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- UTILITIES

Residential Accommodation

Conditions and
General Information
2020 - 2021

Important Information

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Introduction

Firstly, thank you for your interest in studying at The University of the West of Scotland. If you have got as far as reading this document then hopefully you have been successful in your application and are preparing for a new experience here at UWS.

The information contained in this handbook sets out the Regulations and Conditions applicable to your period of stay in the University Residential Accommodation. They are issued by the University Court as a guideline for Residents and University Officers with designated responsibility for administering the Residences. Our principal aim is to provide an environment where students can live in harmony, both socially and academically with the minimum level of imposed supervision and regulation.

The Conditions are supplemented and supported by the University Code of Discipline for Students Chapter 5, which can be invoked if deemed necessary and can be found on the University Intranet (<https://www.uws.ac.uk/media/4439/chapter-5-code-of-discipline.pdf>). Residents are advised to familiarise themselves with the various sections of this booklet, all of which offer important points that can assist and enhance their stay in the Residences.

Any questions related to the Regulations and Conditions should be directed to the Residence Team.

Sustainability at UWS

Welcome to the University of the West of Scotland. Whether you're a new student or returning for the new term, we hope you enjoy your time with us, and gain everything you came to achieve.

During your time here we would like to inform you about Sustainability at UWS, as we realise that a sustainable campus can only be achieved with the assistance of our students. UWS is a signatory of the Universities and Colleges Climate Change Commitment for Scotland and has developed a Climate Action Plan which can be downloaded from our web page as detailed below.

You can help out by doing a little, e.g. recycling your bottles, or doing a lot and becoming a volunteer member of the sustainability team, spreading the sustainability message while boosting your CV.

Current UWS Sustainability Initiatives

Plastic/Can Recycling - Recycling is available on Ayr and Paisley Campuses and has been rolled out to all of the residencies. Can/Bottle recycling is also being introduced into classrooms so please use them where available. These containers can take plastic bottles and cans only. Please be careful not to put other items in these bins.

Paper Recycling - Paper recycling is being introduced into classrooms and libraries. Please use the recycling containers for newspapers and magazines, cardboard and envelopes only and do not contaminate them with other materials.

Sustainability Team - We are looking for volunteer team members to assist with a range of sustainability projects. If you have any time to spare and wish to enhance your CV please contact claire.roxburgh@uws.ac.uk

Food Recycling - UWS coffee cups, canteen plastic cutlery and food waste can be recycled in the food bins at the UWS canteens.

Sustainable Transportation - UWS encourages the use of public transport to reach our campuses and all are within walking distance of train stations or bus stops. If you do drive, please consider car sharing to decrease your carbon footprint, log onto www.uwsjourneyshare.com and register your journey, it is also a great way to save money and make new friends. Cycling is also promoted and cycle storage is currently available on all campuses.

Brodie's bike scheme - A free bike loan scheme is available at Ayr and Paisley residences, please ask at residencies reception for details. Cycle storage is currently available on all campuses.

Halls Reuse Scheme - When moving out of student residences please place any unwanted items e.g. clothes, household goods etc in the bags/boxes provided. The donated items will be offered to students at the following fresher's week and the rest will go to local charities. We will send out more defined instructions closer to the time.

Halls Switch Off - save energy, cut your CO2

Switch off lights, monitors and electrical equipment when you leave the room. When it's bright switch off the light.

- Don't keep mobiles and other devices on charge; they still zap energy after they are full.
- Shower for a maximum of 4 minutes, this is the recommended time for washing without wasting water and energy.
- Cook efficiently, use pot lids to reduce cooking times, cook several dishes at a time in the oven, and only put the required amount of water in the kettle. Stay warm and save energy – To reduce costs to you and cut our carbon footprint heating will only come on at set times in the residencies.

