A Student Guide to Living Off Campus 2015
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How to be a Good Neighbour

In order to enjoy living in the area in which you reside it’s important to respect those around you. Those who experience trouble from unpleasant neighbours can suffer from stress and anxiety which can lead to an overall poor quality of life.

As students living in private accommodation you are part of the local community and should therefore consider the diverse range of cultures of those around you. Noise generated from DIY fanatics and children in the garden at weekends is acceptable; loud music at 3 in the morning is not! The main factors contributing to a breakdown of neighbour relationships can range from noise, rubbish and general tidiness of property. We want you to enjoy university life to the fullest without the negative experiences of neighbourly disputes which can interfere with your everyday life and in some extreme cases, when the University’s name is brought into disrepute, can lead to financial penalties and potential dismissal from your course. We believe that introducing yourself to your neighbours is not only polite but will also provide a positive step towards amicable relationships and therefore allow you to enjoy life as a student. Here are a few extra tips which might help:

• Be considerate of your neighbours’ lifestyle patterns – remember they may be working full-time and need their sleep!

• Noise travels – walls between properties can often be very thin. Try not to slam doors and keep music volumes down to a reasonable level.

• If you’ve been out for the evening, please return to your house quietly. Don’t forget that noise travels long distances, particularly late at night.
• Please try to park considerately. The Hertfordshire Constabulary has the power to act on unattended vehicles, or vehicles causing a hazardous obstruction. To report dangerous or obstructed parking, please contact the Police via their non-emergency phone number: 101. Please provide your contact details, a description of the vehicle (including registration plate number), and the location.

• Make sure you recycle as much as possible and use the correct bins. Excess rubbish will not be taken, it will look unsightly and upset your neighbours.

• Let your neighbours know if you’re planning to have a party. Choose a suitable night, either a Friday or Saturday which will hopefully mean that your neighbours haven’t got to get up for work in the morning. Stick to an agreed finishing time and make sure your guests leave quietly.

• If you do have complaints from a neighbour – try to respond in a courteous way and take responsibility for your actions. Think how your parents or guardians would feel if they were living next door to you!

• Don’t forget that it’s not an excuse to say you were drunk and therefore not aware of how loud you were being! Also, being a student isn’t an excuse for bad behaviour!

• More than anything, take pride in where you live – it’s your home too!!
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**A-Z of General Information**

**Alcohol**

**Sensible Drinking**
It is important to highlight the health and safety issues involving alcohol. From a safety aspect, you render yourself a potential target for crime. Avoid someone ‘spiking’ your drink with alcohol or drugs. It’s on the increase. At best it’s done ‘for a laugh’. At worst you could end up robbed or a victim of sexual assault. It only takes 15 minutes for the effects of ‘rape drugs’ to kick in - they wipe out eight hours of memory. Almost 70% of victims know their spiker/rapist.

Protect yourself by following these simple rules:

- Don’t accept drinks from strangers.
- Don’t take drinks from large containers like punch bowls.
- Don’t share drinks or swap drinks.
- Leave your drink with someone you know and trust when you visit the loo or have a dance.
- If you suddenly feel odd or unusually drunk, ask a trusted friend to take you home.
- If a friend starts to behave in an unusual way they may have been drugged – seek help and get them home safely.
- Look out for each other. If someone is driving ask them to watch the drinks. Drinking too much can also potentially harm your health. The Department of Health advises that men should not drink more than 3 or 4 units of alcohol per day and women not more than 2 or 3 units per day. This advice applies whether you drink daily or occasionally. It does not mean you can save your units for one night and get totally smashed. Binge drinking is a major health risk.

**10ml of pure alcohol: 1 unit**
- A pint of ordinary lager: 2 units
- A pint of strong lager: 3 units
- A glass of wine: 2 units
- A pub measure of spirits: 1 unit

**Useful Contacts**

**Vice President Education & Welfare, Academic Queries**
01707 285003
uhsu.support@herts.ac.uk

**A Legal Adviser is available on Wednesday afternoon (by appointment only)**
www.uhsu.herts.ac.uk/support
Car Parking

Students living in the Hatfield area are not permitted to purchase a car parking permit to park on campus. Do not cause obstructions when parking your car and always consider those living around you.

Council Tax

There will be no Council Tax charge where a house is only occupied by full time students.

