beds, wardrobes/ clothes hanging space, desks, study chairs, and power points for small electrical appliances.
- Rooms contain either an ensuite bathroom or a wash hand basin.
- Communal kitchens are equipped with electric cookers, kettles, fridges and/or fridge-freezers; some also have microwave ovens.
- All bedrooms have access to internet connections. However on some sites the service is available via subscription at additional cost
- Bed linen, crockery, cutlery, cooking utensils and washing-up materials are not supplied.
- Residents are not permitted to provide their own personal furniture for example camp beds, etc.
- Any additional furnishings provided such as curtains, cushions etc should be in accordance with Source 5 of the Furniture and Furnishings Regulations 1988 (Amended 1993).

## 2.10 Inventory/Room Contents Sheet

- The Inventory/Room Contents Sheet/Schedule of Condition is the official record of the contents of the accommodation at the time the Resident(s) take(s) possession of it.
- Residents must check the contents and condition of their accommodation and note any discrepancies on the forms **immediately** at the commencement of occupation. The forms should be returned to the Residential Services Office within 5 days of arrival.

## 2.11 Damage

- The Resident agrees to accept full financial liability for any loss/damage he/she or their guests/visitors may cause to the property.
- Residents will be held liable for any accidental or intentional damage caused by them and/or their guests/visitors to any University property within University residences and will be expected to make full payment for repair or replacement.
- Bills must be paid by Residents **within 7 days**, or they will face additional administrative charges and disciplinary action.
- Where damage/loss is caused by unidentifiable persons, the financial liability will normally be borne by all residents of the area concerned, at the discretion of Residential Services, and additional charges raised as appropriate.
- The cost of the damage/loss will be forwarded to students who will be given 7 days to take responsibility and pay costs of damage/loss. After 7 days, if responsibility has not been taken and costs paid, an administrative charge of £25 will be added.
- Residents may not alter or make repairs to any property or furniture within accommodation.
- Where a Resident or their guest/visitor is**

**responsible for deliberate damage or abuse to University property or equipment the Resident may be immediately removed from accommodation and referred automatically to the Pro-Vice Chancellor (Information & Student Services), Director of Physical Resources or Provost who may ratify the expulsion and/or, refer the student to the Disciplinary Committee.**

- Residents removed from accommodation for such offences will be required to pay the costs of accommodation until such time as the Resident is interviewed by the appropriate University Officer or Disciplinary Committee.

## 2.12 Repairs

- The Resident must report to Residential Services or the Facilities Manager without delay any repairs/ defects arising in the property.
- Please use the system of Repair Request Slips or Repair Report Books to record any condition in your room or elsewhere in the residences which needs attention and/or repair. Alternatively, you may telephone/email your request.
- By reporting a repair you are authorising access by appropriate persons to carry out the repair; it is not possible to arrange by appointment.

## 2.13 Cleaning

- Residents are responsible for the cleaning of their study bedroom, and to cooperate with fellow residents to keep communal areas of houses/flats/ apartments in a clean and tidy condition.
- The University reserves the right to make periodic inspections of student bedrooms/communal areas to ensure that basic hygiene standards are maintained. At least 48 hours prior written notice will be given.
- A Resident may be in attendance during an inspection by pre-arrangement with the Residential Services office.
- Failure to meet the required standard will result in a 24-hour notice being issued for the condition to be rectified by the Resident(s) concerned. If the situation is not rectified, the University will
  - Arrange to have the area(s) concerned cleaned, and all charges passed on to the Resident(s).
  - Arrange for dishes/crockery/cutlery to be confiscated
  - Commence disciplinary action against the Resident(s) concerned.
- Residents are responsible for the removal of all rubbish from their bedrooms and from communal areas to the bin stores provided.

## 2.14 Residents Under the Age of 18

- As far as possible the University treats students under 18 years of age in the same way as other students
- The University does not operate in loco parentis and will not act in a parental capacity in relation to you.
- An up to date contact address of someone who is able to act in this capacity is required in the event of emergency.
- Students under 18 are placed in general accommodation with students who are over 18 and the University will not take on any particular

monitoring of such students beyond that required in accordance with the policies and guidelines that relate to all students.

