



# **Lancaster Halls Handbook 2015/16**



## UUK Code of Practice

The University of Cumbria is signed up to and compliant with the UUK Code of Practice. For more information on the code please visit <http://www.universitiesuk.ac.uk/acop/>

Before you come to University please take time to read through this handbook, as well as the Conditions of Residence, which provide valuable information about living in Halls.

The contract you sign is a legal agreement between you and the University which lays out your obligations and the University's responsibilities. It is important that you read and fully understand this commitment.

## Important Notice

We are working to upgrade facilities on the Campus and therefore it could be that building work will be taking place in close proximity to your accommodation.

Exact plans are not yet in place however I would like to reassure you that any contractors working on site will be required to comply with our Contractor Code of Conduct. Working hours will be agreed with the University in order to minimise disruption to residents from building noise or traffic. Once exact details are known these would be outlined to you via email.

Should you have any issue with disturbance in relation to any building work please contact the Accommodation Office in the first instance.

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## Welcome to the University of Cumbria...

The Facilities Management team warmly welcome you to life in halls at the University of Cumbria.

In this handbook you will find an overview of facilities and support services, as well as policies and procedures (which are detailed in the conditions of residence). On our part we want to ensure, as much as possible, that the halls are clean, safe and secure and that residence life provides a supportive environment that facilitates your learning experience. On your part, please be aware that you will be held responsible for getting to know and abiding by the policies and procedures within this handbook and the conditions of residence. As a University of Cumbria student you are also responsible for adhering to policies in the Student Code of Conduct, you can download a copy from [www.cumbria.ac.uk/studentprocedures](http://www.cumbria.ac.uk/studentprocedures).

At the University of Cumbria we view living in halls as an integral part of your campus experience. As a result of your community living experience we hope that you will develop a concern and respect for others, share your social, cultural and academic experiences and

learn to live in close quarters with a diverse group of students.

When you arrive at your accommodation, it should be equipped (as shown in the inventory), clean and ready to move in. Should this not be the case, or if you feel that the standard of cleanliness is not what you would expect, please contact the Accommodation Officer immediately so that they may visit and assess the situation.

Don't be afraid to ask questions and/or request help from the Accommodation Officers, or other members of the University staff on site if there is anything you are unsure about.

### Best wishes for the 2015-16 academic year.

## Meet the Facilities Management team...

### Commercial Services Manager (South)

John Powell  
01524 385454  
[john.powell@cumbria.ac.uk](mailto:john.powell@cumbria.ac.uk)

**Where?** Gateway Building

**When?** 9am—5pm Monday to Friday

### Accommodation Officer

Stephen Clapp  
01524 385497  
[stephen.clapp@cumbria.ac.uk](mailto:stephen.clapp@cumbria.ac.uk)

**Where?** Harold Bridges Library

**When?** 9am—1pm & 2pm—5pm  
Monday to Friday

### Domestic Services Manager

Glenys Lord  
01524 384272  
[glenys.lord@cumbria.ac.uk](mailto:glenys.lord@cumbria.ac.uk)

**Where?** Room 003, Gateway Building

**When?** 8am—1pm & 2pm-4pm  
Monday to Friday

welcome

## What should I bring?

- Bedding— sheets, duvet, pillows and covers
- Towels, including tea towels
- Crockery, cutlery and pans
- Food for the first couple of days
- Cleaning materials
- Clothes hangers
- Your own personal effects
- Toilet rolls—only 1 will be provided on your arrival.
- First aid essentials

Any electrical items you bring need to have been PAT tested within the last 12 months. The university does not offer a PAT testing service.

Storage space is limited, so be selective when packing and shopping. Please bear in mind that you will sharing space in the fridge and freezer.

You are responsible for arranging insurance for your own personal possessions. The University does not accept responsibility for loss of, or damage to, property brought on to University premises and shall be indemnified against any claim, by any person, in respect of injury, or loss of, or damage to property, which may arise directly, or indirectly, from the use of University premises, with the exception of those arising from the negligence of the University, its servants or agents.

## What should I leave at home?

Please do not bring any of the following:-

Kettles, toasters, grills, rice cookers, deep fat fryers, chip pans, fridges, freezers, sandwich toasters, “one cup” elements, microwaves, washing machines and dryers, halogen lamps, candles, fairy lights, incense burners, sun beds, heaters, dartboards, swimming pools, barbecues, weapons, ornamental swords, ammunition, illegal substances, smoking bongs and water pipes, pets, vehicles or vehicle parts.

## Key Collection

You will receive information by email a few weeks before arrival which will provide details of the moving-in and key collection process on Sunday 20 September.

## Inventory

On arrival, after you have collected your keys and before you unpack you need to complete both the room and flat inventories which will be in your room/kitchen. Check every item in your room and communal areas and record any discrepancies such as missing items, marks on walls, carpets etc. This is an official record of the condition of the property when you move in and will be used to compare with the condition

of the room when you leave. You will be charged for any missing items or damage. If you do not return your inventory to the Accommodation Office within the first week of term we will assume that everything in your room is as we have listed it.

## Welcome Meeting

There will be a welcome meeting held in the Hugh Pollard Lecture Theatre after you move in on Welcome Sunday. This is a compulsory meeting for all resident students and allows you the opportunity to meet the staff and to hear some essential information to help you settle in.

## Visitors

Adult visitors (over 16) may stay overnight for a maximum of two consecutive nights during the weekend. You should not have visitors staying on consecutive weekends. Visitors should not be left, day or night, in the allocated accommodation without you being present.

Permission to accommodate an overnight guest must be obtained in advance from the Accommodation Office. You are responsible for the behaviour of your visitors and will be held liable for any damage or disturbance caused by them.

