



Rules of Residence



Rules of Residence 2011/2012

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

- The Accommodation Licence Agreement by extension includes the policies and procedures contained in the Rules of Residence, Residential Services Student Charter and those contained within the University's Charter and Statutes
- It is important to note that when you sign such Agreements you become a licensee not a tenant, and you fall outside the scope of the Rent (NI) Order 1986.
- The licence agreement is a legally binding contract between you and the University. This licence agreement does not offer exclusive use of your accommodation.
- 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 staff welcomes you to the University of Ulster regardless of your race, age, gender, sexual orientation, religion, disability or 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.

The Rules set out in this document have been developed to help you achieve your academic and personal goals in a safe, respectful and inclusive living environment. Please read them carefully and keep a copy for future reference. Remember, by accepting a place in University residences, you are agreeing to abide by the rules and standards of behaviour expected, and to respect the people charged with enforcing them.

2.0 General Information

2.1 Use of the Accommodation

- The study bedroom in the house or apartment which has been allocated to you is for your individual personal use whilst studying at the University
- No more than the registered number of residents per house or apartment is permitted to live there.
- Sub-letting of all or part of the accommodation is prohibited.
- You agree not to interfere with, or alter the decor of your study bedroom. Pictures, posters, etc. may be fixed to the areas of pin board (where provided), 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.
- You must not keep any pets or livestock in University residences.
- You must maintain the house or apartment, and your 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 you and/or other residents
- All Residents of a floor or house may share joint responsibility for loss from or damage to communal areas within a building.
- You may be requested to relocate 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 possible.

2.2 Booking Fee/Insurance

- A Booking Fee is payable when you accept an offer of accommodation. Once you sign

an accommodation contract/ agree to the terms and conditions then the Booking Fee becomes **non-refundable**.

- Part of the Booking Fee includes an insurance premium to cover damage, loss, or theft of a range of common personal possessions within your study bedroom. However, if you have high value items (such as a laptop), you may need to purchase top-up cover. Details of cover and how to make a claim will be included with the Joining Instructions given to you when you collect the keys for your room.

2.3 Medical Registration/ Special Needs

- You are advised to register with a local Doctor/General Practitioner. Assistance with this can be given via the Campus Nurse.
- Information regarding local medical practices is available at Student Support offices, or via the web at www.student-support.ulster.ac.uk/health
- When completing the accommodation application form it is important to clearly state if you have any medical condition (for example asthma).
- If you have an existing disability, or experience a new or developing disability throughout your stay in residences, you should inform the University so that more appropriate accommodation may be allocated. Such information will enable Residential Services to assist you, should a problem arise. Further details are available via the website at www.student-support.ulster.ac.uk/disability

2.4 Induction

- You 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.

Rules of Residence

2.5 Residents Under 18 Years of Age

- The University does not operate in loco parentis and will not act towards you in a parental capacity. If you are under 18 years old, as far as possible we will treat you in the same way as other students.
- If you are under 18, you will be placed in on-campus accommodation with students who are over 18, but we will not take on any particular supervision beyond that required in accordance with the policies and guidelines that relate to all students.
- If you are under 18, you are prohibited from purchasing or consuming alcohol.
- An up-to-date contact address for a parent or guardian is required to be submitted for use in the event of an emergency.

2.6 Family Accommodation

- Where family accommodation is made available to you, all your family members are bound by the Rules of Residence and Accommodation/Student Licence Agreements.
- Children should be supervised at all times by an appropriate adult.

2.7 Utility Services

- In off-campus University managed accommodation, you are responsible for making your 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.
- You are required to agree and pay the proportion of costs as appropriate.

2.8 Television Licensing

- You must have a valid UK television licence if you have equipment capable of receiving television signals. This includes a mains-powered television,

computer/laptop, or Blackberry-type device. The only type of TV which is covered by a UK licence held by your parent(s) is one which is powered solely by internal batteries ~ a separate licence is not needed.

- If your television is located and used in a communal area of the premises, then all the Residents and guests/visitors may watch it, provided that it is covered by a valid UK licence.

2.9 Networking/IT Facilities

- Where access to the University network is provided in your study bedroom, you are required to adhere to the University's **Acceptable Use Policy** see <http://www.ulster.ac.uk/isd/itus/docs/>
- If you fail to adhere to this policy you will have the facility removed and be subject to disciplinary action.

