



University Managed

Housing

Guide and Rules



## INTRODUCTION

This document sets out a code of discipline with which all students in residence (on campus and off campus) must comply.

These rules are designed to provide a comfortable environment for your period of residence.

Please read through these rule: it is your responsibility to ensure that you and any visitor that you sign in to the Hall abide by them.

### IN BRIEF

1. No **SMOKING** in buildings or in the University managed properties.
2. No **ALCOHOL** is to be consumed in common areas.
3. Quiet hours start from 11:00pm until 9:00am (Sunday – Thursday) and midnight until 10:00am (Friday and Saturday), so please be considerate to your neighbours.
4. You are responsible for your guests.
5. Any breach of the rules can result in expulsion from the University housing.



## General Rules

All students are expected to be aware of and to abide by the rules and regulations; failure to do so will result in disciplinary action, according to the procedures listed in this section.

You are expected to respect all persons and property in the community.

You are further expected to respect and comply with directions given by those members of the University performing official duties, as designated by University authorities.

These rules also apply to any guests or visitors you may have.

**You are responsible for your guests.**

## Alcohol

The UK drinking age is 18 years. Regent's University London expects that students will exercise appropriate responsibility in the consumption of alcohol. Irresponsible alcohol usage resulting in drunken and/or disorderly conduct is a violation of the rules.

Violation of campus regulations while intoxicated will be treated with equal severity to any violations committed while sober, and may result in a requirement to seek counseling.

Students may possess and consume alcoholic beverages in private rooms and in the bar only. Glasses must not be removed from the bar. Consumption of alcoholic drinks is not permitted in any common areas of the Halls, or University grounds.

You are reminded that the campus bar has been established for social and recreational purposes. All members of the community must abide by official bar policies governing the conduct of patrons as established and posted by bar management.

Do not store bottles or cans etc., outside your windows or on balconies. This is against park and University regulations and you are likely to have your alcohol/bottles confiscated for this violation.



## **Smoking**

Smoking (including electronic cigarettes and shisha pipes is NOT permitted anywhere within Regent's University London buildings, this includes Reid Hall and Oliver flats. It also contravenes our fire safety regulations. Outdoor smoking areas are provided.

## **Drugs and Drug Policy**

Possession, sale, use and/or distribution of any illegal drugs constitutes, as defined by UK law, a serious offence. The law imposes stiff penalties on individuals involved with illegal drugs, including deportation, imprisonment and/or heavy fines.

The University operates a strict no drugs policy and may immediately expel any student found to be involved with illegal drugs whilst on campus or University managed property. All allegations are taken seriously and will be investigated fully. This may include reporting any allegation to the Police. If you have a home institution it will also be reported to them and to your academic program leader/Head of Department

## **Dangerous Objects**

The possession of any dangerous object is strictly forbidden.

The following is a list of such items. It is illustrative rather than exhaustive:

Pets and animals (including fish); Knives; Explosives, firearms, firecrackers, fireworks etc; Electrical cooking appliances; Kerosene lamps and other highly flammable substances; Candles; Incense; Drugs and drug paraphernalia (incl. bubble pipes etc...); Shisha Pipes.

An action such as throwing objects from windows, doorways or roofs that may endanger others is forbidden.



## **Disruption & Physical Violence**

Regent's University London recognises the basic civil liberties of all members of the campus community. To ensure the protection of the rights of all members, however, no individual or group of individuals will, in the course of exercising these rights, disrupt or obstruct the official functions of the University: teaching, research, administration or any activity proceeding on campus generally accepted as a legitimate function.

Actions that annoy, disturb, or offend others, or interfere with others' rights, will not be tolerated. Any willful, intentional and persistent act designed to annoy another individual may be considered harassment and therefore punishable by disciplinary action. This includes the posting of offensive literature on doors within the hall, through social media and any other such acts, whether verbal or physical.

Any action or the threat of any action that might harm a student, or a member of University, on or off-campus is punishable by disciplinary procedure and may result in legal proceedings. For further information please see the Student Code of Conduct.