**Bedrooms**

Each bedroom is fitted with:-

- Single bed with under bed storage space
- Mattress and mattress cover
- Desk with drawers
- Desk chair
- Wardrobe
- Bedside cabinet (Waddell only)

All rooms are furnished with curtains and carpet. Desk lamps and main light shades are also supplied.

Students are not permitted to decorate their rooms or remove or alter furniture/curtains.

**Bathrooms**

Care must be taken not to block drains or allow basins or shower trays to overflow. The shower drain needs to be cleaned regularly and kept full of water. We provide a bathmat and shower curtain.

**Internet Access**

An internet connection is provided in every bedroom by StudentCom. There is no additional charge- the cost of this is included in your rent. Details on how to connect and the help line number (01275 793405) for support will be in your bedroom on arrival along.

**Kitchens**

Each kitchen is equipped with:

- Cooker
- Microwave
- Fridge
- Freezer
- Kettle
- Toaster
- Vacuum cleaner
- Ironing Board
- Mop and bucket
- Dustpan and brush

You are responsible for keeping kitchens clean and tidy, including the cooker and fridge/freezer and for removing all rubbish and recycling from the kitchen. If excessive rubbish is left in the kitchen it will be removed by the Domestic Services staff at a charge of £5.75 per bag.

**Please note that fat fryers/chip pans are not permitted due to the health and safety risk they create.**

**Laundry Facilities**

The launderettes are located on the ground floor of William Thompson hall, next to Waddell North Hall, and in the annexe building at Mill Hall. Washing machines take £1, 50p and 20p coins, tumble dryers take 20p coins.

Students are requested not to put wet or damp clothes on radiators to dry but to use the dryers provided in the launderette.

If you find a machine out of order please contact the number displayed in the launderette and inform Accommodation Services.

There is an ironing board (not an iron) provided in each flat for you to use.

**Cash Machine**

There is a cash machine on Campus located on the outside wall of the Gateway Building, opposite the Chapel. This is accessible 24 hours a day every day of the year.

**First Aid**

There are no first aid boxes provided in Halls. We recommend that you bring your own basic First Aid Kit with you. Should you require the assistance of a first aider during office hours then please call the main Reception and they will arrange to send a trained first aider to you.

## Adjudication Matters

The rationale behind the Halls regulations is to ensure the safety, security and well-being of all residents. Breaching the Conditions of Residence is also considered a breach of the University's Student Code of Conduct and these breaches will be investigated by the Residence team and may include a member of your course team.

Where Conditions of Residence/Student Code of Conduct have been breached, appropriate sanctions will be applied and will reflect the level of seriousness of the misdemeanour. Where the same student(s) is repeatedly alleged or found to have breached the Conditions of Residence the matter may be forwarded to the more formal methods of investigation under the Adjudication Procedure.

A copy of the Student Code of Conduct and Adjudication Procedure can be downloaded from [www.cumbria.ac.uk/studentprocedures/studentconduct](http://www.cumbria.ac.uk/studentprocedures/studentconduct).

The Adjudication Procedure is based on the principles of natural justice and any student who is alleged to have breached one or more elements of the Student Code of Conduct will be impartially investigated and will have the opportunity to respond.

Information relating to an allegation may be

forwarded to an Adjudication Officer from a number of sources including Accommodation Services, Night Security, Domestic Services staff and/or a member of staff in a department faculty.

Again, where allegations are proved any sanctions will be applied according to the seriousness of the breach and may take account of any mitigating circumstances. Sanctions can range from verbal or written warnings; fines up to £50, £75 or £150 per breach (depending on the method of investigation used (Correspondence, Interview or Hearing) and in addition to any cost of repairs or replacement there may be; completion of a community-based activity such as giving a presentation or producing a leaflet for example for the benefit of others; and even exclusion from Services or University in very serious situations. The University also reserves the right to involve the Police where a criminal offence may have been committed.

Full details of the Student Code of Conduct can be obtained from LiSS, Accommodation Office, the Students' Union, or online – [www.cumbria.ac.uk](http://www.cumbria.ac.uk)

### Fixed Penalty Notice

The Fixed Penalty Notice Scheme is used when a student admits to a misdemeanour, therefore eliminating the need for an investigation to find

out who is responsible.

Serious breaches – even if admitted – may be dealt with through an Adjudication Interview or Hearing, especially if a more severe sanction is needed than those examples listed below.

- Noise disturbance (£50.00)
- Cleanliness of flat/halls (£30.00)
- Lack of respect for fellow students and staff (£25.00)
- Unauthorised visitors to hall/room/flat (£20.00)
- Vandalism (£20.00 plus repair/replacement costs)
- Minor damage to property (£20.00 plus repair/replacement costs)
- Littering within or outside of halls, including cigarette butts (£15.00)
- Failure to provide student identification at the reasonable request of a member of University staff or staff working with the University (£10.00)
- Smoking in unauthorised areas (£50.00)
- Use of Candles (£30.00)

You will receive an invoice from the Finance department and payment should be made straight away.

## Catering

Flexible prepaid meal plans are available to suit your appetite and meal requirements. All catering purchases are VAT free.

Plan 1—£800

Plan 2—£600

If you have chosen one of the above pre-paid catering plans, money will be credited to your Cumbria Card (which is also your ID and library card) each month and can be spent on food at any outlet on the Campus. The card gives users discounts of up to 20% off food and drink purchases but it cannot be used for the purchase of alcohol. If you are on a self-catered contract, funds may be credited to your Cumbria Card on an ad-hoc basis by you or a family member by visiting [www.upay.co.uk](http://www.upay.co.uk). The reference number to use is 36.