- Such students are prohibited from purchasing or consuming alcohol before they are 18.
- Such students will normally be allocated accommodation on-campus, were available.

## 2.15 Family Accommodation

- Where family accommodation is made available the family members of staff/student member of the University is bound by the Rules of Residences and Accommodation/Student Licence Agreements.
- Children should be supervised at all times by an appropriate adult.

## 3.0 FIRE & PERSONAL SAFETY

### 3.1 Fire Prevention

Preventing fires is everyone's responsibility and your co-operation is essential.

- do not tamper with the safety equipment
- if a fire extinguisher is discharged for any reason, the occurrence must be reported to Residential Services as soon as possible
- do not leave a cooker unattended whilst cooking
- do not obstruct or prop open fire doors
- the use of electrical appliances in kitchens (with the exception of kettles) is not permitted between 11.30pm and 7.00am

### 3.2 Fire Safety

- The Resident agrees to comply immediately with any requirement served orally or in writing by the University in connection with Fire Safety, including the safe use of electrical equipment, in accordance with the relevant legislation.
- Residents must familiarise themselves with the location of fire exits, fire alarm systems and fire fighting equipment.
- Residents must participate fully in any fire drills which may be held.
- Residents must treat every alarm as an emergency. If you act as if it is a false alarm and fail to evacuate, or you take your time evacuating the building, you could lose your life.
- Testing of the fire alarm systems is carried out periodically.
- Activating a false alarm, or tampering with any fire safety equipment, fire doors or emergency telephones is irresponsible, and puts every Resident's life at risk. Failure to evacuate will result in disciplinary action.
- You have a duty to report any instances of damage or abuse of the fire safety equipment, in the interests of all residents who may rely on the equipment in an emergency.
- ***Where a Resident or their guest/visitor is responsible for abusing fire equipment the Resident may be immediately removed from accommodation and referred to the Pro-Vice Chancellor (Information & Student Services), Director of Physical Resources or Provost) who may ratify the expulsion and/or, refer the student to Disciplinary Committee.***
- Residents removed from accommodation for fire

offences (or those of their guests/visitors) will be required to pay costs of accommodation until such time as the resident is interviewed by the designated University Officer. **They may also be subject to criminal prosecution.**

### 3.3 Electrical Appliances

- All electrical appliances must be used carefully, taking note of the electrical loading limits of the wiring and the danger of fire.
- On campus, **only** appliances rated fewer than 2 amps should be used.
- The University regularly tests all electrical items it supplies.
- Electric fires, heaters, irons, cooking appliances must in **no circumstances** be used in study bedrooms. The Resident agrees to make sure that trailing cables of table lamps, radios, etc., do not constitute a hazard.
- The Resident agrees not to attempt to repair any faulty appliance or remove special light fittings.
- To comply with legislation any personal items of electrical equipment must be certified as safe by a qualified electrician and have a portable testing certificate within three months. The University reserves the right to remove items that have not been tested.

### 3.4 Personal Safety

Now that you are away from home and living independently, safety becomes a priority but you must take responsibility for your own personal safety.

#### ***Steps to Protect Yourself***

- Do not walk alone in unlit or poorly illuminated areas
- Consider carrying a personal alarm or mobile telephone
- Tell someone where you are going and when you will be back
- Always check the identity of all persons calling at your door before letting them in
- Follow the advice given by **Campus Watch** and **Get Home Safe** initiatives.

### 3.5 Buildings Security

- All external doors should be kept closed. Residents and their guests/visitors must enter only via the front or main entrances. Other doors are for emergency use only.
- Please do not allow people whom you do not know to enter any part of the accommodation.
- Do not prop open doors.
- Keep your own bedroom door locked at all times, even if you will only be away a short time.
- When leaving your house/flat, make sure that all ground floor windows are secured
- If you jeopardise the security of a building by loaning your ID cards or keys, entering or exiting via windows, propping open doors, or letting in strangers, you may be subject to disciplinary action.

### 3.6 Hazardous Items

- Firearms (real or imitation), offensive weapons, fireworks, flares and other pyrotechnics are not permitted in University accommodation or grounds.
- Candles, incense burners, and other naked flames can be hazardous, and are not permitted in University

accommodation.