2.10 Data Protection

- You have the right to privacy of your personal data. The University complies with the Data Protection Act (1998), which governs the use of all personal data held and the controls required over its accuracy, access and security.
- Access to personal data within the University, whether on paper, computer files or other storage media is strictly controlled. The policy is available at http://plangov.ulster.ac.uk/governance/pdfs/data_protection_policy.pdf

2.11 Vehicles & Bicycles

- If you bring a motor vehicle/motorbike on campus you must conform to the University's Car Parking Operational Policy and speed restrictions; see www.ulster.ac.uk/carparks/guide
- 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 buildings at any time, and are restricted to areas which have been specifically designated. A fine will be imposed for breach of this rule and/or the bicycle may be confiscated.
- The University accepts no liability for the loss of or damage to vehicles/bicycles.

2.12 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, and there are regular surveys carried out to obtain feedback on the quality and value for money of accommodation. 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 Residential Services or obtain guidance and form download from the web at www.ulster.ac.uk/quality/qmau/complaints.html

3.0 Administrative Arrangements

3.1 Keys/Access

- At 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 or Security Staff. 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.

- You should carry your keys/swipe card with you at all times.

- If you lose your keys/swipe card, you should report the fact as soon as possible to Residential Services.

- University staff on duty may 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** if you repeatedly seek the use of master keys to gain access to your accommodation.

- University staff retain the right to enter your house or apartment at any time. However, you will be given 48 hours notice of intention to enter your bedroom unless in the event of an emergency.

3.2 Payment of Residential Fees

- When you are offered accommodation online, as part of the acceptance process you are offered a number of payment options and dates. For those students who are sent a manual offer an invoice is issued setting out the amounts due in residential fees.

Rules of Residence

- When accepting an accommodation offer, you are required to pay the first instalment amount of the payment option chosen or alternatively complete a Direct Debit Instruction. Keys for accommodation will only be issued once this has been processed.
- A payment reminder of Residential Fees will be issued in January prior to the commencement of semester 2.
- Direct debit mandates will require three instalment payments during the year coinciding with the payment dates for UK Student Loans i.e. October (40%), January (40%) and April (20%).
- 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. The University reserves the right to refer debtors to a debt collection agency or the University Solicitor for redress. This may affect the debtor's future credit status.
- **Students that fail to pay accommodation charges and/or fines will be prohibited from graduating from their course of study under Charter & Statutes Ordinance XXXI, 3, (e) which states that 'degrees, diplomas, certificates and other academic distinctions listed in the Schedule to this Ordinance, may be granted and conferred... upon candidates who have paid the prescribed fees and any debts owed by them to the University.'**

3.3 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 your licensee agreement start date if you are a late applicant.

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 he/she has 7 days to resolve the matter otherwise a Notice to Quit (NTQ) may be issued, and the matter referred to debt collection agency. All associated charges incurred in the pursuit of the debt will be added to the debtor's account.

Day 28 ~ NTQ Letter sent (£10 added to outstanding fees). The Resident is given 7 days notice from issue date to vacate the accommodation.

- 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:

(i) **Dishonoured Cheque/Direct Debit** ~ an administrative charge of £25 will be incurred for each cheque or Direct Debit payment not honoured by your bank/building society/credit card provider. Following such an occurrence, only cash payments or Banker's Draft will be accepted for future payments due.

(ii) **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).

3.4 Other Charges

- In University managed accommodation, you must pay all other charges for electricity, heating oil, etc. as apportioned

amongst the residents of a house or apartment, and all charges for telephone line rentals, television licences, etc. during the period of occupancy.

3.5 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 you take possession of it.
- You must check the contents and condition of your accommodation and note any discrepancies on the forms **immediately**. The forms should be returned to Residential Services within 5 days of arrival.

3.6 Furnishings/Room Contents

- You are not permitted to provide your own personal furniture (for example, a camp bed).
- 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).
- You may not alter or make repairs to any property or furniture within accommodation.
- You are not permitted to remove furniture from your bedroom or from the kitchen. All furniture must be accounted for during inspections.

3.7 Damages

You agree to accept full financial liability for any loss/damage you or your guests/visitors may cause to University property.

- You will be held liable for any accidental or intentional damage caused by you and/or your guests/visitors to any University property within University residences and will be expected to make full payment for repair or replacement.
- 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.

- An invoice for the cost of the damage/loss will be forwarded to you, and you will be given **7 days** to take responsibility and pay. After 7 days, if responsibility has not been taken and costs unpaid, an administrative charge of **£25** will be added.
- **If you or your guest/visitor are responsible for wilful or malicious damage or abuse to University property or equipment you may be immediately removed from accommodation and referred automatically to the Director of Physical Resources or Provost, who may ratify the expulsion and/or, referral to the Disciplinary Committee.**
- If you are removed from accommodation for such offences, you will be required to pay the applicable four weeks' notice period charged to students departing the accommodation as per 3.10 below.