Please note limited catering is available during vacations and none during weekends and on Bank Holidays.

Catering outlets are located in the Gateway Building (View!, Room 301 and the Snack Zone), or elsewhere on campus (Café Martineau and the Social Bar). Opening times for term-time and vacation periods are displayed on notice boards around the campus.

We do cater for special diets, however should you wish to discuss your particular dietary needs please speak to a member of the catering management team.

## Mail

Make sure that you give the correct address for correspondence as follows:

**YOUR NAME**  
**FLAT/FLOOR NO. AND ROOM NO.**  
**HALL NAME**  
**UNIVERSITY OF CUMBRIA**  
**BOWERHAM ROAD**  
**LANCASTER**  
**YOUR HALL POSTCODE**

Letters will be posted by Royal Mail into the letter boxes outside the entrance to each hall Monday to Saturday. Each mail box is clearly marked with the Flat/Floor number and the key to open the post box should be kept on the notice board in the kitchen.

During term-time smaller parcels can be collected from the Night Security desk opposite the Library entrance (weekdays 8pm-10pm, weekends 10am-4pm). Larger parcels may need to be collected from the main Sorting Office in the city centre— a card will be left in the mail box by Royal Mail. Identification may be requested before a parcel is handed over.

Address formats are as follows:

### Waddell North and South Halls

Your name  
 Your flat and room number  
 Hall name (e.g. Waddell North Hall)  
 University of Cumbria  
 Bowerham Road  
 Lancaster  
**LA1 3RR**

### William Thompson Hall

Your name  
 Your room number (e.g. Room 001)  
 Floor number (e.g. Floor 0/1/2 etc.)  
 William Thompson Hall  
 University of Cumbria  
 Bowerham Road  
 Lancaster  
**LA1 3RS**

### Sarah Witham Thompson Hall

Your name  
 Your room number (e.g. Room 001)  
 Floor number (e.g. Floor 0,1 or 2)  
 Sarah Witham Thompson Hall  
 University of Cumbria  
 Bowerham Road  
 Lancaster  
**LA1 3RT**

### Gressingham Hall

Your name  
 Your room number (e.g. Room 101)  
 Floor number (e.g. Floor 1 or 2)  
 Gressingham Hall  
 University of Cumbria  
 Bowerham Road  
 Lancaster  
**LA1 3RU**

### Mill Hall

Your name  
 Your room number (e.g. Room 10)  
 Floor name (e.g. Floor B/C/D etc.)  
 Mill Hall  
 Moor Lane  
 Lancaster  
**LA1 1QD**

## Gas & Electricity

Gas and electricity charges are included in your rent. Meters are regularly inspected and excessive use of heating may be surcharged. Students are encouraged to be environmentally responsible in their consumption of energy and water. Please switch off lights and other electrical appliances when you leave the room. Thermostats are provided on all radiators for you to regulate the temperature in your room as appropriate. Please be aware that the heating is on a timed schedule and is on in the morning and at night, not 24 hours. Heating systems operate according to the season and prevailing weather conditions.

## Parking

Parking permits are not available for resident students unless you have a disability, in which case you should contact LiSS on 01524 590959.

Free student parking is allowed on Campus after 5.00pm and before 8.00am weekdays and all weekend. Outside of this time there is a pay and display area on campus, however this would prove expensive to use on a regular basis and places can not be reserved in this area.

Unless you need a car for your course, we strongly recommend that you don't bring one with you. Parking is extremely limited on campus and vehicles should not be parked on nearby residential streets.

Any cars parked on campus will be at the owner's own risk. If you do plan to bring your car the University has arranged for a limited number of parking permits for the Williamson Park car park (5 minutes walk from the campus) at a price of approximately £40 per year. Permit applications can be made via the link at [www.cumbria.ac.uk/StudentLife/Travel/CarParking.aspx](http://www.cumbria.ac.uk/StudentLife/Travel/CarParking.aspx)



## Cleaning

Students are responsible for keeping all communal areas, as well as individual bedrooms, clean and tidy, specifically ensuring that :

- all kitchen surfaces are cleared and wiped
- floor areas are free from clutter
- sinks and surfaces are free of dirty pots, pans and cutlery
- all rubbish and recycling is removed from the kitchen on a regular basis
- cookers and microwaves are wiped out each time after use
- bath, shower and toilets are kept clean and wiped down / ventilated to avoid build-up of condensation and black mould.

The Accommodation Officer and Domestic Supervisors will carry out periodic inspections to ensure this is happening. Students will be charged for additional cleaning if bedrooms and communal areas are not left in a clean and tidy condition, or if rubbish/recycling is continually allowed to pile up in communal areas.

Unwashed crockery, cutlery and cooking utensils, or any other item(s), which are considered to constitute a hazard to health will be noted and an Improvement Notice issued. Non-

compliance with this notice may result in the item(s) being removed and disposed of.

Domestic staff will clean stairwells and foyers. They will also provide a weekly clean of bathrooms.

## Rubbish

Waste bins are available in each student bedroom and refuse bins are available in each kitchen. You are responsible for disposing of personal refuse and recycling from your room to the designated refuse/recycling areas. The disposal of communal kitchen refuse/recycling is the responsibility of **all** students in the flat.

Domestic services staff will provide refuse sacks as and when required during the week and extra sacks will be left in each flat to cover weekends.

If excessive rubbish is left in the kitchen it will be removed by the Domestic Services staff at a charge of £5.75 per bag.

Bin areas are located at the entrance of William Thompson, adjacent to the car park at Waddell, and the yard at Mill Hall.