There are specific rules governing who is classed as a full-time student. If you feel that you belong to this group but the council disagrees, seek advice.

An exempt dwelling applies only to students who:

- Are defined as full time by the University or who are studying 21 hours a week or more
- A qualifying student, under 20 years, studying 12 hours or more a week
- A foreign language student
- A placement student
- Full-time international students and spouses (a dwelling is exempt if it is the main residence of a student and spouse, provided the spouse is not a British citizen and he/she is prevented under immigration rules from taking paid employment or claiming benefits).

Exemption is only valid for the duration of your course and a new certificate must be provided to your landlord or council each year.

If the property is exempt then there will be no council tax charge although you will need to prove your student status to the Local Authority to prevent being charged.

If one member of the household is not a full-time student they will have to pay 75% of the total liability. If two or more members are not full-time students, then the full tax is payable.

You are a student from the point of registration to the end of your course. If you receive a Council Tax Demand in the summer months between academic years you are still exempt.

Council Tax Exemption Certificate requests are fully online via your Study Record. More information can be found at: https://ask.herts.ac.uk/council-tax-exemption.

If your tenancy ends after you have graduated you will be liable for Council Tax for the relevant months.

You can be sent to prison for Non-Payment of Council Tax - Please check if you are exempt.
If you are finding university life difficult to cope with you’re not alone. Many students consult counsellors at some time during their academic career. The University provides a professional and confidential service which is available between Monday and Friday (contact the service for opening times).

To make an appointment call 01707 284453 or email: studentwellbeing@herts.ac.uk. You can also visit their website for more information.

www.herts.ac.uk/services/counselling

Whatever your reason for seeking help, counsellors will listen attentively and objectively and offer you the chance to think about your difficulties from different perspectives. Your meetings will be private and uninterrupted. The counselling service is committed to ensuring that the confidentiality of your sessions is protected and is bound by the British Association of Counselling and Psychotherapy Ethical Framework for Good Practice in Counselling and Psychotherapy.
Crime Prevention

Personal Belongings

• Make sure all your personal property, especially phones, laptops and portable media equipment, is marked with a UV pen. Please contact the University’s Policing Team to request a UV pen.

• Never leave belongings, including your car keys, unattended or on show when you leave your home or car, even if it’s only for a moment.

• Ensure all credit and debit cards are kept safe. In the event of them being lost or stolen, cancel them and report it immediately.

Home Security

• On leaving your home always ensure all doors and windows are securely locked.

• At night it is advisable to leave a light on or invest in a timer to allow lights to come on automatically.

• Never leave spare keys hidden in out-buildings or gardens.

Car Security

• If you have a garage, use it.

• Remove all valuables from your vehicle. Don’t leave anything on display.

• Always remove the facia of the CD/radio and take it with you, don’t hide it in the glove compartment.

• Always remove your SatNav and the holder. Clean all traces of the pad from the window. Take the SatNav with you.
Emergencies

In the event of any emergency:

- Keep Calm
- Alert those in immediate danger
- Move to a safe place
- Inform the emergency services (see useful contacts)

Medical Emergencies
If a person is seriously ill or injured call 999. You will need your name, location and details of the accident/emergency.

Mental Health Emergencies
If you are worried about a person’s well-being and state of mind please call the Medical Centre on 01707 284444, 9am-5pm, during term time, 9am-12.30pm (vacation). If it is outside normal office hours please call 01707 284444 and the number for the on-call emergency GP will be given. Alternatively, call the University’s Mental Well Being Advisor on 01707 286399

Gas Leak
If you smell gas, call free on 0800 111 999. Do not create a flame or operate electrical switches. Do put out flames, open doors and windows, keep people away from the area and turn the gas off at the control valve.

Victim of a Criminal Attack or Assault
It is important that you report what has happened immediately. Call 999.

Power Cut
If you experience a power cut, you will need to contact your local Electricity Distribution company, for Hertfordshire this is UK Power Networks. Emergency Number: 0800 783 8838

Financial Advice

The University recognises that financial and associated problems can and do affect students’ ability to perform well and achieve the results of which they are capable and aspire to. The confidential services of the Student Financial Advisers are available to students who may require assistance, practical help and/or advice with a financial problem or difficulty. Contact: Student Centre, Ground Floor, Hutton Hub, College Lane, Hatfield AL10 9AB

01707 284800
Ask@herts.ac.uk
**Fire Safety**

**Prevention**

- Many fires reported to the Fire Services are caused by cooking appliances, so ensure chip/frying pans, woks and grills are never left unattended. Remember only use a fire blanket on a chip pan fire, never an extinguisher.