Stay warm and save energy - To reduce costs to you and cut our carbon footprint heating will only come on at set times in the residencies. You can help to further reduce heating consumption and increase your comfort by following these simple tips:

- ✓ If you are too warm and can turn your heating down please do this instead of opening windows.
- ✓ If you are cold put on an extra layer of clothes.
- ✓ If you are not sure how to work your heating please ask your Residence Team.
- ✓ Paisley Community Garden - make new friends and grow healthy food, sessions are held on Wednesday lunch times throughout the growing season.

Description & Location of Residences

Most of the Halls of Residence are licensed as HMO's (excluding George Street and Lady Lane due to size). The rooms are generally in groups of 3, 4, 5 or 6 with shared kitchen/dining/sitting room, w/c and shower facilities. Paisley Campus Residence and Ayr Campus Residence are all en-suite. They are fully furnished and the furnishings comply with fire safety regulations. Students may not bring furniture (including inflatable furniture) but may bring personal belongings, but not soft furnishings. Any costs involved in disposing of unauthorised furniture will be levied on the resident(s) responsible. University furnishings may not be transferred between rooms or sitting room/kitchen areas or removed from Residence. Residents are responsible for keeping their room and flat in a clean and tidy condition at all times. Utilities are included in the weekly cost of the accommodation.

Paisley Campus:

Paisley Campus has Storie Street Residence, George Street and Lady Lane Flats.

Storie Street:

This residence is situated next to the main University campus in Paisley. A total of 332 students (both male and female) can be accommodated in single study en-suite bedrooms within flats consisting of 4, 5 or 6 bedrooms. The residence also has a common room with pool table, table football, 2 big screen televisions, Xbox One and vending machines. There are laundry facilities, 24 hour security and CCTV. We also have accessible rooms within the residence (available on request). The kitchens are equipped with microwave, kettle, hob, oven and fridge/freezer.

The Residence Services Manager and their team are located at this residence during the normal working hours of 0845 to 1645 Monday to Friday.

George Street and Lady Lane Flats:

George Street (89 beds) and Lady Lane flats (70 beds) are both fully furnished. The flats consist of two person flats and one person/couple flats.

There is no manned office for the flats, however all operations are directed from the main office in Storie Street Residence.

Ayr Campus:

This residence is situated within the grounds of the Ayr Campus and accommodates 195 students. Each flat typically consists of 4, 5 or 6 en-suite rooms with a shared open plan kitchen/lounge facility. There are 4 accessible units for disabled guests and also 6 studio flats available. The residence also has a common room with pool table, big screen television, Xbox One and vending machines. There are laundry

facilities, 24 hour security and CCTV. The kitchens are equipped with microwave, kettle, hob, oven and fridge/freezer.

The Residence Services Manager and their team are located in the Residence Site Office which is situated on the ground floor of Block 3 during normal working hours 8.45am-4.45pm (closed for lunch 1pm-2pm).

Resident Assistants

Residents Assistants are on duty in all residences out of office hours to assist residents. Every effort should be made to minimise calls on their time by contacting the team during working hours for what would be deemed to be routine or trivial matters.

Residents Assistants will make themselves known to all residents within the first few weeks and will visit the flats from time to time. If you have any problems and/or questions please inform the Resident Assistant and he/she will either try to resolve the matter at the time or pass the information on to the relevant person who will contact you.

The Residents Assistants (RA's) also run the ResLife programme for the properties including activities and events each month to promote inclusion and a community feel. We are always on the look out for future RA's so please let the teams know if you are interested.

Terms of Let

Residences are let to authorised residents as dwelling places only and must not be used for any purpose other than that. An Accommodation Rental Agreement must be e-signed by an applicant prior to the tenancy being formalised and the conditions set out in the Accommodation Rental Agreement adhered to for the duration of the tenancy.

Rooms are allocated for prescribed occupancy, that is to say only the resident(s) who has signed the Accommodation Rental Agreement is permitted to occupy the room; for a resident to permit another person to do so constitutes a breach of Regulations and is regarded as sub-letting.

Students in arrears will not be considered for accommodation the following year and will be referred to an external debt collection company.