## Recycling

You are encouraged to try to recycle as much of your waste as possible. Recycling bins are provided on campus for glass bottles, cans,

paper, cardboard, plastic etc. and students are encouraged to use these facilities. Please make sure that tins and bottles etc. have been thoroughly rinsed out before being put into the recycling bin.

## Litter Clearance

The paths and grounds around the Halls are routinely swept and litter removed. You are expected to behave responsibly and avoid causing or adding to litter on the Campus. Please do not leave cigarette ends on the ground and always dispose of them in a bin.

## Vermin

Be proactive in preventing pest problems by -

- keeping your flat clean from leftover food and crumbs
- making sure food is properly stored
- not allowing kitchen refuse to build up

Please do not throw food out of windows for birds—food left lying around often attracts vermin.

If you suspect that your flat has vermin of any kind, you should fill in a Maintenance Report and inform the Accommodation Office.

## Maintenance

Requests for maintenance are made by filling in yellow maintenance forms that are available in each flat/Gateway reception. On completion, these forms should be handed into Reception and Estates staff will call to assess the problem. It is your responsibility to complete a yellow maintenance request slip when reporting a defect. When Estates have visited your room in response to a maintenance request, they will leave a card so that you know they have been to determine the fault. If the problem has not been resolved e.g. parts are required, this information will be given on the card.

### Emergency Maintenance Requests

These should be reported to Main Reception who will then contact Estates or any other appropriate service to assist. Out of office hours it will be investigated by Night Security prior to any callout. For further details please see the Student Handbook.

### Maintenance Response Table

The table shows the response time that Estates will endeavour to achieve. A response can mean a visit by a member of the Estates team. The repair may take longer should parts need to be ordered or a specialist called in.

Response Time	Example of maintenance issue
<b>Emergency Immediate Response</b>	Gas leaks, water leaks, fire, flood, total power failure, no lighting, no cold water, alarm fault or activation, external doors not closing, lock out due to failed lock, broken glass which cannot be repaired by Night Security
<b>Response next working day</b>	No hot water, no heating, blocked drain/WC, faulty light, broken internal glazing, door entry system fault, infestation
<b>Response within 7 days</b>	Faulty taps, faulty door closers, repairs to broken items of furniture, replacement light bulbs, faulty door bell

## Planned Maintenance

Routine and statutory maintenance inspections will be carried out throughout the year from the first week in September (week 1).

You will be emailed a schedule of planned preventative maintenance work at the start of the year.

You will be notified of any additional maintenance in advance by email to your University email account with at least 7 days notice.

maintenance

## Mid term Inspections

All University accommodation is visited by the Accommodation Officer at least once each academic term. You will be notified by e-mail of the intended date of the visit, which will take place during normal working hours, with at least 48 hours notice. The purpose of these visits is to ensure that you are looking after the property and that health and safety standards are being maintained. It will also help you help yourselves, in that we may point out areas which need special attention so you can avoid large cleaning/repair bills when you vacate the property at the end of the year.

If a room/flat is not in an acceptable state when inspected, then a re-inspection date will be arranged and a £15.00 re-inspection fee will be charged. Please remember that we are here to help you, please ask the Domestic Services or Accommodation staff if you need advice about cleaning or maintaining your room/flat.

Although we do like to meet a member of each flat so that any problems can be discussed personally, it is not essential and in your absence you could leave a note to draw attention to any particular problem you have.

Any items deemed to be dangerous or any listed as not allowed in the Conditions of Residence will be confiscated. The Accommodation Officer will record receipt of the items and students will be allowed to collect confiscated items at the end of term when returning home.

## Fire Safety & Evacuation Procedures

- In the event of a fire, follow the instructions posted in each room on the back of the bedroom door and on Hall notice boards.
- Fire blankets and small extinguishers are provided in the kitchens, to deal with small fires. Ensure that you know where this equipment is located and that you are familiar with the instruction for its use.
- The fire alarm is activated by breaking the glass cover on the red break glass point, these are situated next to fire exit doors in residences.
- Make sure that you are familiar with all the escape routes out of the residences, including routes that you may not normally use.
- Do not block corridors, stairs, doorways with boxes, cases or bicycles.
- Do not allow combustible materials, such as old newspapers, bags of rubbish/ recycling etc., to accumulate in kitchens.
- Fire doors are designed to protect your emergency escape routes, they must be kept shut and never be wedged open or obstructed.
- **The use of candles, oil/essence burners, joss sticks etc. is strictly prohibited within the residences and because of the potential harm to others in the**

### University community fireworks cannot be let off in halls or on campus.

- Students must not interfere with fire fighting equipment. If an extinguisher is discharged for any other reason than one which is deemed legitimate, the cost of refill/renewal/replacement will be proportionally charged to all students of the Flat/floor as appropriate. An additional administration cost of £15.00 per person will also be charged. This applies to all safety equipment in Halls.
- Smoke detectors and heat detectors are located in the Halls of Residence. Misuse of these will be treated in the same way as misuse of fire fighting equipment.

During Welcome Week there is a compulsory session for resident students to familiarise themselves with fire fighting equipment. Please look out for this in your programme and ensure you attend. There will be a full fire evacuation test of the residences at least once during the academic year, when all the alarm bells will be activated continuously and you will be expected to vacate the residences. Residents that fail to vacate the premises during an evacuation test may be fined and disciplined.

If you have a disability you should contact a LiSS Adviser via the front line services in the Library to ensure that you are aware of the support available to you. Additionally as a resident student we have duties to ensure your safety in

the event of an emergency (e.g. fire) in halls. LiSS will, if necessary, arrange a meeting with the University Health & Safety Officer to complete a personal emergency evacuation plan for you.