- The use of any type of chip pan or deep fat fryer is prohibited.

### 3.7 Use of Alcohol

- If you choose to consume alcohol, you are expected to do so in a responsible way. Being under the influence of alcohol does not justify or excuse irresponsible behaviour.
- If the general permission to consume alcohol is abused, it may be limited or withdrawn at the discretion of the designated University Officer.
- Guests/visitors under the influence of alcohol may be refused permission to enter or remain in University accommodation.
- In traditional Halls of Residence alcohol consumption is limited to student bedrooms only. Alcohol is prohibited from being consumed in communal areas such as common rooms and kitchens. Students who fail to comply with this regulation will be subject to disciplinary action.

### 3.8 Substance Misuse

- The possession, use of or involvement with certain drugs or other controlled substances is illegal and against University policy. Any action which breaches any drugs-related legislation will be regarded as a serious disciplinary matter.
- On all occasions, students using drugs will be referred automatically to the police and the University's Disciplinary Committee.
- Immediate action which may include removal may be taken if the safety or well-being of residents is affected, or the supply of drugs is involved.
- Anyone with information in relation to an arrestable offence must inform the police within a reasonable time. It is a criminal offence to occupy premises and knowingly allow drug related offences to take place.

### 3.9 Smoking Policy

- In line with University smoking policy, accommodation is completely non-smoking. Smoking is prohibited in communal areas such as kitchen, living, dining areas as well as bedrooms.
- Students in breach of the University smoking policy will be subject to disciplinary action.

## 4.0 ADMINISTRATIVE ARRANGEMENTS

### 4.1 Room Changes/Transfers

- Requests for room changes/transfers may be considered by the Accommodation Officer after you have been in residence for **at least 4 weeks**.
- Requests for room changes/transfers may be granted depending on availability.
- No room changes/transfers will be permitted where there are outstanding debts owed to Residential Services.
- A fee of **£25** must be paid **prior** to any change/transfer being authorised. This fee may be waived by the Accommodation Officer where there are pressing medical/social circumstances, for example where a student has developed asthma and has been allocated a second floor apartment but requires ground floor accommodation.
- Residents making unauthorised room changes will be required to move back to their allocated room,

and charged accordingly if cleaning is required.

- The University reserves the right to require Residents to transfer to alternative University accommodation, should the needs of the University dictate. In such circumstances, the Resident(s) will, where possible be given at least **48 hours notice** in writing, however in emergencies immediate transfer may be required.

### 4.2 Termination of/Release from Your Agreement

- Residents will be required to honour their licensee agreement unless they can find another fully registered University of Ulster student (who has no commitment to other University accommodation) to take their place. Such arrangements are subject to the approval of Residential Services
- ***This includes Residents required to go on Placements.***
- You will be responsible for payment of residential fees until the room has been re-allocated. Charges in lieu of notice/cleaning may also be made.
- Residents wishing to leave but who intend to continue as University of Ulster students, may list their name with Residential Services to assist in identifying a replacement tenant
- Residents wishing to leave who will discontinue being students of the University will be liable to pay a cancellation charge equivalent to 4 weeks residential fees.
- The Resident is required to obtain a letter of release/withdrawal from his/her Faculty Office and complete the Departure Form.
- If any of the obligations detailed in this document are not performed, the University reserves the absolute right to terminate the Accommodation License Agreement immediately. The University may at any time re-enter the accommodation and resume possession of the accommodation and contents thereof. The Accommodation License Agreement shall determine but without prejudice to any other rights and remedies of the University.

### 4.3 Departure

- At the end of the licensee agreement, the Resident agrees to vacate the accommodation and return all keys.
- Residents must lock their room and return keys in person to the Residential Services Office by 1pm on the Friday of the last day of the term/semester, unless other arrangements have been made in advance.
- Residents should ensure that study bedrooms and communal areas are left secure.
- Check that gas, electricity, etc., are turned off, and that windows are closed and properly fastened.
- Residences should be left clean and tidy and cleared of all personal possessions. All food should be removed from cupboards and fridges/freezers, etc.
- Additional cleaning charges may be levied in respect of residences not left in an acceptable condition.