Management Committee

Management of all University accommodation is the responsibility of the University. It is the responsibility of the Residence Team to ensure that policies approved by the Governing Body.

Waiting List and Allocations

Required Status of Applicants

In general each year the number of applications exceeds the number of places available.

It has therefore been necessary to determine the criteria whereby applicants are selected for an offer of a place in residence. The applications for a place in accommodation are sub-divided into non EU students, EU Students and UK students. In the case of under 18 years and students with disabilities no distinction is made between UK, EU and non EU. For UK Students the distance from campus and ease of transport is taken into consideration and priority is given to first year students. In the final analysis the objective is to distribute the limited number of places in as fair a manner as possible.

Full fee non-EU students, who have applied on-line by the last Monday of June, will have accommodation reserved for the period of the contract which is 38 weeks. However if you are only studying at the University of the West of Scotland for 1 term the accommodation will be reserved for that length of time (16 and 17 weeks). Single term bookings are only available to Erasmus and International programmes.

A waiting list of application forms is maintained by the Residence Team in chronological date order. University accommodation will only be granted to a matriculated enrolled Student in full time attendance at the University or as agreed by the Operations Manager.

As vacancies occur an offer is made to the next person on the waiting list whose stated preference concurs with the type of vacancy available.

If a student refuses the offer of a flat without good reason their application will revert to the end of the waiting list.

Sharing preferences will be taken into account however the Residence Team will ultimately decide on the selection of residents. In non en-suite accommodation sharing by mixed sexes is only permissible, subject to certain conditions.

The offer of accommodation is made in the first instance on the basis of one or two terms, dependant on course requirements.

The period of residence and charge will commence from the date shown on the

Accommodation Rental Agreement, which will require to be accepted online. If we have not received your accepted Accommodation Rental Agreement and prepayment before you arrive at the Residence you will not be able to collect your keys.

It is important to note that certain extenuating circumstances may dictate that the original room offered may not be available at the time of arrival.

Rooms are allocated for prescribed occupancy, that is to say, residents must not change rooms, without application to, and permission being obtained from the Residence Services Manager. Only those authorised by the University may hold keys, which are issued solely for the allocated room. Numbers occupying residences are determined by the University and in line with the conditions of Houses of Multiple Occupancy Legislation.

Residents are still responsible for their accommodation during periods of placement or Industrial Training. Residents who withdraw or are withdrawn from the course must vacate their accommodation by giving 28 days notice, except under exceptional circumstances when no notice may be given.

The tenancy and charge will commence from the date shown on the offer letter and Accommodation Rental Agreement. The applicant will require to tick each page on the agreement on the booking system.

The Operations Manager will have the final decision regarding the allocation or termination of lets, in the event of an appeal. Students in debt to the University either from accommodation or fees will not be considered for University Accommodation.

Students in debt to the University will not be considered for University Accommodation. Students in debt to the University either from accommodation or fees will not be considered for University Accommodation. The Residence Team has the right to refuse accommodation to any student that has been involved in a disciplinary procedure during their stay in UWS accommodation.

Vacation Letting (Term 3)

Students wishing to remain during the summer vacation period must apply online.

The University will reserve the right to determine individual applications and which residence and rooms will be allocated to successful applicants.

In exceptional circumstances residents may be required to change Residences and/or rooms at some point during their period of occupancy.

Residents will be invoiced for their accommodation at the same rate as Term 1 and Term 2.

Students in debt to the University or with documented behavioural concerns will not be considered for University Accommodation.

Non En-suite Accommodation

Where a vacancy occurs in an already occupied flat the prospective new resident can make an appointment to view the accommodation and meet the current resident(s).

Numbers occupying flats are determined by the University and in line with the conditions of Houses of Multiple Occupancy Legislation.



Financial

Rent Charges

Accommodation fees are approved annually by the University Court. Invoices are issued for a full session with the charge beginning on the date of the Rental Agreement and include Christmas, Inter Term Week and Easter holidays. Payments are paid proportionately on the basis of a prepayment as per the Rental Agreement and 8 equal instalments from the 10th September to 10th May depending on your contract.