## Door Closures

Room doors, kitchen doors, and doors adjacent to staircases are fitted with hydraulic door closures. They are frequently considered a nuisance but are designed to reduce the risk of spread of fires and smoke. It is an offence to tamper with these devices or to prop open any door with a closure attached and you will be fined. You should fill in a Maintenance Request form for any faults associated with door closures and inform the Accommodation Office.

## Smoking

Smoking (of any substance including the use of e-cigarettes) is not allowed within the Halls of Residence. Please use the designated areas outside. Please do not leave cigarette ends on the ground and always dispose of them safely in a bin.

If there is evidence that you have smoked in halls, including your bedroom you will be charged £50 for cleaning the room and there may be an adjudication.

## Electrical Appliances

The use of kettles, cooking equipment, “one cup” elements, rice cookers, fridges, freezers, toasters, microwaves, sun beds or heaters in bedrooms is prohibited. Washing machines and dryers are not allowed in the Halls of Residence, other than those provided by the University in the Launderette.

If you bring electrical equipment into Halls you must ensure that only one appliance is wired to one plug and that each appliance is -

- in good working order
- covered by a current portable appliance test
- fitted with the correct fuse

For safety reasons, if you are bringing a quantity of computer equipment you should have a **good quality bar adapter which incorporates its own fuse**. If you are travelling from outside the UK please ensure plugs are compatible with UK voltage system. Unsafe or faulty adapters, fittings and dangerous wiring will be confiscated and it is possible that a fine will be imposed.

Holes must not be made in furniture or fabric to accommodate wiring. You must not carry out repairs to University electrical equipment, but report any faults to the Accommodation Office.

## Personal Safety

Any violent acts, or incidents that cause distress, whether directed towards you or someone else, should be reported as soon as possible to any of the following:

- ➔ Reception/Night Security
- ➔ Accommodation Office/LiSS

Reports will be treated in confidence, as far as possible. However, a formal grievance cannot be anonymous. Please assist us in discouraging unauthorised persons from coming on to the University site. If at anytime you are suspicious, please report the circumstances at once to Campus Reception on 01524 384290.

A student should never leave their room without locking it. Ground floor windows should also be locked when a room is left empty, after dark and before going to bed.

It is most important that students, entering or leaving a building, ensure that doors are closed securely behind them. **Never admit other residents’ visitors.**

The University Health & Safety Advisor is Graham Clarke and he is located in the Donald Coggan Building, tel. 01524 590885.

## Safety and Security in Residences

It is the responsibility of all residents to ensure that the Hall of Residence is a safe place to live and work, any suspected hazards should be reported immediately to the Accommodation Office. The Conditions of Residence are quite explicit. Doors should never be propped open, doing so is considered a serious breach of safety and security. Overloading of electric sockets is extremely dangerous and can lead to electrics tripping or fire. Using unreliable extension blocks will be considered to be a breach of health and safety regulations and an Adjudication/Fixed Penalty Notice may be necessary.

## Window Locks

Window locks are fitted to reduce the risk of anyone falling from a window and to reduce the risk of intruders gaining access to your flat/room through the window. They are regarded as health and safety equipment. Any tampering with such equipment is treated seriously and an Adjudication/Fixed Penalty may result.

## Security

Security staff are on site/available between 5.00pm and 7.45am making regular patrols of the Campus. They may be wearing body cameras and images could be used as evidence in adjudication hearings.

## Illness

Lists of local doctors and dentists are available from LiSS in the library and you are advised to register with a local practitioner before an emergency arises, otherwise you may experience some delay before receiving attention.

Students requiring urgent medical attention at night or during the weekend should telephone the Medical Practice where they are registered. Alternatively, they should dial 999 (or 112) and inform Reception/Night Security if further assistance is required.

## Emergency Services

Should you require the assistance an emergency service (Police, Fire, Ambulance) always call 999 (or 112) then let reception/night security know. You can call them from the telephone located in the ground floor of each accommodation block, by dialling 4290, alternatively calls can be made from a mobile by dialling 01524 384290. If you are unsure or have concerns you can speak to the reception or night security staff (available 24/7 for consultation and advice) who may contact the emergency services on your behalf. They will require your name, your location and a description of the emergency.

## Telephones

An internal link telephone is situated in the entrance of each block to allow students to contact Reception/Night Security in an emergency during 'out of office' hours by dialling 4290. If calling from a mobile the number is 01524 384290.

## Useful Numbers

Reception/Security: 01524 384290  
 Accommodation Officer: 01524 385497  
 Domestic Services: 01524 384272  
 LiSS: 01524 590959

The telephone numbers for the blocks are:

Waddell (Flats 1to 6)	384773
Waddell (Flats 7 to 12)	384774
Waddell (Flats 13 to 18)	384775
Waddell (Flats 19 to 24)	384776
Waddell (Flats 25 to 30)	384777
Waddell (Flats 31 to 36)	384778
William Thompson	384779
Gressingham	384770
Sarah Witham Thompson	384772

## Crime Prevention

Whilst the campus is a low crime area, burglary is very much on the increase and student occupied houses/residences are often targeted.

If the following guidelines are put into practice the risk is greatly reduced.

## On/Off Campus Advice

- Lock ALL external doors and windows when house/room is unoccupied (use window locks if fitted) even if only for a short time.
- 'Postcode' all valuable property and attractive/saleable items using a UV marker or an engraver and include your house/flat number e.g. LA1 3RR.
- Never put expensive items in view of windows
- Open curtains in day time and leave a light on at night, preferably using a time switch when the flat/room is empty
- If you do not need a car for your course, leave it at home.
- Keep cheque books/cards safe at all times.
- Report crime or damage to the Police/ your landlord and/or the University. This enables early action and repair.
- Strangers seen wandering on Campus should be reported to Security or Reception.