### 4.4 Vacation Use

- Residents who wish to stay on in accommodation during the summer vacation period may be permitted to do so, and should contact Residential Services prior to the period concerned.
- Please note that residents wishing to remain in

accommodation over the summer vacation may be required to transfer rooms.

- Residents with outstanding accommodation fees **WILL NOT** be permitted to stay during the vacation period.

#### 4.5 Vehicles & Bicycles

- Residents who bring motor vehicles/ motorbikes on campus must conform to the University's Car Parking Operational Policy and speed restrictions.
- Parking is only permitted in designated areas and charges apply; vehicles left in unauthorised places may be clamped or removed, or the police informed.
- Bicycles must not be brought into any residential areas at any time, except to areas which have been specifically designated. A fine will be imposed on Residents who breach this rule.
- The University accepts no liability for the loss of or damage to vehicles/bicycles.

#### 4.6 Networking IT Facilities

- Where the University provides access to the University network in student accommodation students are required to adhere to the University's Acceptable Use policy available at [www.ulster.ac.uk/isd/itus/docs/policies/Compositedoc.html](http://www.ulster.ac.uk/isd/itus/docs/policies/Compositedoc.html).
- Students who do not adhere to this policy will have the facility removed and be subject to disciplinary action.

#### 4.7 Utility Services

- Residents in off-campus University managed accommodation are responsible for making their own/joint arrangements with electricity providers.
- You may be required to sign for the supply of electricity and other energy sources to the premises, pay any security deposit which may be required, and/or obtain cards for card meters if they are installed.
- Residents are required to agree and pay their proportion of costs as appropriate.

### 5.0 COMMUNAL LIVING

There are three general principles which residents should note:

- firstly, the comfort and convenience of others should always be respected;
- secondly, the University must not be brought into disrepute and,
- thirdly acceptance of a place in University accommodation deems acceptance by you of all the University's policies and procedures. This includes University policies relating to substance misuse, harassment, intimidation, sectarianism, and other inappropriate behaviour.

#### 5.1 Respects for Others

- As an adult, you are responsible for your behaviour and fully accountable for your actions.
- Designated University Officers have authority to remove from accommodation any Resident who ignores the rules or behaves in an inconsiderate manner towards fellow Residents and others.
- All Residents agree to endorse and abide by the University's Equal Opportunities and Bullying and Harassment policies. Behaviour of a discriminatory

nature against a person's race, religion, sex, sexual orientation, age, political opinion or disability are Section 75 of the Northern Ireland Act, 1998 categories and will not be tolerated. This includes the display of any material/emblems, behaviour, or use of language which may cause offence.

- In neighbourhoods where University accommodation is adjacent to residential areas of the local community, it is important that respect is given to neighbours, and their right to "quiet and peaceful enjoyment". The onus is on students to behave responsibly and with consideration for other members of the community. Police are aware of complaints and may take appropriate action as necessary.
- Where the conduct of an individual student is deemed to have brought the University into disrepute, the University may invoke disciplinary proceedings in relation to the student(s) concerned, in addition to any measures taken by the police.

#### 5.2 Noise

- The Resident agrees that the accommodation will at all times be occupied in such a way as to cause no disturbance or inconvenience to the occupants of neighbouring premises.
- Unacceptable noise is any sound, human or otherwise, which is or may be disturbing to a Resident, either within University accommodation or in neighbouring residential areas.
- Minimum quiet hours are **11.30pm to 7.00am**, during which period it should be quiet enough to permit each Resident to sleep.
- Other hours are seen as courtesy hours, during which each Resident is expected to reduce noise levels when asked to do so by another Resident, Resident Assistant, or Security Staff. It is the responsibility of the University staff to determine what an acceptable level of noise is.
- Communal areas should normally be vacated by 1.00am, except by special prior arrangement. The playing of musical instruments and stereo/hi-fi systems, televisions, etc., should be within reason, moderation, and consideration.
- A £50 fine may be imposed on any Resident who exceeds this (the Resident may also be fined for the actions of his/her Guests/Visitors).