3.8 Repairs

- You must report any repairs/defects to Residential Services or the Facilities Manager without delay.
- By reporting a repair you are authorising access by appropriate persons to carry out the repair; it is not possible to arrange by appointment.

3.9 Room Changes/Transfers

- Requests for room changes/transfers may be considered after you have been in residence for **at least 4 weeks**, or at the discretion of Residential Services
- No room changes/transfers will be permitted where there are outstanding debts
- A fee of **£25** must be paid **prior** to any change/transfer being authorised. This fee may be waived by the Accommodation

Rules of Residence

Officer where there are pressing medical/social circumstances, for example, if you have developed asthma and you live in a second floor apartment but require ground floor accommodation.

- If you make an unauthorised room change, you will be required to move back to your allocated room, and charged accordingly if cleaning is required.
- The University reserves the right to require you to transfer to an alternative room, should there be an operational requirement. In such circumstances, you will, as far as possible, be given at least **48 hours notice** in writing. However in emergencies immediate transfer may be required.

3.10 Termination of/Release from Your Agreement

- You are required to honour your licensee agreement unless you find another fully registered University of Ulster student (who has no commitment to other University accommodation) to take your place. Such arrangements are subject to the approval of Residential Services. ***This includes Residents going on placement.***
- You will be responsible for payment of residential fees until the room has been re-allocated. Charges in lieu of notice and in respect of cleaning may also be made.
- If you are leaving University permanently (ie withdrawing from your course), you should complete an Early Depart form and obtain a letter of release/withdrawal from your Faculty office. Once approved for release, you will be liable to pay a cancellation charge equivalent to **4 weeks** residential fees.
- If you have pressing medical/social reasons for wishing to be released from your contract, these must be fully documented by your Doctor/General

Practitioner or other qualified professional. Release will be at the discretion of Residential Services.

3.11 Departure

- At the end of your current licensee agreement period, you must vacate the accommodation and return all keys.
- You must lock your room and return keys in person to Residential Services by **1pm** on the Friday of the last day of the term/semester, unless other arrangements have been made in advance. You 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

3.12 Vacation Use

- If you wish to stay on in accommodation during the summer vacation period you should contact Residential Services prior to the period concerned.
- If you are permitted to stay during the summer vacation period, you may be required to transfer to another room
- You will NOT be permitted to stay during the vacation period if you have unpaid residential fees/fines.

4.0 Fire & Personal Safety

Now that you are away from home and living independently, your personal safety becomes a priority but you must take responsibility for this; the prevention of fires and other hazards is **everyone's responsibility** and your co-operation is essential.



4.1 Fire Prevention

- do not tamper with the safety equipment, door closures or signage
- 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, toaster or barbeque unattended whilst cooking. In some locations such as traditional halls of residences cooking between 11pm and 6am is prohibited.
- do not obstruct or prop open fire doors

4.2 Fire Safety

- You must 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.
- You must familiarise yourself with the location of fire exits, fire alarm systems and fire fighting equipment.
- You must participate fully in any fire drills which may be held.
- You 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 in the event of an alarm activation 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.
- ***If you or your guest/visitor is responsible for abusing fire notices or equipment you may be immediately removed from accommodation and referred to the Director of Physical Resources or Provost, who may ratify the expulsion and/or, refer you to the Disciplinary Committee.***
- If you are removed from accommodation for fire offences (or those committed by your guests/visitors), you will be required to pay costs of accommodation as per applicable four weeks' notice period charged to students departing the accommodation as per 3.10. **You may also be subject to criminal prosecution.**

4.3 Electrical Appliances

- All electrical appliances must be used carefully, taking note of the electrical loading limits

Rules of Residence

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.
- Irons and cooking appliances must in **no circumstances** be used in study bedrooms.
- You must make sure that trailing cables of table lamps, radios, etc., do not constitute a hazard.
- You must not attempt to repair any faulty appliance or remove light fittings or light bulbs
- The University reserves the right to enter any study bedroom to investigate or repair an electrical fault, and to remove and/or confiscate any electrical or other equipment if it is deemed that its use is likely to cause a fire or other health and safety hazard
- To comply with legislation, any personal items of electrical equipment must be certified as safe by a qualified electrician and have a valid portable test certificate. The University reserves the right to remove items that have not been tested.