## Absence

Whilst there is no question of residents having to ask permission to go away, it is important for them to inform their neighbours of their absence. If you are planning to be away for more than 5 days, as a matter of courtesy please inform your tutor.

## Fees

Your accommodation contract is inclusive of Christmas and Easter vacations and you can remain in halls/leave your possessions in your room during these periods.

Accommodation fees are paid online using a debit / credit card. If you have a query about payment please speak with the Finance Team, Lancaster on 01524 590826.

If you wish to stay in residence beyond the end date of your contract you should contact the Accommodation Office. Summer accommodation is at a premium and early booking is essential.

Payment of accommodation fees can be made in full at any time up to and including your arrival at the University. This includes payment from non-EU students. To make a payment prior to, or on arrival go to <https://payments.cumbria.ac.uk/open> . UK and EU students may have the option to pay in three

instalments. However, this is not available to all students in which case payment will be required in full prior to or on arrival. Finance does reserve the right to deny the option at any time.

Instalments are paid at the start of each term. For Autumn arrivals the terms are September, January and April. April maybe subject to change; however, information is made available online prior to the start of the year.

Following your arrival you will be emailed an invoice for accommodation / catering (if applicable). You will then be able to go to <https://payments.cumbria.ac.uk/invoice>.

Log on using your student ID and DOB. You can then select the option to pay in full or by instalments. The system will guide you through the process and once completed an email will be sent to you confirming your payment or instalment plan. If you are denied the option to pay by instalments, please pay in full or ask to speak with a Finance advisor on 01524 590826.

Finance will endeavour to support students who experience payment difficulties. However, students are ultimately responsible for informing Finance of matters which will impact on the ability to pay on time. Students will be notified by email of payment failures. An immediate response from students on the matter will be expected. Payment arrears will result in 1) can-

cellation of the instalment plan (if applicable) 2) suspension of catering (if applicable) 3) eviction, or any other sanction deemed appropriate.

The University will approach Guarantors for payment in full of the accommodation contract balance, including catering charges. Further failure to respond will result in legal action for the Guarantor.

## Complaints

If you feel we have failed to meet the standards you would expect of us, please inform us of the problem. If the complaint you make is verbal, the matter will be investigated and a verbal response given within 7 working days. If the complaint is in writing, the complaint will be investigated and a written response given within 7 working days.

If after a written complaint you are not satisfied by the response you have received, there is a formal University complaints procedure you can follow and details of this (and forms to fill in) are available on the University website ([www.cumbria.ac.uk/studentprocedures](http://www.cumbria.ac.uk/studentprocedures)).

If the response to the complaint is still not acceptable and all internal elements have been facilitated, an application may be made to the Office of the Independent Adjudicator for Higher Education (OIA) .

Details of how to pursue redress via the OIA are provided on the University website. The policies and procedures governing independent review will be as determined by the OIA.

Alternatively if you feel we have failed to meet the standards as laid out in the Universities UK Code of Practice. The codes allow you to gauge your accommodation against a set of standards, and if it doesn't meet these standards there is a complaints procedure in place.

For more information on how to do this and details of the standards set out in the code please go to [www.universitiesuk.ac.uk](http://www.universitiesuk.ac.uk).

## Televisions

Any TV or other equipment being brought to site to receive live TV transmission must be covered by an appropriate licence. The University television licence does not cover the use of students' personal equipment. External wireless or television aerials must not be erected on University property. Students watching TV on their computer or downloading IPTV software must also have a TV Licence.

## Storage

Outside the period of your contract, the University can not provide storage space for your belongings, though we will give you information about local storage companies. You

should make appropriate arrangements for your belongings well in advance of the summer vacation. Any items left in rooms or communal areas after the contract has ended will be disposed of.

## Lost Property

For any property "lost or found" within halls please contact the Domestic Service Office. The main Reception Desk deals with "lost or found" property elsewhere on campus. Details of items found will be logged and the property stored for 30 days, after this time unclaimed items will be disposed of.

## Room Changes

All room changes must be approved in writing by the Accommodation Office and are subject to a £25.00 administrative fee.

Room changes within the Residences appear on the face of it to be simple but, with nearly 1,000 residents in total even a small percentage wishing to move can add considerably to the administrative work-load. However, special cases can very occasionally be made, and permission given for changing your room. If you think you have a special case, the first person you should see is your Accommodation Officer.

If a move is not possible straight away, but you

have been granted permission to move, you will be put you on a waiting list and contacted when a room becomes available. **Please note that unauthorised transfers will incur a financial penalty.**

## Bicycles

Lancaster and the surrounding area is very easy to get round without a car.

There are lockable bike storage areas at Mill Hall, the Gateway building and Waddell Hall (key code available from Gateway Reception, key available from the Accommodation Office for Mill Hall- refundable deposit of £30 payable).

Before using the bike storage areas students are advised to read the displayed advice notice.

In addition, the University offers a bike loan scheme— for details please go to <http://www.cumbria.ac.uk/StudentLife/Travel/VelocampusCumbria>.

Bicycles **must not** be stored in flats or the corridors of the Halls of Residence. There are secure bike stores on the campus, please use these. Locks should be brought with bicycles for safe storage.