- If you smoke, never smoke in bed or when tired. Always make sure cigarettes and lighting implements are stubbed out fully.

- Never leave electrical appliances switched on and unattended. Never overload plug sockets.

**Detection**

- Always ensure there is a fully working smoke detector in all accommodation. If there isn’t, contact your landlord; smoke alarms give you a far greater chance of surviving a fire. Remember to test it regularly.

**Escape Plan**

- Always ensure you have an escape plan. You have an average of four minutes before the smoke, gases and heat can seriously damage your health, if not kill you, so make sure you know the quickest and safest way to escape.

**In the event of a fire**

- Only tackle a fire if it is small enough - ensure you have the right equipment. Never put yourself at risk.

- If you detect a fire get everyone out of the building and call the fire brigade on 999.

**Gas Appliances**

Landlords are required by law to ensure all gas appliances are in safe working order. Make sure that an annual safety check is carried out on all gas appliances including your heating system by a reputable company who is GAS SAFE registered. Always keep a record of each check for at least two years. If your landlord does not comply with this requirement contact your property management company or the Council’s Housing Department - 01707 357672.
Harassment and Bullying

The University has a policy to prevent and deal with harassment and bullying. Details can be found via StudyNet on our support pages. If you would prefer to discuss an issue with someone then please contact anyone from the following who will be able to help:

**On Campus**

Equality Office  
01707 289362 or ext. 8562  
equality@herts.ac.uk

Advice and Support Centre (ASC)  
(in the Students’ Union)  
01707 285022 or ext. 5022  
asc@herts.ac.uk

**Off Campus**

Community Liaison & Support Officer  
01707 285165 or ext. 5165  
community@herts.ac.uk

University Police Officer  
PC Jenny Edwards  
Tel: 101  
Jennifer.edwards@herts.pnn.police.uk

If you wish to report an incident anytime day or night, please telephone 101. In an Emergency telephone the Police on 999.

Medical Centre opening hours  
Mon-Fri (term time) 9am - 5pm  
Mon-Fri (vacation time) 9am - 12.30pm

If you require a doctor please make an appointment  
Tel: 01707 284444 - off campus  
Ext. 4444 - on campus

You may also see a nurse between 9am - 12 noon without an appointment. If you are ill during the day contact the Medical Centre. If you are ill at night or at the weekends and you require a doctor, one is available outside of office hours for emergencies only and may be contacted on the above number.

**Health Services**

**Registering with a GP**  
If you are moving into the Hatfield area, either on campus or in the community, you need to register with a GP. You may do this at the Medical Centre or with another local GP. The Medical Centre is situated in the heart of College Lane campus. It provides a full range of medical and nursing services for its patients.
Insurance of your Possessions

If you are living in private accommodation it is advisable to take out insurance cover for all of your possessions. Discuss this with your parents or guardian or shop around for the best quote.

Useful contacts
www.cover4students.com
www.endsleigh.co.uk

Mental Wellbeing Advisor

The Mental Wellbeing Advisor in the Counselling Centre can provide help and advice to students who are experiencing mental health difficulties. They can:

- offer direct support for you and/or refer you to other services within the university or externally.
- support you in dealing with your individual circumstances and managing a specific mental health condition.
- help you to meet the needs and expectations of life at university whilst at the same time living with a mental health difficulty.

The Advisor can also help people in the University to understand issues around mental health and promotes positive attitudes.

If you would like to discuss an issue related to mental health you can contact our advisor on Tel: 01707 286399 or contact StudentWellbeing@herts.ac.uk
Parties

Noise carries much further late at night especially in the summer. Complaints are at their highest at Start of Term and when the weather gets warmer.

If you are thinking of having a party then please be aware of the following advice and warnings:

• Discuss with your neighbours and negotiate a time to finish - maybe invite them?

• Don’t think that posting a note through your neighbours doors makes it OK for a party.

• Do not have a party mid-week when most people have to get up for work/school in the morning.

• Keep doors and windows closed as much as possible.

• Do not advertise on Facebook and limit the number invited.