#### 5.3 Cleanliness & Hygiene

Personal hygiene when living in a communal setting is of paramount importance particularly in kitchen areas. The following guidelines should be observed at all times:

- no dirty cooking utensils/crockery must be left in kitchen areas
- cookers/worktops must be wiped down after use, and particularly after spillages
- separate cooked and uncooked meats in fridges and freezers
- Residents are responsible for the removal of rubbish from their rooms (and from flats/apartments) to external bins or bin stores and for ensuring that the areas which they use are kept to a reasonable standard of hygiene.
- Failure to maintain a reasonable standard of hygiene and cleanliness may result in you incurring additional cleaning charges and/or the designated University Officer taking disciplinary or other action,

for example, the confiscation of dirty dishes/cutlery (see Rule 2.2).

## 5.4 Guests/Visitors

- A guest is someone who stays with a hosting Resident overnight.
- Guests may not stay any longer than two nights in any seven day period.
- For special events the number of guests will be restricted and bookings of guests may be permitted only up until a notified time/date and/or a maximum number of guests permitted within a building.
- Guests must be signed in at the Residential Services office in advance. Guests that have not been registered in advance will be prohibited from residing in accommodation.
- The hosting Resident is fully responsible for and will be held liable for the actions and behaviour of his/her guests/visitors.
- Guests will be refused entry if not accompanied by the hosting Resident. The identities of all guests/visitors may be checked, and co-operation is required.
- A visitor is someone who does not stay overnight. Visitors may be entertained any day between 8.00am and 1am.
- Visitors are expected to leave at a reasonable time (normally this would be defined as prior to 1.00am).
- In traditional halls the hosting Resident is required to sign in visitors using the Visitors' Book, in the Residential Services Office up to 11.30pm. After this time, no one can enter Halls as a visitor.
- No more than one visitor may be signed in simultaneously by a hosting Resident.
- The University reserves the right to refuse admission to residential accommodation to any guest/visitor, and require him/her to leave.

## 5.5 Heating Arrangements

- All University accommodation is centrally heated and Residents are not permitted to bring ancillary heating appliances into any University residences.
- The University may request Residents to notify the University of their occupation of student accommodation during holiday periods so as to facilitate the reduction of energy consumption.

## 5.6 Ventilation/Condensation

- To prevent and cure condensation/mould you should provide continuous warmth combined with frequent ventilation to aid a good air circulation. Please open your windows regularly ~ even in cold weather ~ to reduce the risk of condensation.
- You should refrain from drying clothing on radiators or in communal areas, as this is a prime cause of condensation and mould growth/staining.

## 5.7 Televisions/Licensing

- A student living away from home must have a licence to cover a television if it is mains powered. This will include computers/laptops or Blackberry type devices capable of receiving broadcast pictures. The only type of TV which is covered by a licence held by a Resident's parent(s) is one which is powered solely by internal batteries ~ a separate licence is not needed.
- If a Resident's television set is located and used

in a communal area of the premises, then all the Residents and guests/visitors may watch the set, provided that it is covered by a valid TV licence.

- On campus, and in certain University managed properties, TVs located in Common Rooms and communal areas are covered by licences held by the University/owner of the premises, and Residents are not required to purchase a separate licence.
- Residents in University managed residences who may wish to have satellite/cable TV installed should check first with Residential Services.

## 5.8 Energy Efficiency/Re-cycling

In the interests of energy efficiency, and to be environmentally friendly, Residents are asked to observe/carry out a number of practices whilst living in University accommodation:

- turn off all unnecessary lights, taps, and electrical appliances, and turn off radiators when not in use during warm weather
- take all used glass bottles, paper and cardboard to re-cycling areas (where provided).
- Ensure that all refuse is removed to the appropriate disposal areas.

## 5.9 Making Your Views Known

- It is in your own interests to make your views known whilst living in University accommodation.
- Residential Services welcomes your comments and feedback on the standard of service provided. If there are any issues, comments or pressing problems you may wish to bring to the attention of Residential Services, please feel free to make these known to local staff.
- If you are dissatisfied about any aspect of Residential Services and you have not received a satisfactory initial response, you have the right to make a complaint. To find out how to do so, ask for a Student Complaint Form from any Residential Services Office or obtain guidance and form download from the web at: [www.ulster.ac.uk/quality/qmau/complaints.html](http://www.ulster.ac.uk/quality/qmau/complaints.html).