## Illegal Substances

Students must not allow their rooms to be used for the abuse of substances, as described in the Misuse of Drugs Act 1971. Any illegal substances found will be removed and all suspected cases involving drugs or other illegal substances will be subject to a full and thorough investigation under the Student Code of Conduct. You may be suspended whilst the Police and/or University investigate and the possible sanctions can include deregistration from your course.

## Multiple Occupation of Rooms

No permanent multiple occupation of bedrooms is permitted in single rooms. Students are allowed overnight guests under the terms and conditions stated in the Conditions of Residence (see under Visitors). Persistent use of the facilities by visitors is not allowed. You are responsible for the actions of your visitors, whether invited or implied.

## Noise

Students are requested not to make or allow any loud noise between the hours of 2300 and 0800 hours. In addition to this, music should not be audible outside bedrooms **at any time**. Students are requested to use headphones when listening to music late at night to avoid disturbing other residents and neighbours.

## Posters

A notice-board is provided in each study bedroom for attaching notices, posters, pictures etc. **Please do not stick notices, posters etc. on any of the walls or doors.** A charge will be made when you leave if the walls have been seriously marked.

Sexually explicit, racist or homophobic posters, postcards and notices, or any other content which may offend others, is not acceptable in any public areas within the residences, and are discouraged from being displayed in individual rooms.

## Parties/Social Gatherings

Parties are not permitted in Halls of Residence for reasons of safety and disturbance of other residents. Pre-drinks and unplanned social gatherings which cause disturbance are also considered to be a party. Please check on the availability of University facilities for hire if you wish to hold a party or function.

## Peddlers

Purveyors of various items (notably Insurance and fast food deliveries) occasionally visit the Halls– do not allow them access into buildings. The University does **not** welcome such activity, please report any visits of this nature to Reception.

## Pets

No animals/fish etc. may be kept in accommodation, with the exception of Guide Dogs.

## Use of Premises

Students are advised to read the Conditions of Residence prior to arrival to ensure that they are in compliance with all the conditions. Furnishings and equipment are provided for the benefit of all residents and must not therefore be removed from communal rooms. This applies to tables and chairs.

Dart boards and the throwing of darts or other sharp objects in and around the halls of residence is not permitted, nor is the playing of any ball or frisbee game, food or water fights, nor any other dangerous horseplay.

Portable barbecues, paddling/swimming pools, camping stoves, tents, awnings etc. are not permitted in or around the halls of residence.

Residents may not store collections of empty cans, bottles, road traffic signs/cones in their study bedrooms/kitchens. Students will be charged for the removal of this excess rubbish from Halls at the end of the year.

Fairy lights are a fire hazard and are not permitted at Christmas nor at any other time of the year. Christmas decorations must be put in safe places and removed before leaving for the seasonal break.

## Residential Life - the reality check

It may be the first time that you will have experience living in shared accommodation, which will inevitably throw a few challenges your way. That is perfectly natural and understandable and is why we have included a few pointers and thoughts from former residents that might help you get off to a good start with your flat mates...

*'It was hard coming in to halls, for let's face it, I hadn't met so many different people before... I didn't like it at first either, but once I opened up a bit, I got so much more out of it and began to appreciate that differences are what makes the world tick'* Sports Science Student.

**Tolerance** is the key to getting along with others on your floor or in your flat. Build rapport with all around you, get to know your neighbours in the rooms to the side, above and below, introduce yourself early on... it will make it a lot easier, if and when a problem does arise, have a word with the person persistently causing you problems, because you'll know from an earlier conversation that you can relate in some way to them and that they're not all that bad a person.

In the first instance, engage in a conversation about the issue, listen to their point of view as

well as making your own and try to come to some sort of understanding or agreement. If it is about more than one person then a Flat discussion may be the next step to deal with continued reoccurrences of the same or related problems. If you do meet as a flat then establish some ground rules when working through the issues, so that everyone has a chance to hear and reflect upon what the other person is saying. Feel free at any point to call in the SU for advice or an informal mediation if needed. Even if you just want to use them as a sounding board and not to involve them directly...they have often lived in halls before and have had a lot of training to handle issues that you may well be encountering for the first time.

*'I had a lot of respect for my flat mate, she was the only one who wouldn't follow the pack and spoke out when people were doing things wrong, but everyone else was frightened of saying anything'* QTS student

People will act in different ways for we are all individuals; you don't have to agree or disagree with someone all the time. Everyone requires different amounts of personal space and they handle situations in different ways. Just because it's not the way you would do it, does not make it wrong.

*'If it wasn't for my flat mate I would have left University... it sounds soft, I know, but I was missing home, missing my girlfriend. My flat mate got me out of my room and we're the best of mates now'* Sports Student

Look out for each other! If someone becomes withdrawn or changes their behaviour, don't be afraid of showing concern; ask them if there is anything you can do to help. If the problem is larger than you are able to assist with, encourage the person to seek help from the SU, your tutor, or LiSS. They will be able to advise the person who they need to contact. If you are concerned because you haven't seen someone for a few days and they hadn't mentioned that they were going away, mention it to the tutor.

*'It was funny the first week, people getting drunk, but it got a bit old by week three and by week six I wanted to leave... I wish I'd said something early on.'*

Everyone enjoys a healthy social life and it is a big part of University life, especially as you are getting to know each other at the beginning of term. However, be aware that persistent drunken behaviour can create noise and anti-social problems for others that live with you which can lead to arguments and resentment.