• You are ultimately responsible for the behaviour of those you invite.

• If the University receive a number of complaints or a report from the Police or Environmental Health you may be disciplined for bringing the University into disrepute which may seriously affect your academic career; see Sanctions and Penalties at the end of this book.

• Clear up any mess left by your guests outside the property.

• Ensure your guests leave quietly.

• Control noise levels as much as you can. Position speakers carefully. Keep windows closed if possible.

Do not advertise on Facebook, and limit the number invited.
Personal Safety

For many of you Hatfield will be a new environment and it is best to follow a few guidelines for your personal safety. For your own protection consider the following...

- Walk in a confident manner.
- Use well lit and busy roads and vary your walk if you go to that area regularly.
- Avoid walking alone at night; it’s better to book a taxi.
- Keep bags closed and your wallet or purse out of sight.
- When using cash machines, use during daylight hours and with a friend if possible.
- Don’t be flash - Keep valuables and cash out of sight, including laptops, mobile phones, iPods and other music devices.
- Have your house keys ready before you arrive at your door.
- Remember - never use an unlicensed cab.
- Try to carry an attack alarm at all times.
- When coming back from a pub or club please remember that most assaults and muggings happen between 10pm and 6am. If you are alone, you potentially become a target for crime. Book a taxi or walk home in a group.
- Most assaults at this time are alcohol related so avoid confrontation and walk away - ignore provocation.
- If you think you’re being followed, cross the road. If they follow and you are worried enter the nearest pub or shop and call a friend to meet you or call the police. Remember your personal attack alarm.
- If using a taxi there are two types: Hackney Carriages: more commonly known as ‘Black Cabs’ can be stopped in the street. Minicabs: usually saloon type vehicles with a small yellow licence plate on the rear of the car, these must be pre-booked.
- Last but not least - Be alert! Trust your instincts and use your common sense!!
**Police Cautions**

It is important to remember that accepting a police caution is an admittance of guilt. All police cautions and warnings, regardless of length of time since the incident, will appear on a standard and enhanced DBS check (formerly called CRB checks).

As the University has a protocol with the Police, we will be informed of any student found guilty of a criminal offence. Students falling foul of the law will be deemed to have brought the University into disrepute and be disciplined as a result. Please refer to the Sanctions and Penalties section at the end of this booklet.

It is very important to be fully aware of the facts and implications when accepting cautions.

The police or Crown Prosecution Service can give you a caution (warning) or a penalty notice if you commit a minor crime.

The police are asked to report cautions in cases where a person’s suitability to continue in a profession or occupation comes into question, particularly where the offences involve violence, dishonesty, drink or drugs. Some examples of affected professions include: civil servants, dentists, lawyers, magistrates, medical practitioners, pharmaceutical chemists, probation officers, social workers, teachers (including student teachers) and ancillary staff, and youth workers. Voluntary work will also be affected where a person is working with children and other vulnerable individuals.

**Cautions**

Cautions are given for minor crimes. You have to admit an offence and agree to be cautioned. A caution is not a criminal conviction, but it could be used as evidence of bad character if you go to court for another crime.

**Conditional cautions**

If you get a conditional caution, you’ll have to stick to certain rules and restrictions as part of your caution, eg

- going for treatment for drug abuse
- fixing damage to a property

If you don’t stick to the conditions, you could be charged with a crime.

**Penalty notices for disorder**

Penalty notices for disorder are given for offences like:

- shoplifting
- possessing cannabis
- being drunk and disorderly in public

You’ll be asked to sign the penalty notice ticket. If you pay the penalty then you won’t get a criminal conviction. You can ask for a trial if you disagree with the penalty notice. If you don’t ask for a trial but don’t pay the fine, you’ll get a bigger fine.

If you require full details and would like to discuss any concerns then please contact our University Police Officer on 101.
**Post and Parcels**

Important points to be aware of:

- Please ensure you open all post addressed to the Occupier as this is you! It may contain important information about your accommodation.
- Do not allow anyone to use your address to receive parcels.
- Do not sign for any parcels not addressed to the current tenants of the property.
- The 2 immediate points above may be linked to fraud which is a serious criminal offence.

Please ensure you open all post with a UH postmark as this will contain important information from the University.