Additional days out with the trimester periods must be agreed with the Residence Services Manager and will be charged accordingly.

Any resident who vacates their accommodation during the session for any reason, other than withdrawal from University, will be required to pay the accommodation fee in full or until a replacement is found. Please note that the onus is on the student to find a replacement, not the University.

For couples staying in Lady Lane or George Street where one is not a student an invoice will be raised for the appropriate amount in respect of the non-student. This is calculated at 150% of the weekly rent. If double occupancy is discovered after the event then a retrospective charge will be applied.

Both term and summer invoices are divided into proportionate instalments. Also included are the relative payment dates per instalment. A full payment plan can be found at www.uws.ac.uk/university-life/accommodation/

Payments can be made using the following link: <https://epayments.uws.ac.uk/open/>

Rent Arrears

Students in arrears must comply with the requirements contained in the reminder letters. Failure to do so will result in the appropriate action being taken under the terms of the Accommodation Rental Agreement and Student Code of Conduct. The let of University Accommodation is subject to compliance with the University's credit control procedure.

Accommodation fee arrears may lead to termination of the Accommodation Rental Agreement. Students in arrears must comply with the requirements in the reminder letters.

Refund of Fees

As a general rule, no reduction or refund of fees will be made to any person leaving residence for the reasons noted below. In the case of absence due to illness, a refund may be made at the discretion of the University. Application for such refunds supported by medical certificates should be submitted, in the first instance, to the Residence Services Manager. Otherwise the following circumstances will not merit a refund or reduction of fees to residents who:-

1. Are absent from Residence during the session.
2. Are out of residence over weekends.
3. Are late arriving at the beginning of trimester or early in departure at the end.
4. Are involved in trimester time field weeks, teaching or work placements.
5. Vacate early due to examination or class timetabling.
6. Are required to leave due to disciplinary reasons.

Any resident who leaves residence temporarily or permanently during term time and who feels there are special circumstances which would merit a refund may make an application in writing, giving details of the circumstances, through the Residence Team to the Head of Campus Services.

Payment of Council Tax

Students are exempt from the council tax. However any authorised person, such as a partner who is not a student and who shares a flat with a student may be liable for a proportion of the council tax. Information can be obtained from local authority websites and the onus is on the occupant to arrange.

Cancellation Policy

You can only cancel your Accommodation Rental Agreement if:-

1. You withdraw from University;
2. You find a replacement resident who is a University of the West of Scotland student who is not already in any University of the West of Scotland Residence;
3. You choose to cancel for any other reason in which case you may only do so if you contact the Residential Accommodation Services within 14 days of accepting your booking (However in all cases with a cut of date of 2 weeks before the date of your contract). Should you apply within 2 weeks of your contract start date this option will not apply - you will only have options 1 and 2.

Arrivals at Residences

Students can arrive during the hours of 8.45am and 4.45pm on the start date of their contract. Please book an arrival slot on the E-Induction. The Residence Team will be on duty at the property to issue keys and to help students locate and settle into their allocated accommodation. However we have Residents Assistants and a Security Team should students arrive on other days or out with office hours. Students will be contacted to book arrival slots prior to entry.



Departure from Residences

Students vacating residence completely at the end of a term or session must sign out and return their keys/fobs no later than 11am on the departure date on the Rental Agreement. Failure to do so will result in a daily charge being levied covering the period the key is retained by the student (a minimum of 1 days charge).

Residents wishing to leave after the end date on their contract are asked to inform the Residence Services Manager and pay at the same rate as Term 1 and Term 2.

On departure from the residence at the end of an academic session students must remove all personal belongings as the University cannot accept responsibility for such items. Valuable items will be discarded after 14 days.

Bedrooms and communal areas must be left in the same condition they were in when students arrived. All bedrooms, kitchens and communal areas must be cleaned and all rubbish must be removed. If bedrooms or communal areas are not left in an acceptable condition fees will be applied for damages and/or any additional cleaning which may be required. The total cost of this will be levied against the person or persons responsible. On return from mid term vacations it is not guaranteed that students will return to the room they vacated.