*'God that kitchen was a mess. But just a simple thing like a rota with your name on it and job for that week really helped us get to grips with the cleaning.. best kitchen in the whole block by Xmas.. I kid you not!'*

Make an effort to share communal duties; it will pay off in the end! Nobody enjoys doing the washing up, cleaning surfaces, emptying the bin, putting things away. But equally, nobody enjoys continually living in a mess! Work it out from the beginning who will do what each week, use it as an excuse to get your flat/floor together, its a good way to meet people and get to know them. If you ignore the problem it won't go away!... it will just escalate and whole floor/flat will be hit with a cleaning charge!

*I've seen a kitchen flare up from a chip pan fire in less than five minutes and the fire destroy it, so it really gets to me when people mess with fire equipment... don't they get it? They're messing with peoples lives... and I value my life even if they don't value theirs!!!'*

In buildings this big, health and safety is paramount. If other people's behaviour causes you concern or negatively impacts upon your enjoyment of living in Halls then this should not be tolerated, talk to them first, challenge them in a non hostile way! If that fails, speak to the Accommodation Officer, whether you want the person to be approached or not, they may be able to advise you as to how you can deal with

the situation.

## **If I live in Halls and I have a problem, who can I talk to about it?**

### **Speak to the Accommodation Officer if -**

- you are considering leaving or changing your accommodation
- your flat mates are noisy and disruptive, not sharing with communal jobs or using your food or possessions
- you have you lost your key
- you want to increase your Cumbria Card meal option

### **Speak to a LiSS Advisor-**

- you are struggling financially, worried about paying accommodation fees
- you have personal issues which you wish to discuss in confidence
- you are feeling isolated, disconnected, homesick or ill
- you feel you are the subject of harassment or any sort of intimidation

### **Speak to the Students' Union if any of the above apply!**

The Students' Union Information and Advocacy Service offers confidential support, advice, information to all students enrolled at the University. Contact information for the team can be found on the Union's website: <http://www.ucsu.me/support>.

**Keys**

You are issued with a set of keys on arrival and it is imperative that great care is taken of them. If they are lost then found by someone with criminal intent that person can gain access to the whole building, the whole flat and your room, putting yourself and others at risk.

If you are locked out of your flat you should contact your flat mates to let you back in if you know your keys are inside, or you may have to wait in another friend’s flat until your own flat-mates come home. Only if you cannot gain access any other way you should -

- During office hours—call the Accommodation Office/Reception- they will send someone to let you in at the first convenient opportunity.
- Outside office hours, contact Night Security.

Identification must be given before they will allow access to a room.

For a second and all subsequent call outs to let you back into a building when you have left your keys in your flat/home etc. there will be a £15.00 charge.

If keys/fobs are lost you must contact Reception for a replacement at a cost of £30 per key/fob, payable on issue of the keys. If lost keys

are subsequently found you may be entitled to a partial refund for one set of keys.

**Damage to University Property**

You are financially responsible for damages (other than fair wear and tear) in your bedroom and all communal areas of your flat (including stairwells and entrances). Damage to furniture and fittings must be reported to the Accommodation office **immediately**. **Students will be charged in full, along with an administration charge of £15.00 per person**, the cost of replacement/repair for any damage to University property in his/her area.

Costs for damage in communal areas may, subject to an investigation and right of appeal, be proportionally charged to all residents of the Flat/floor/Hall, as appropriate, **plus a £15 administration charge**.

If the charge is paid within 7 days of notification of the charge then we will waive the £15 administration charge as an early payment incentive. If paid within 7 days the payment must be made to the Accommodation Office. After the 7 day period has passed payment should be made direct to the Finance Office.

Example	Charge
<b>Redecoration</b>	
Patch Paint	£30.00 minimum
Room Redecoration	£70.00 minimum
<b>Cleaning</b>	
Internal	£12.65 per hour
Contract Cleaning	Full cost of work
<b>Carpets</b>	
Burns/indelible stains	Replacement cost
Removable stains by shampooing	£34.50 per bedroom
Rubbish removal	£80.50 communal area
	£5.75 per bag
<b>Replacement Chairs</b>	
Study	£92.00
Lounge	£115.00
Polycarbonate	£17.25
Wooden	£34.50
<b>Re-upholstery of chairs</b>	
Study	£55.20
Lounge	£80.50
<b>Fire Extinguishers</b>	
Refill	£40.00
Replacement	£70.00
Fire blanket	£32.00
Break Glass	£30.00
<b>Kitchen Equipment</b>	
Microwave Glass Plate	£17.25
Microwave Replacement	£57.50
Kettle or Toaster	£23.00
Ironing Board	£34.50

## Departure

The contract you signed when you agreed to take on the accommodation will stipulate the date on which your contract expires and you must vacate the property by no later than 9am on that date.

Towards the end of the Summer term, you will receive a copy of the End of Tenancy Notes which will advise you in detail of the correct procedures to follow when vacating your accommodation. When you depart at the end of your contract :

- Your keys should be returned to the main Reception desk (Night Security desk by the library entrance if after 7.30pm weekdays or any time at weekends). You should sign the key return form provided. Your signature on this form is the only proof that your keys have been returned so it is in your interest to follow this procedure. Failure to do this could result in you being charged for a new set of keys and a continuing charge for your room.
- The flat should be cleaned throughout as advised in the End of Tenancy Notes. Failure to do this will result in a charge for additional cleaning.

**The return of your key is the only acceptable proof that you have vacated your room.**

## Release from Contract

**Please remember you are bound by your contract to pay rent for the entire duration of the contracted length of stay, even if you vacate your room for a period of leave before the end of the contract.**

However, release from your contract may be possible if you have found a replacement to take over the contract on your room, and the transfer has been authorised in writing by the Accommodation Office (see Conditions of Residence).

Please note that -

- Returning your keys does not mean the contract has ended.
- If you move out without written permission you will continue to be charged for your room