## **Noise and Quiet Hours**

Quiet hours in halls operate from 11.00 pm until 9.00 am Sunday to Thursday, and then from 12.00 midnight until 10.00 a.m. Fridays and Saturdays.

Amplification of music/computing/verbal telecommunications levels disturbing to other residents or disruptive to the peace of the campus is unacceptable at any time. Noise should never be audible outside of your bedroom. This includes music directed from speakers out of residence hall windows. Shouting or excessive noise when returning to rooms is also unacceptable on the corridors, stairways, pantries and outside the residential buildings.

Be careful when closing doors that they do not slam during quiet hours, and close all windows when you are talking in your rooms as this kind of noise travels very easily throughout the building.



Gatherings of more than four people will be classed as a private party which are not allowed it is also likely to exceed the acceptable noise during quiet hours, and these kinds of gatherings will be broken up by the staff on duty.

## **Fire Regulations**

Test fire alarms: Every Friday at 12 and 12.30 there will be a test fire alarm in Reid Hall. In Oliver it takes place at 8.45am. You are not required to evacuate the building.

The University views the false triggering of fire alarms, or the improper use of safety and fire equipment setting of fires and so on as a serious breach of safety regulations. Any student jeopardizing the community in this manner will be causing a violation and may be punished above and beyond regular disciplinary proceedings.

All students and residents are required to leave the buildings during a fire alarm, and to comply with the instructions of those in charge. Failure to do so will result in disciplinary procedures.

Smoking on the premises is a violation of these regulations.

Only electrical items that operate between voltages of 220-240v and at a frequency of 50Hz are suitable for use in the UK. Equipment that operates on other voltage or frequency may be damaged if connected to UK mains supply. It is recommend if you are coming from outside the UK that you buy electrical products once you have arrived. For equipment with detachable mains lead like computers or phone charges you can purchase three pin adapters in the UK. You can also purchase a travel adapter but it must be fused and compliant with UK safety standards.

Electrical fittings must not be tampered with. Any personal electrical items, which you bring to the University, should be electrically tested (PAT). Kettles and irons may only be used in kitchens or communal areas. You must not use equipment for heating, cooking, refrigeration or washing in your bedroom of university owned or managed accommodation. This is because the equipment can produce significant heat which could start a fire or cause injury. The accommodation office reserves the right to remove any equipment that it may consider dangerous until it is proved otherwise. For your own safety and the safety of others, you are not permitted on the roof of any building, in electrical rooms, mechanical rooms, or in any part of the campus where access is prohibited. If you are in any doubt regarding access, please consult Reid Desk or your RA and we can advise you.



## Theft and Damage

Theft or damage to personal or University/University managed property or premises is an offence punishable by University authorities under the Student Code of Conduct and by the law of the country. Offenders will be prosecuted.

## Guests & Visitors

You are not allowed guests without the consent of your roommate. You are responsible for your guests' actions. All guests are expected to abide by the University rules and regulations. You have the responsibility for briefing them on these rules and pointing out the fire regulations. All guests must be approved by either a member of the accommodation office or by security. You must complete a guest request form at Reid reception.

- Last minute over-night guests are not allowed. Requests must be made via Reid Desk at least 48 hours in advance.
- Visitors can only stay for a maximum of seven nights per session and for no more than twenty-one nights during the entire semester.
- Roommate consent is always required for residents wishing to host guests in double or triple rooms and the guest request sheet asks for the signature of your roommate(s).
- Students' rooms are for use by the students assigned to them. Rooms may not be used by other students or people without prior approval of the assigned students and from residence staff. Guests may only use unoccupied beds with prior consent from occupants, and cannot stay over in a room if their host is away.
- The University can withdraw your right to have guests if you abuse this policy or if your behaviour is deemed unacceptable.

Hosts are responsible for the access of the guest to the room, and for the supplying of bedding and mattresses. Regent's University London does not supply bedding for guests. We do have a limited supply of mattresses.