Arrangements for forwarding mail are the responsibility of the vacating students. Advice can be obtained from the Residence Team.

Transfers

Transfers to alternative accommodation will only be considered when the existing waiting list has been completed, unless it is a special case and merits the approval of the Operations Manager.

Students in arrears will not be considered.

Only when a transfer has been approved by the Residence Services Manager, the appropriate transfer fee of £30.00 is paid and a new Accommodation Rental Agreement is accepted can the transfer take place. Under no circumstances are students allowed to change rooms without permission of the Residence Services Manager.

After a transfer has taken place the key(s) of the former accommodation must be returned within 48 hours. A charge will be levied thereafter until the key(s) are returned.

The University will reserve the right to transfer residents at any time within the residence to enable essential/emergency works to be carried out.

Subletting

A resident is NOT permitted, under any circumstances to transfer the tenancy or sub let the flat for any period of time. Only the resident is permitted to hold keys and occupy the flat. (para. 2)

Keys/Fobs

The loss of a key(s) or key fob should be reported immediately and replacement costs will be charged. It is a breach of your terms and conditions to give your key/fob to any other person even if they are a relative/friend.

Absence

Residents intending to be absent from the residence for more than 48 hours must notify the Residence Services Manager or Resident Assistant in advance.

Visitors/Overnight Guests

Students are encouraged to regard the residence as their home and should feel free to invite visitors. Public rooms should preferably be used to entertain such visitors.

Visitors **must** sign the visitors' book, with the exception of George Street and Lady Lane Residence and no more than two at any one time may be signed in without the express authority of the Residence Services Manager or Resident Assistant of the particular residence.

Overnight guests (one only per person/per flat) may be permitted to stay in special circumstances without charge, subject to prior consent by the Residence Services Manager and with the agreement of flatmates. The stay will be limited to Saturday and/or Sunday at week-ends and one night only Monday to Friday.

The name/address/time of arrival/departure must be entered in the Guest Book and the appropriate form completed. The guest must carry this form with them at all times while staying in residence. Should they not have a completed form they will be asked to leave the Residence.

Residents are solely responsible for the conduct of their visitors and must accompany them at all times within the Residence.

We will not be accepting any guests until the 1st October or from the 1st January to the 8th January. This is to ensure that we can provide a level of service to our students first and foremost. If you're expecting someone over, it's always best to let your flatmates know in advance if you can. If you're not there, your guest shouldn't be either. And don't let them overstay their welcome - your flatmates will get upset if someone they don't know is permanently using the facilities without paying any rent! Always be wary of inviting someone you've only just met back to your flat. They might seem friendly and trustworthy... but do you think you know enough about them?

Termination of Tenancy

Any resident who vacates during the session for any reason, other than withdrawal from University, will require to pay the accommodation fee in full or until the student can find a replacement. Please note that the onus is on the student to find a replacement, not the University.

Keys must be returned to the Residential Accommodation Office at the end of the contract with rent being paid to that date. It will be the responsibility of the resident to ensure keys are returned. The appropriate charge will be levied after the date of vacating until the keys are in the possession of the Residence Team.

Any extension to that date must be applied for and approved, and will not generally extend beyond the end of the contract. Residents whose course requires them to remain for any period during the summer vacation may do so, provided that written confirmation by their Academic department verifies this.

Drinking/Drugs

The University recognises that moderate use of alcohol plays a role in the social lives of many students. However, abuse of alcohol by a minority can be damaging, both to the students themselves and those who live alongside them. Antisocial, drunken behaviour within the student residences will be treated as a breach of the Code of Discipline and dealt with accordingly.

While it is recognised that many discipline offences are often committed whilst under the influence of alcohol, students should be aware that the University does not regard drunkenness as an excuse to reduce the gravity of the circumstances.