## 6.0 DISCIPLINARY ACTION

The University expects you to conduct yourself as a mature and responsible adult and by your actions contribute positively to the wider residential community. However, when this does not happen, certain consequences will follow. Some of these are set out below.

## 6.1 Head of Residential Services/ Accommodation Officers

In the interest of the safety and comfort of all, Residents must cooperate with the requests of the Designated University Officers, who act with the full authority of the University. Under this authority, the Head of Residential Services/Accommodation Officers may deal with offences occurring within or in the precincts of University owned or managed accommodation and, in addition to other powers available to them for the maintenance of good order and discipline therein, may impose a fine not exceeding £150 on any Resident in respect of their or any guest/visitor's behaviour. Oral and written warnings may be given.

## 6.2 Pro-Vice Chancellor (Information & Student Services) and Director of Physical Resources

In the case of any disciplinary offences within or in the precincts of University owned or managed accommodation, the Pro-Vice Chancellor (Communications & Institutional Development) and Director of Physical Resources may impose a fine not exceeding **£250** on any Resident in respect of their or any guest/visitor's behaviour.

## 6.3 Removal/Barring from Accommodation

Where they deem it appropriate, the Pro-Vice Chancellor (Information & Student Services), the Director of Physical Resources and the Head of Residential Services/Accommodation Officers are empowered by the Vice Chancellor to take any necessary action and, at their absolute discretion in an urgent or extreme situation (i.e. one which affects the safety and well-being of Residents), may summarily remove, or have removed, a Resident or guest/visitor.

The PVC (Information & Student Services) and Director of Physical Resources is empowered to bar Residents from occupying or visiting residences or their precincts. With the approval of the PVC (Information & Student Services)/Director of Physical Resources the Head of Residential Services/Accommodation Officers may bar Residents from occupying or visiting residences or their precincts for a maximum of one calendar year.

The more serious the violation, the more formalised the process will become, including documentation of the incident, complaint and decision. You must be aware that such incidents become part of your academic record and will be taken into account if you re-apply for University-owned or managed accommodation in the future.

The procedure for this is laid down in Ordinance 2006/1, Student Discipline.

## 6.4 Fines

Any fines must be paid at the Residential Services Office within 10 days. If a Resident is required to pay damages or reparation, this must be done within 7 days of notification. Failure to pay fines or damages within the designated period will incur additional administrative charges of £25. Persistent failure to pay will result in debts being forwarded to debt collection agencies for redress.

## 6.5 Appeals

Residents may appeal against penalties (including fines) imposed by the Pro-Vice Chancellor (Information & Student Services), Director of Physical Resources, Head of Residential Services/Accommodation Officers. A written appeal must be lodged within 10 days of notification of the penalty. The appeal should be addressed to the Director of Planning & Governance Services, University of Ulster, Coleraine BT52 1SA. The appeal will normally be heard by the Provost of the Campus.

## APPENDIX 1

### HOUSE/RESIDENTS' COMMITTEE

The Committee/Society may be elected annually by and from Residents to represent, as a paramount consideration, the interests of the residential student population. The Committee will provide a forum of the opinions and views of Residents and convey these to relevant committees and authorities of the University and Students' Union. Committee meetings may be attended by

relevant persons on invitation.

## 1. Composition of the Committee

- a. The Committee shall consist of a maximum of 30 representatives. The Students' Union will be represented by two ex-officio members without voting rights. The Committee shall be empowered to co-opt Residents onto the Committee in order to make up the full quota regardless of the number of Residents from their area or block that are already on the Committee.
- b. A Chairperson or President shall be elected from the voting members of the Committee.
- c. The Committee shall meet at least twice a term, and the quorum shall be four members.

## 2. Election of Residents to the Committee

- a. Election procedures shall commence within Semester I.
- b. Candidates must be duly proposed and seconded by other Residents.
- c. The Returning Officer, who shall be appointed by the Students' Union, shall supervise the election procedure, which shall be by secret ballot. Elections shall be conducted in accordance with the Students' Union rules for the conduct of elections.
- d. The Returning Officer's decision in the event of any dispute is final.