4.4 Personal Safety/Building Security

- All external doors should be kept closed. You and your guests/visitors must enter only via the front or main entrances. Other doors are for emergency use only.
- 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.

4.5 Hazardous Items/Behaviour

- Real or replica firearms, air-powered guns, offensive weapons, fireworks, flares and other pyrotechnics are not permitted in University accommodation or grounds.
- Candles, incense burners, barbeques and other naked flames are hazardous, and their use is not permitted in University accommodation.
- The use of any type of chip pan or deep fat fryer is prohibited
- Barbeques may only be used in external, specially designated areas
- The playing of ball games, or using projectiles, etc. is not permitted within accommodation or close to residential areas
- The throwing of any objects from windows in residential areas is not permitted

[Items mentioned above will be confiscated by University staff]

4.6 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.
- The use of alcohol in public areas in some campuses is prohibited however special written permission can be provided for alcohol consumption at special events. Where the approval to consume alcohol in public on University property is abused the University may withdraw that privilege.

4.7 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, Residents found 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.
- If you have information in relation to an arrestable offence you 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.

4.9 Smoking Policy

- In line with University policy, accommodation is completely non-smoking. Smoking is prohibited in communal areas such as kitchens, living rooms and dining areas, as well as study bedrooms.
- If you breach this policy, you will be subject to disciplinary action.
- Smoking is not permitted within University Residences at any time. Used cigarettes must be disposed of in the ash bins provided at the entrances to the buildings.

5.0 Communal Living

Unlike living alone, when living in a communal environment, you must be sensitive to the needs of your housemates and neighbours, and a degree of compromise and tolerance is required ~ you are responsible for your behaviour and fully accountable for your actions.

5.1 Respect for Others

- Entering another resident's room or disturbing his/her property without permission is prohibited.
- 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.
- You 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 contrary to 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 includes the use of social networking sites and texting 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 you to behave responsibly and with consideration for other members of the community. Police are made aware of complaints and may take appropriate action as necessary.
- Where the conduct of an individual 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

- You agree that your accommodation will at all times be occupied in such a way as to cause no disturbance or inconvenience to the occupants of neighbouring rooms or premises.

Rules of Residence

- Unacceptable noise is any sound, human or otherwise, which is or may be disturbing to others, 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 you are expected to reduce noise levels when asked to do so by another Resident, Resident Assistant, Night Support or Security Staff. It is the responsibility of the University staff to determine what an acceptable level of noise is.
- The playing of musical instruments and stereo/hi-fi systems, televisions, etc., should be within reason, moderation, and consideration.
- A fine may be imposed if you or your guests/visitors breach the noise regulations

5.3 Cleanliness, Hygiene and Waste Disposal

- You are responsible for the cleaning of your study bedroom, and to cooperate with fellow residents to keep communal areas of houses and apartments in a clean and tidy condition.
- You must not leave dirty cooking utensils/crockery in kitchen areas, and cookers/worktops must be wiped down after use, particularly after spillages
- You must not leave rubbish (or any items considered unsightly) outside residential blocks (which includes picnic and barbeque areas).
- Rubbish must be deposited in bags in the designated areas. It must not be left beside bins, barbeque areas or picnic tables as this may attract vermin. After adequate warnings, any rubbish left outside residences will be removed by University or Facilities Management staff, and all residents in that areas will be liable for the costs of disposal.

- The University reserves the right to make periodic inspections of bedrooms to ensure that basic hygiene standards are maintained. At least 48 hours prior written notice will be given, and you may be in attendance by pre-arrangement with Residential Services.
- Regular checks will be made of communal areas, including kitchens
- 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). Please refer to the list of standard charges
 - arrange for dishes/crockery/cutlery to be confiscated
 - commence disciplinary action against the Resident(s) concerned.

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 consecutive 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 per building.
- Guests must be signed in at Residential Services in advance. Guests that have not been signed in in advance will be asked to leave and you may be fined for permitting access without authority
- You are fully responsible for and will be held liable for the actions and behaviour of your guests/visitors.
- Guests will be refused entry if not accompanied by you.
- The identities of all guests/

visitors may be checked, and co-operation is required.

- You may only sign in one guest, who must be over 18 years old
- A visitor is someone who does not stay overnight and leaves by 1.00am
- The University reserves the right to refuse admission to residential accommodation to any guest/visitor, and require him/her to leave.