The Accommodation office and security reserve the right to remove guests from the building should any rule or regulation be broken. We also reserve the right to refuse permission or grant access following any disciplinary issue that may have been recorded previously.



## **Local Laws and Statutes, and Park Regulations**

Regent's University London and its students are subject to all park and UK Laws. Breaches of these laws are subject to internal investigation, review and action in addition to action by civil authorities

When visiting or participating in activities on other campuses or locations, students are expected to abide by those institutions' rules and regulations, and to conduct themselves in a manner appropriate to representatives of the University.

All students should note the regulations posted at the Regent's Park entrance as well as the penalties for failure to comply. The Park shuts at dusk. Jumping the gates to the Park or the University is against the rules. Any student caught in the park after the official closing time may be liable to a maximum fine of £1000 or in some cases, detention in police custody.

## **Disciplinary Procedure**

The disciplinary procedures within halls are based upon a series of verbal warnings and written warnings which are given by staff for infringements of rules and regulations. In the case of serious offenses these procedures may be bypassed and the Student Code of Conduct invoked.

### **Verbal Warning**

Issued in the first instance of an infringement - noise violation; drinking alcohol in common areas; and other such minor offenses. A verbal warning can be issued by the Accommodation Officer/Hall Administrator. You will receive a letter to remind you that a verbal warning has been issued, and pointing out more specifically which rule you have violated.

### **Written Warnings**

If, after a verbal warning you continue to offend, you will receive a written warning and will be required to attend a meeting with the Accommodation Officer. The offence is written up and a hearing will take place. At this meeting, depending on the offence, it will be explained how many more warnings you will receive, if any, before disciplinary action will be taken. You will receive details of the meeting in an email.

Depending on the nature and seriousness of the violation, any one of these steps may be omitted.





Certain offenses that may lead to immediate expulsion from residences include:

- Tampering with fire-fighting/detection equipment
- Involvement with any illegal drug activity
- Triggering false fire/evacuation alarms
- Ignoring written warnings

NO REFUND WILL BE MADE ON ANY SPACE MADE VACANT DUE TO VIOLATIONS UNLESS THE SPACE IS LET, AND IN THAT CASE, 10% OF THE REFUND WILL BE LEVIED IN ADMINISTRATIVE CHARGES.

#### Damages and Fines

The University reserves the right to charge any deliberate or reckless accidental damage to residents. Fines or damage charges may be given to individuals; or occupants of a room, group of students on a corridor under Collective Responsibility (if identity of perpetrator is unknown and does not come forward).

The University will always inform residents of any extra charges in advance and will always investigate any damage or vandalism charges before applying collective responsibility principles.



## Individual Rooms

You are responsible for your room. Any damages to your room will be assessed, and damages beyond normal wear and tear will be billed to the individual responsible. Where individual responsibility cannot be established, all occupants will split the cost of the repair under the term collective responsibility.

At the time of checkout rooms should be left as tidy as at the time of check-in. Excessive rubbish left in the room, spillage etc... requiring special cleaning will also result in charges to the residents of the room.

## Room Changes

Room assignment cannot be altered without serious justification. Room changes must be done with consultation and approval of the Accommodation Officer.

1. Normally, no requests will be considered until after the first week of the semester.
2. Student Services reserves the right to fill all vacancies occurring throughout the year in accordance with waiting lists and room change procedures. Remaining students must accept roommate assignments made by the Accommodation Officer.
3. It is a University requirement that the Accommodation Officer must approve all room changes. Approval also ensures that records are correctly altered and accounting errors are prevented. For safety requirements we need to have accurate records of all residents. Students wishing to leave Reid Hall after the semester has begun will not be granted refunds until the Accommodation Officer has filled spaces.



## **Reid Hall Lawns**

Reid Lawn (to the front of Reid Hall) is for relaxing only, not for sports unless permission has been granted from the management. Furniture from Reid Hall is not to be taken to the lawn.

Late night partying or noise on Reid Lawn, or indeed, in the grounds, is a violation of these regulations as outlined in the noise regulations.