## 3. Election of the Officers

The Committee shall be convened by the Site Vice President of the Students' Union within one week of election to:

- a. Elect a Chairperson, Deputy Chairperson, Treasurer and Secretary (the Officers of the Committee)
- b. Establish such other sub-committees or Officers or procedures for the well-being of the Residents as may be desirable.

## 4. Co-optation and Removal from Office

- a. A member of the Committee who vacates or has been removed from the residences is no longer deemed to be a member of the Committee from the date on which he/she has vacated or been removed. In the event of such a casual vacancy occurring, the Committee shall have the right to co-opt another Resident, preferably from the same location as the previous Resident, to be a replacement on the Committee.
- b. Any member may be removed by a petition of the majority of the Residents of his/her designated location. The petition should be submitted to the Committee.
- c. Any member may be removed by the passing of a vote of no confidence in the person at a general meeting of the Residents. Any Committee Officer may be removed from his/her position in a similar manner at a Committee meeting, and election made to replace that officer.

## 5. Complaints

Any complaint from an individual Resident may be communicated to any Committee member. This Committee member shall draw the complaint to the attention of the Chairperson, the Accommodation Officer, or a Resident Assistant.

## 6. General Meeting

- a. A General Meeting of Residents may be called either:
  - on the presentation of a motion to the Committee duly signed by **20** Residents
  - by a majority of members of the Committee, subject to that meeting being quorate
- b. The quorum shall be 15% of the total number in residences (per campus)
- c. All General Meetings shall be chaired by the Chairperson or in his/her absence the Deputy Chairperson.

## APPENDIX 2

### ENJOY YOURSELF WITHIN THE RULES

Make sure you never get into a situation to be presented to Disciplinary Committee. Most students manage to combine a good social life whilst at University with gaining a degree or other qualification. Some students, however, fail to behave in a reasonable fashion and end up in trouble. This notice gives some information about the consequences of misbehaviour. You should remember even though you are off campus, you represent the University in all you do and say.

#### Staying Out of Bother

- You are responsible for your own behaviour and property. If you occupy University controlled accommodation, you are responsible for the area occupied and the behaviour of guests.
- Moderate consumption of alcohol is fully acceptable. The University authorities will, however, never accept drunkenness as an excuse for misbehaviour. Most infringements of discipline involve students who are drunk.
- Always comply with legitimate instructions given by those in authority. Repeated offending could result in expulsion.

#### What Happens if you Breach Discipline?

- Designated University Officers can impose fines. The Disciplinary Committee can impose severe fines, or suspend you or both. In the worst cases, students can be expelled from the University.
- You will be disciplined if you deface or destroy property.
- Depending on the nature of the offence, if you are convicted by a Court, you may also face disciplinary action by the University.
- Tampering with fire equipment, drug abuse, sexual or physical assault and persistent harassment are just some of the offences that are always referred to the Disciplinary Committee. These are treated very seriously by the University.

#### Here are some Real Life Cases Dealt with Recently (Names are fictitious)

- Jim lived in Residences and was noisy at 3.05 am. He was fined £50 and warned about future behaviour.
- Bronagh intimidated other residents and was removed from her accommodation.

- Roy defied a ban barring him from Residences: he was fined £100.
- Damian discharged a fire extinguisher and was automatically removed and referred to the PVC where he was fined £150
- Colette covered a smoke detector in her study bedroom and was removed from accommodation.
- Peter pointed a pellet gun at a Police Constable. He was fined £250 and excluded from all University Residences.

#### Advice and Support

- You are encouraged to be accompanied by another member of the University (usually a Students' Union representative) if you are being disciplined.
- If you get into bother, contact the Students' Union. If you are required to attend a disciplinary interview or meeting, always turn up.
- Always make sure you know what is involved in your case. It is your responsibility to ask questions where necessary and put up a coherent defence.

Additional guidance on University disciplinary procedures can be attained at.

<http://plangov.ulster.ac.uk/governance/studentdiscipline.html>

**The Disciplinary Committee recognises that the majority of students behave impeccably and would encourage all students at University to be successful and trouble free.**