**Private Letting - Top Tips**

- Find a PAL accredited landlord – visit www.PAL-online.org.uk to find out more.
- Calculate your rent over the whole contract period in order to find the best deal.
- Find out how much notice you are required to give before moving out.
- Always ask for a receipt, especially when paying cash.
- Always read the contract especially the small print before signing and insist on a copy once it has been agreed. Verbal contracts are still legally binding.
- Make sure you have a copy of an up to-date gas safety certificate. All appliances should be checked by a company which is GAS SAFE registered, yearly.
- Make sure that the property has an electrical safety certificate.
- Visit the Hatfield area before the academic year begins in order to secure the right accommodation for you.
- Bring sufficient money to cover rent and expenses for the first few weeks, as loan payments are sometimes delayed.
- If the property has 5 or more occupants and is 3 storeys high, it should be licensed by the council. Check with the local Housing Department to ensure that the property is registered with them.
Recycling and Rubbish

Correct Presentation of Wheelie Bins

- On the boundary of your property
- Ready for collection from 5am on the day
- Lids should be closed
- No excess waste
- Overflowing bins will not be emptied
- Do not present any earlier than 5pm the night before
- Return them to your property, preferably in your back garden

Contaminated Wheelie Bins
If you put incorrect items in your bin it will not be emptied and you will be notified via a leaflet on the contaminated bin. You will then need to either remove the incorrect items or arrange for it to be collected with a £15 charge.

Household Waste Recycling Centre
Excess waste and bulky items can be taken to the local tip for free.

Further Wheelie Bin Information and booking of council services
Call 01707 357000 or www.welhat.gov.uk

WEEK ONE

Recycling bin - Black bin with blue lid
(Recycling should be loose, do not bag)
- Glass and cans
- Disposable plastic packaging
- Inner box – Paper

Do not put the following in your recycling bin
- Crisp packets
- Polystyrene
- Juice cartons

Compost bin - Brown bin
- Food waste
- Cardboard including shredded paper
- Organic garden waste

Do not put the following in your compost bin
- Plastics
- Waterproofed cardboard

WEEK TWO

Rubbish bin - Black bin
- For all rubbish which cannot be recycled and will go to landfill. This rubbish is best bagged before placing in bin.
Television licence

The Law
If you are going to share a house and there is a joint tenancy agreement for the whole house, you may only need one licence. However, you may need your own licence if you have your own TV and you’re accommodation is self-contained - i.e. you have exclusive access to washing facilities or you have your own entrance to the property. If you’re not sure whether or not you need one, please contact TV Licensing 0300 790 6042.

If you are going away for summer and you’re not going to need your licence again before it expires, you can claim a refund for any completely unused quarter (three consecutive calendar months e.g. July, August, September). You’ll probably need to buy your TV Licence at the beginning of your first term in order to receive a refund, so the earlier you get it, the better chance you have of claiming some money back. Contact the TV licensing agency on the website for more information.

Breaking the law
If you break the law you will face the consequences which could include the following:

• Your house may be visited by an Enforcement Officer.

• You may be cautioned and have a statement taken as evidence.

• If the decision is made to prosecute, you will receive a summons to court.

• You risk a fine of up to £1,000 plus legal costs... plus £145.50 for the TV Licence you should have bought before you used your TV at university.
How to pay
The current cost of a licence for a colour TV is £145.50 annually (June 2015).

This can be paid in one lump sum or can be broken down into smaller instalments which can be paid by a debit or credit card (Switch/Maestro, Solo, Delta, Visa or MasterCard are acceptable) or you can set up a direct debit with your bank. Alternatively you can pay the full amount by cheque, payable to ‘TV Licensing’ (Be sure to write your name and address on the back of the cheque) and post it to:

Customer Services
TV Licensing
Darlington DL98 1TL

You can pay for your TV Licence by phone by calling 0300 760 6042.

You can also now pay for your licence online by visiting www.tvlicensing.co.uk/students

Travel

Bus
The UNO bus company runs services from a number of locations in Hertfordshire and North London providing easy access to the University. For information on annual passes and timetables visit www.unobus.info.

Train
The University is an 8 minute bus journey from the train station in Hatfield. First Capital Connect services run services to central London, Cambridge and Peterborough. In addition there are local services to Welwyn Garden City, Stevenage and many other destinations. For more information and timetables visit www.firstcapitalconnect.co.uk

The University has negotiated with Transport for London for students to receive a 30% discount on all London Public Transport. For more information visit www.tfl.gov.uk/photocard.
**Utility Bills**

It is important to remember to include all names on bills when living in a shared house.