5.5 Heating/Ventilation

- All accommodation is centrally heated and you are not permitted to bring your own heating appliances. Any additional heaters found within the accommodation will be confiscated
- Residential Services may request you to confirm your occupation of accommodation during holiday periods (for example Christmas and Easter) so as to facilitate the reduction of energy consumption.
- To prevent and cure condensation/mould growth, 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.
- The drying of clothing on radiators or in communal areas is prohibited, as this is a prime cause of condensation and mould growth/staining.

5.6 Energy Efficiency/Re-cycling

In the interests of energy efficiency, and to be environmentally friendly, you 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)

6.0 Disciplinary Actions

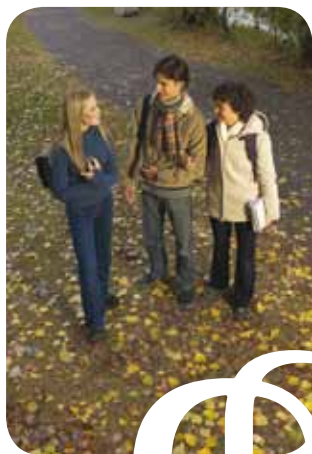
The University expects you to conduct yourself as a mature and responsible adult and by your actions contribute positively to the wider residential community. However, when this does not happen, certain consequences will follow. The more serious the violation, the more formalised the process will become, including documentation of the incident, complaint and decision. You must be aware that such incidents may 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. Some of these are set out below.

[The procedure for this is laid down in Ordinance XLIII, Student Discipline]

6.1 Head of Residential Services/ Accommodation Officers

- In the interest of the safety and comfort of all, you 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 in respect of unacceptable behaviour by you or that of your guests/visitors. Oral and written warnings may be given.

Rules of Residence



6.2 Provost/Director of Physical Resources

- In the case of any disciplinary offences within or in the precincts of University owned or managed accommodation, the Provost or Director of Physical Resources may impose a fine not exceeding £250 in respect of unacceptable behaviour by you or that of your guests/visitors.

6.3 Removal/Barring from Accommodation

- Where they deem it appropriate, the Provost, 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 (for example, one which affects the safety and well-being of Residents), may summarily remove you and/or your guest/visitor.
- The Provost and Director of Physical Resources are empowered to bar Residents from occupying or visiting residences or their precincts. With the approval of the Provost or Director of Physical Resources, the Head of Residential Services/Accommodation Officers may bar you or your guest/visitor from occupying or visiting residences or their precincts for a maximum of one calendar year.

6.4 Minor Breach Notice

- A Minor Breach Notice (MBN) may be issued by Accommodation Officers, Night Support Assistants or Resident Assistants if you breach or fail to comply with the Rules of Residence. The MBN will detail which Rule you have breached. This is the first stage in the Disciplinary proceedings. Any further breach will be automatically referred for formal disciplinary action.
- If an MBN is issued, the Accommodation Officer may call you for interview and/or levy a fine in accordance with the procedure outlined above.
- If a fine is levied or you are called for interview, you will be notified about the outcome via a "Decision of Authorised Officer" proforma.
- Failure to attend for interview can be considered as a separate disciplinary offence of "failure to co-operate with an officer who is conducting an investigatory interview" (under Ordinance XLIII Student Discipline), and may entail an additional fine or referral to the Disciplinary Committee.

6.5 Fines

- Any fines must be paid at Residential Services within 10 days. If you are 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.
- **Students that fail to pay accommodation charges or fines will be prohibited from graduating from their course of study under Charter & Statutes Ordinance XXXI, 3, (e) which states that 'degrees, diplomas, certificates and other academic distinctions**

listed in the Schedule to this Ordinance, may be granted and conferred.... upon candidates who have paid the prescribed fees and any debts owed by them to the University.'

6.6 Disciplinary Committee

- For very serious or repeat offences, you may be referred to the University Disciplinary Committee. The Disciplinary Committee can impose severe fines, or suspend you or both. For example, you will be disciplined if you deface or destroy property. In the worst cases, you can be expelled from the University. 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 will always be referred to the Disciplinary Committee.

6.7 Advice and Support

- If you are called to attend the Disciplinary Committee, you are encouraged to be accompanied by another member of the University (usually a Students' Union representative)
- 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.

6.8 Appeal

- You may appeal against penalties (including fines) imposed by the Provost, Director of Physical Resources, Head of Residential Services, or 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.

Additional guidance on University disciplinary procedures can be attained at: <http://plangov.ulster.ac.uk/governance/student-discipline.html>