

CODE OF CONDUCT FOR RESIDENTS IN UNIVERSITY ACCOMMODATION

The Code of Conduct applies to residents in any type of accommodation owned, managed or leased by the University and the Licence Agreement requires that residents comply with this Code of Conduct and the Student Handbook. In order to ensure safe and harmonious communal living, residents are expected as a matter of course to show courtesy and consideration to those with whom they are sharing facilities, to their neighbours, to University staff and to visitors, and action will be taken against residents responsible for anti-social or disruptive behaviour.

In addition to the fines and penalties listed below, the University will, where necessary, take further action against persistent offenders using the appropriate disciplinary procedures. Serious offences may result in students being excluded from the University. It should be noted that in certain circumstances, the University may have no alternative but to report the matter to the Police. At any time, the University reserves the right to move a student to alternative accommodation if it is considered that this will help to resolve a situation.

Important note: Students will be notified in writing of fines and penalties. Fines, in the first instance, will be added to your student account. Where an offence occurs in a communal area, all students living in that flat, house or kitchen, will be penalised unless the perpetrator(s) is/are identified. Non-payment of fines will be subject to disciplinary action.

Specifically, for the following offences, fines and penalties will be imposed as detailed.

Description of Offence	Action Taken for First Offence	Action Taken for Second Offence	Ultimate Penalty
Possession of, use or threat of use of a Weapon as defined in UPR GEN/C/3	Exclusion from the University and dismissal from University accommodation		
Dealing in an illegal substance	Exclusion from the University and dismissal from University accommodation		
Possession or use of an illegal substance	Final warning and fine of £100	Exclusion from the University and dismissal from University accommodation	
Assault	Final warning and fine of up to £200 and/or suspension for a period determined by the Vice-Chancellor or Exclusion from the University and dismissal from University accommodation	Exclusion from the University and dismissal from University accommodation	
Verbal abuse of any person	Depending on the severity of the abuse: First warning and fine of £100 or Final warning and fine of up to £200	Final warning and fine of up to £200	Exclusion from the University and dismissal from University accommodation
Verbal abuse that is deemed to be racist, sexist or homophobic or which attacks the religion, sexual preference or age of the abused	Final warning and fine of up to £200	Exclusion from the University and dismissal from University accommodation	
Harassment including threatening behaviour, bullying or victimisation of residents, staff or visitors	Final warning or dismissal from University accommodation	Dismissal from University accommodation	
Theft	Final warning or exclusion from the University and dismissal from University accommodation	Exclusion from the University and dismissal from University accommodation	
Anti-social behaviour including being drunk and disorderly. Excessive noise	First warning or Final warning and fine of up to £100	Final warning and fine of £200	Suspension for the remainder of the current academic semester and dismissal from University accommodation
Non-accidental damage to equipment/property belonging to staff, students or other persons	First warning and fine of up to £100	Final warning and fine of up to £200	Exclusion from the University and dismissal from University accommodation
Non-accidental damage to University equipment/property	Final warning, payment for damage and a fine of up to £100	Exclusion from the University and dismissal from University accommodation	
Inappropriate use of University facilities	First warning and fine of £100	Final warning and fine of up to £200	Suspension for up to 12 teaching weeks Exclusion from the University and dismissal from University accommodation
Reckless driving on campus	Final warning and fine of £100	Suspension for the remainder of the current academic semester and dismissal from University accommodation	Exclusion from the University and dismissal from University accommodation

Description of Offence	Action Taken for First Offence	Action Taken for Second Offence	Ultimate Penalty
Malicious activation of fire alarm	Dismissal from University Accommodation		
Interference with safety or emergency equipment, including setting off fire extinguishers and covering detector heads	Final warning and fine of up to £200	Exclusion from the University and dismissal from University accommodation	
Propping open of fire doors	First warning, payment for cost of repair and fine of £100	Final warning and fine of up to £200	Dismissal from University accommodation
Failure to evacuate a building when fire alarm is sounding	First warning and fine of £100	Final warning and fine of up to £200	Suspension for up to 12 teaching weeks, exclusion from the University and dismissal from University accommodation
Failure to produce University ID card when requested by University staff or staff working on behalf of the University	First warning/Final warning	Final warning	Dismissal from University accommodation.
Possession or use of fireworks (indoor or outdoor)	Final warning/dismissal from University accommodation	Dismissal from University accommodation	
Possession or use of candles for whatever purpose or use of a shesha inside any building	Final warning and fine of £100	Dismissal from University accommodation and fine of up to £200	
Use of unauthorised electrical equipment including kettles, cooking equipment, heaters or fridges in rooms/kitchens	First warning, fine of £100 This equipment will be removed	Final warning, fine of up to £200 and equipment to be removed	Dismissal from University accommodation
Use of sub-standard plug bank	Final warning, fine of up to £100 and equipment to be removed	Dismissal from University accommodation	
Repair by a resident of electrical equipment owned by the University (including failure to comply with the procedure for changing light bulbs)	Final warning, fine of up to £100	Dismissal from University accommodation	
Displaying (or permitting the display of) sexually explicit posters, notices or pornographic material of any kind in any communal area	Final warning or dismissal from University accommodation	Dismissal from University accommodation	
Unauthorised multiple occupation of a room, house or flat	First warning and eviction of unauthorised guest(s)	Final warning, fine of £100 and eviction of unauthorised guest(s)	Dismissal from University accommodation
Unauthorised events (including parties)	First warning and fine of £100	Final warning and fine of up to £200	Dismissal from University accommodation
Failure to sign in guest(s)	First warning/final warning, removal of guest	Final warning, removal of guest	Dismissal from University accommodation
Smoking in a no-smoking area, all Halls , and including the use of bongs/sheshas and E-cigarettes.	First Warning and fine of up to £100	Final Warning and fine of up to £200	Dismissal from University accommodation
Water/food fights	First warning, payment for cost of cleaning and fine of £100	Final warning, payment for cost of cleaning and fine of up to £200	Dismissal from University accommodation
Failure to keep rooms and communal areas (eg kitchens, corridors, TV rooms etc.) clean and tidy.	First warning, payment for cost of cleaning and fine of up to £100	Final warning, payment for cost of cleaning and fine of up to £200	Dismissal from University accommodation
Actions which cause a nuisance to the local community eg leaving supermarket trolleys on campus or in residential areas	First warning and fine of up to £100	Final warning and fine of up to £200	Final warning / dismissal from University accommodation
Parking in the Residential area at de Havilland Campus-student or guest	Final warning and fine of up to £100	Dismissal from University accommodation	
Irresponsible Behaviour	First warning (payment for cost of repairs, as necessary) and fine of up to £100	Final warning/dismissal from University accommodation (payment for cost of repairs) and fine of up to £200	Dismissal from University accommodation
Failure to return key/keycard when vacating accommodation	Charge of £40		
Bringing the University into disrepute, for example by placing video footage on a website, or a blog that could be viewed to be damaging to the reputation of the University	Final warning/dismissal from University accommodation	Dismissal from University accommodation.	