If your name is the only one on the bill you may be wholly liable for the debt. Ensure all names are on each bill and divide equally with the exception of telephone bills where you should request it to be itemised. In this case each person is responsible for individual calls and then divide the rental charges between you. Remember you can also request to pay a bill monthly which not only makes them easier to budget for but in many cases can be cheaper.

When you first move in notify the relevant companies and provide them with a meter reading.

Make a note of this in order to check it against your first bill.

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**Volunteering**

The University of Hertfordshire Students’ Union Volunteer Centre exists to provide opportunities for students to contribute to the community through a variety of projects and activities. By doing this it helps students’ personal development and improves relations between the University and the local community. Get Involved!

Anybody and everybody can be a volunteer since everyone has something to offer. It could really help your future career by gaining new skills that you would not necessarily get elsewhere. It can also help your university life by giving you the chance to meet new people and have some fun.

**Aims of the Volunteer Centre:**

- To set up and run a variety of volunteering opportunities.
- To get resources, support and funding to run the volunteering opportunities.
- To recruit sufficient numbers of volunteers each year.
- Provide appropriate training and support for volunteers.
- Promote volunteering and keep students informed on volunteering opportunities.
- Build partnerships with the local community.
- Recognise volunteering with a new accreditation scheme.
- To empower student volunteers to initiate and manage their own projects.

**Benefits of volunteering with the Volunteer Centre:**

- Have fun and meet new people.
- Get free training.
- Develop new transferable skills.
- Build on your CV.
- Enhance your employability.

To get involved contact the Students’ Union Volunteering Centre on 01707 286149, or log onto the website: www.uhsu.co.uk/volunteering or email: volunteers@herts.ac.uk
Student Code of Conduct

Our University is a student-focussed, multi-ethnic community of students and staff who work and study together closely and it is important that they are able to do so without disruption. The student community includes those enrolled on undergraduate, taught postgraduate and Continuing Professional Development programmes and those registered for research degrees.

The University has a fair admissions policy and aims to be responsive to all applicants and to provide pre-entry information that is appropriate. All students are able to use the high quality learning, teaching and support services and facilities that we provide and are encouraged to participate actively in the work of the University through committee membership. There are well-established processes through which students may raise queries and complaints. Full information is given in the Statement of Responsibilities and Commitments (Appendix I, UPR SA012, refers).

This Code of Conduct is intended to clarify the standard of behaviour that the University expects from students when they are at the University and when they go out into the wider community.
As a student we expect you to:

• commit to all elements of your programme of study, recognising that a full-time course requires the equivalent of a minimum 40 hours per week study time;

• be punctual in your attendance and meet deadlines
  - persistent, unexplained, late arrival at, or early departure from, lectures seminars and practicals is not acceptable;

• be attentive in class
  - electronic devices other than those necessary for the session must be switched off for the entire period of the lecture, seminar or practical
  - in particular, using your mobile telephone or texting is not acceptable;
  - any other form of behaviour which could reasonably be regarded as disruptive or offensive is not acceptable;
  - ensure that you do not behave in a disruptive manner either on or off campus
    - the University considers disruptive, inconsiderate or offensive behaviour to be a breach of discipline;

• be responsible for the good behaviour of any guests that you invite to the University
  - children are not permitted to attend timetabled learning and teaching activities, including lectures, seminars and other teaching activities; unless you have obtained permission beforehand, you are not allowed to bring visitors to timetabled learning and teaching activities, including lectures, seminars and other teaching activities;

• be respectful and polite to fellow students, staff and others visiting or working on campus;

• uphold the good name of the University in your off-campus activities, exercising respect and tolerance in the wider community;

• carry your University Identity Card at all times when you are on campus (individuals without cards will be asked to leave campus);

• comply with all University Regulations, including this Code of Conduct (the University may take disciplinary action should you fail to do so);

• comply with the law at all times and report to the relevant authorities any incidents that you may witness.