## **Other Areas of the Halls**

Areas such as corridors, bathrooms, staircases, Reid Reception are all classed as “Common Areas”. The reception area is a common area too. Residents are welcome to use this area to watch TV or to use the computers. After 11pm the quiet time rules must be followed in this common area. Security will remove any residents that are making noise after this time in that area. After 11pm it can only be used for quiet study and computers must be used with headphones.

## **No Smoking and No Alcohol**

All common areas of the halls are non-smoking or drinking. Violation of these rules is covered under the section on Rules and Regulations, and fines will be imposed for non-compliance with these rules.

Smoking is PROHIBITED in ALL buildings on campus and in the University managed housing



## Fire Prevention

Heating and cooking appliances are strictly forbidden in your rooms, and in all common areas of residence halls, with the exception of the pantries. Residents can store personal appliances and crockery in the pantries, but do so at their own risk. Appliances that are forbidden and are found in other areas will be confiscated. ITEMS INCLUDED in this ban are kettles, toasters, hotplates, stoves, sandwich toasters and other similar items.

Smoke detectors are installed around the Halls. Tampering with/covering these detectors, setting off false alarms and/or the improper use of fire-fighting equipment violate safety regulations. Any student who jeopardizes the safety of the community in any way will be subject to the most severe disciplinary action, which leads to expulsion from the Halls.

•

## Security

All campus buildings, particularly the residence halls are protected by a security system of alarmed and/or locked doors. Main reception and Reid reception are all staffed 24 hours a day. Entrance and exit to/from Reid Hall is by ID card only, and these cards are issued to residents and specific staff only i.e. Student Services, Cleaning Staff and Maintenance Staff. If you have friends who are not resident on campus, their cards will not allow them entrance/exit and you will need to accompany them.

The side doors, just beside Reid Desk are accessible between 9am and 8pm. After 8pm entrance to the campus is via the Main Reception and into Reid by the door nearest the refectory.

After 8pm access is NOT allowed via the side doors. Please do not attempt to come in via those doors as you will only be turned away.

The campus is patrolled at night by security services, and the park is closed and monitored by the Metropolitan police.



It is essential that you adhere to the security systems on campus, specifically in Reid and Oliver Flat. Failure to do so jeopardizes the safety of both you and other students. Any attempt to compromise the security systems will be considered a serious offence.

### **Loss or Damage to Property**

Regent's University London cannot accept responsibility for loss or damage of items on campus. We urge you to keep your doors locked, and to take out insurance on any items of exceptional value which you might have brought with you.

### **ID cards**

All students and members of Regent's University London must be issued with a Regent's University London ID Card. This card should be carried with you at all times, and must be used to enter and exit the University, Reid and Oliver Flat, the library and other facilities on campus. It is also your meal card.

Guests must carry their Guest Pass at all times. They will not be issued with a swipe card for Reid Hall, and it is against the security policy to use the card of another person.



## **Complaints Procedure**

If, for some reason, there is any service, facility or issue with which you are unhappy and wish to speak to someone about, the following suggested procedure should ensure that you get the problem addressed.

If the problem is with your room or about a facility or service within Reid or Oliver Hall, then firstly, contact your RA, after that, if you are still unhappy, contact the Hall Administrator or anyone at Reid reception.

Problems that cannot be rectified at that level are referred to the Accommodation officer. Problems of an academic nature should be referred directly to your tutor and if they cannot address your problem, then contact the Registry of your school, and finally the Head of the School/Dean.

If you have any general queries or problems and are unsure of how to get them addressed, then please contact the reception or the Accommodation Officer and we can advise you. By living in the halls you agree to the above rules and regulations.



## Main points again

1. **No SMOKING** in buildings or in the University managed properties.
2. **No ALCOHOL** is to be consumed in common areas.
3. **Quiet hours** start from **11:00pm** until **9:00am** (Sunday – Thursday) **and midnight** until **10:00am** (Friday and Saturday), so please be considerate to your neighbours.
4. You are responsible for your guests.
5. Any breach of the rules can result in expulsion from the University housing.