In return you become a welcome member of our community, entitled to all of the rights and privileges associated with that membership which are summarised in the Statement of Responsibilities and Commitments.
<table>
<thead>
<tr>
<th>Description of Offence</th>
<th>Sanction/penalty for first offence</th>
<th>Sanction/penalty for second or subsequent applicable offence</th>
<th>Sanction/penalty for third or subsequent applicable offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use or threat of use of a Weapon as defined in UPR HS05</td>
<td><strong>Exclusion</strong> from the University</td>
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<tr>
<td>Dealing in an illegal substance</td>
<td><strong>Exclusion</strong> from the University</td>
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<tr>
<td>Possession of a Weapon as defined in UPR HS05</td>
<td><strong>Exclusion</strong> from the University</td>
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<tr>
<td>Assault which takes place on property owned or leased by the University or elsewhere</td>
<td><strong>Final Warning</strong> and fine of up to £200 and <strong>Suspension</strong> for a period determined at the discretion of the Vice-Chancellor or <strong>Exclusion</strong> from the University</td>
<td><strong>Exclusion</strong> from the University</td>
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<tr>
<td>Incitement to commit an unlawful or illegal act or a serious breach of University regulations</td>
<td><strong>Final Warning</strong> or <strong>Suspension</strong> for a period determined at the discretion of the Vice-Chancellor or <strong>Exclusion</strong> from the University</td>
<td><strong>Exclusion</strong> from the University</td>
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<tr>
<td>Encouraging others to use illegal substances</td>
<td><strong>Final Warning</strong> or <strong>Suspension</strong> for a period determined at the discretion of the Vice-Chancellor or <strong>Exclusion</strong> from the University</td>
<td><strong>Exclusion</strong> from the University</td>
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<tr>
<td>Possession of an illegal substance</td>
<td><strong>Final Warning</strong> and fine of up to £100</td>
<td><strong>Exclusion</strong> from the University</td>
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<tr>
<td>Description of Offence</td>
<td>Sanction/penalty for first offence</td>
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<tr>
<td>Encouraging others to misuse alcohol or</td>
<td>Final Warning</td>
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<td>Exclusion from the University</td>
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<tr>
<td>Spiking the drinks of others or</td>
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<tr>
<td>Serving alcohol to someone who is already intoxicated or</td>
<td>Final Warning or Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University</td>
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<tr>
<td>Serving alcohol to someone who is under age</td>
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<tr>
<td>Fraud</td>
<td>Final Warning or Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University</td>
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<tr>
<td>Verbal abuse of any person on property owned or leased by the University or elsewhere, including disruptive, inconsiderate or offensive behaviour of a type not specified elsewhere in this Schedule</td>
<td>First Warning and fine of up to £100 or Final Warning and fine of up to £200</td>
<td>First Warning and fine up to £200</td>
<td>Exclusion from the University</td>
</tr>
<tr>
<td>Verbal abuse of any person on property owned or leased by the University or elsewhere that is deemed to be racist, sexist or homophobic or which attacks the religion, sexual preference or age of the abused</td>
<td>Final Warning and fine of up to £200 and Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University</td>
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<td>Theft</td>
<td>Final Warning and fine of up to £200 or Exclusion from the University</td>
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<td>Non-accidental interference with safety or emergency equipment (including non-accidental interference with closed circuit television equipment and the letting off of fire extinguishers)</td>
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<td>Sanction/penalty for first offence: Final Warning and fine of up to £200</td>
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<tr>
<td>Sanction/penalty for second or subsequent applicable offence: Exclusion from the University</td>
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<tr>
<td>Non-accidental damage to other University equipment/property</td>
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<tr>
<td>Sanction/penalty for first offence: Final Warning and fine of up to £100</td>
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<td>Sanction/penalty for second or subsequent applicable offence: Final Warning and fine of up to £200 Exclusion from the University</td>
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<tr>
<td>Non-accidental damage to equipment/property belonging to staff, students or other persons on property owned or leased by the University</td>
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<td>Sanction/penalty for first offence: Final Warning and fine of up to £100</td>
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<td>Inappropriate use of University facilities</td>
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<td>Sanction/penalty for first offence: Final Warning and fine of up to £100</td>
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<tr>
<td>Failure to evacuate on the sounding of a fire alarm</td>
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<td>Sanction/penalty for first offence: Final Warning and fine of up to £100</td>
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<td>Sanction/penalty for second or subsequent applicable offence: Final Warning and fine of up to £200 Exclusion from the University</td>
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<tr>
<td>Harassment and bullying (including threatening behaviour; bullying; the victimisation of residents, staff or visitors or the displaying of or permitting the display of, sexually explicit or pornographic material)</td>
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<td>Sanctions and penalties will be imposed in accordance with the provisions of UPR EQ0112</td>
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<td>Reckless driving on campus</td>
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<td>Sanction/penalty for first offence: Final Warning and fine of up to £100</td>
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<td>Sanction/penalty for second or subsequent applicable offence: Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University</td>
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<td>Anti-social behaviour, including being drunk and disorderly on property owned or leased by the University or elsewhere</td>
<td><strong>First Warning</strong> and fine of up to £100 or <strong>Final Warning</strong> and fine of up to £200</td>
<td><strong>Final Warning</strong> and fine up to £200</td>
<td><strong>Suspension</strong> for a period determined at the discretion of the Vice-Chancellor or <strong>Exclusion</strong> from the University</td>
</tr>
<tr>
<td>Other actions which occur other than on property owned or leased by the University which are deemed to have brought the University into disrepute</td>
<td><strong>First Warning</strong> and fine of up to £100 or <strong>Final Warning</strong> and fine of up to £200</td>
<td><strong>Final Warning</strong> and fine up to £200</td>
<td><strong>Suspension</strong> for a period determined at the discretion of the Vice-Chancellor or <strong>Exclusion</strong> from the University</td>
</tr>
<tr>
<td>Smoking in ‘No Smoking’ areas</td>
<td><strong>Final Warning</strong></td>
<td><strong>Final Warning</strong> and fine up to £100</td>
<td>Fine of up to £200 or <strong>Exclusion</strong> from university accommodation in the event that this is where the offence has occurred</td>
</tr>
<tr>
<td>Late/non-return of books, equipment and other University property provided through recognised loan arrangements</td>
<td>Fines and withdrawal of loan privileges will be imposed in accordance with local regulations</td>
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</tr>
<tr>
<td>Misuse of on-line facilities as defined in UPR IM01, UPR IM04, UPR SA12, UPR IM05 and UPR IM06</td>
<td>Depending on the severity of the offence penalties ranging from a <strong>First Warning</strong> to <strong>Exclusion</strong> may be imposed</td>
<td>Fines and withdrawal of loan privileges will be imposed in accordance with local regulations</td>
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</tr>
<tr>
<td>Failure to produce a University Identity Card when requested to do so by a member of staff</td>
<td>For the proper management and administration of the institution, when on University premises students are required to produce their University Identity Cards when requested to do so by a member of staff. The University imposes separate penalties on examination candidates who fail to produce their University Identity Cards. However, it should be noted that in other circumstances, failure to produce a University Identity Card will normally be regarded as a disciplinary offence and may result in a student being asked to leave University premises immediately and/or may lead to disciplinary action and a fine and/or other penalty being imposed on the offender.</td>
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<tr>
<td>Failure to attend a disciplinary meeting or Hearing (including an Appeal Hearing)</td>
<td><strong>First Warning</strong> and fine of up to £100 or <strong>Final Warning</strong> and fine of up to £200</td>
<td><strong>Suspension</strong> for a period determined at the discretion of the Vice-Chancellor</td>
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</tr>
</tbody>
</table>
Useful Contacts

Off campus

Crimestoppers
(can be called anonymously)
0800 555 111

Domestic Violence Helpline
0908 2000247

Drinkline, Advice on sensible drinking and alcohol misuse
0800 917 8282

Non-emergency Police contact
101

University Police Officer
101

Immobilise Phone Crime, to register your mobile phone and what to do if it is stolen
08701 123 123
www.immobilise.com

National Drugs Helpline, 24/7 free confidential service offering advice and information to individuals concerned about drugs
0800 77 66 00

NHS Direct, 24/7 confidential advice and information
0845 4647

Power Cut, if you experience a power cut, call free on
08000 72 72 82

Samaritans, 24/7 confidential advice to individuals in emotional distress
08457 90 90 90

Transco, Gas Leak
If you smell gas, call free on
0800 111 999

Victim Support, confidential support and information to help people cope with the effects of crime
0845 30 30 900

Numbers to keep in case of emergency
(fill in yourself)

Local Taxi

Mobile Network Operator
(or call 08701 123123)

Emergency Bank Number
(credit/bank cards)

Insurance claim, emergency number