Ayr Campus Residence – The South Ayrshire Byelaw makes it an offence for any person to consume or be in possession of an open container of alcohol (ie one in which the seal has been broken) within a designated area. A designated area is defined as “a place to which the public have access within the areas specified in the Schedule”. With regard to the Residences in Paisley, the University advises that you check the Renfrewshire Council Byelaws.

However in Paisley it is an offence to drink alcohol in any public area. The police will confiscate the alcohol and issue an “on the spot” fine.

We offer the option to apply for an alcohol free flat. This request cannot be

guarantee but subject to demand we will try our best to honor this request. This means that you cannot keep or consume alcohol within these flats. You don't have to be a non-drinker to live in one of these flats but just can't consume alcohol inside. Likewise if you have guests they must also refrain from consuming alcohol in the flat.

Drugs are prohibited on campus and within the student residences and we operate a zero tolerance policy for such activity. Any student found to be in possession illegal drugs, legal highs etc. will be referred to the Disciplinary Committee and the University will be entitled to ask them to leave with immediate effect. The police will also be contacted.

Regulations

Contravention of these regulations and/or the terms of the Accommodation Rental Agreement may result in disciplinary action under the University's Code of Discipline for Students section 12 Scottish Rural College (SRUC) have agreed with the terms and conditions of this handbook and SRUC students should refer to the SRUC link for their Code of Discipline. Residents are referred to the Code for information on procedure and penalties, which apart from fines and other financial penalties and sanctions will include removal from Residence and exclusion from future waiting lists.

Contravention of the Conditions and/or the terms of the Accommodation Rental Agreement may result in disciplinary action under the University's Code of Discipline for Students Information on procedure and the penalties which can be applied can be found in the Code of Discipline for Students.

Any action which may contravene the Data Protection Act and/or the Persons Right to Privacy under the terms of the Human Rights Act is prohibited.

Residents are required to behave in a considerate manner and will also be held responsible for the behaviour of their guests.

Nominated personnel in Residential Accommodation are Authorised Officers under the Code of Discipline (Regulation 12).

The University Code of Discipline for Students, in terms of occupancy by students in flats, defines that the following will constitute misconduct:

1. Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere.

2. Being in possession of articles, which may be classed as a dangerous weapon e.g. fire-arms, including air pistols, knives, coshes etc., except where these items are recognised as necessary for their study (in this case, prior permission from the Residence Manager must be obtained).
3. Being in possession of illegal drugs or substances, either for own use or for selling of Smoking anywhere within the Residences.
4. Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere.
5. Obstruction of, or improper interference with the functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor to the University.
6. Violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally or in writing, including electronically) whilst on University premises or engaged in any University activity.
7. Distributing or publishing a poster, notice, sign or other publication which is offensive, intimidating, threatening, indecent, or illegal or is calculated to make others fearful, anxious or apprehensive.
8. Action likely to cause injury or impair safety on University premises.
9. Harassment of any student, member of staff or other employee of the University or any authorised visitor to the University on grounds of sex, race, sexual orientation, political or religious belief.
10. Damage to, tampering with or defacement of, University property or the property of other members of the University community, or property of third parties, when engaged in University activities, caused intentionally or recklessly, and misappropriation of such property.
11. Misuse or unauthorised use of University premises or items of property.
12. The use of deep fat frying equipment and the storage of more than a 1 litre bottle of cooking oil is prohibited.
13. In addition cooking equipment of any kind must not be used or kept in bedrooms, nor should candles or other naked lights be used anywhere in the flats. Any such items will be confiscated by the University as well as disciplinary action being taken against the individual concerned.
14. Failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable that such information be given.
15. Failure to comply with a previously-imposed penalty under this code.
16. Interfering with electrical circuits or equipment used for Fire detection or fire-fighting including smoke/heat detectors.

17. Tampering with storage heaters and boilers.
18. Creation of any unacceptable level of noise, which may disturb other residents, either in University or adjoining private flats, particularly after 11pm.
19. If levels of noise and music are not controlled, life can become intolerable for everyone. It is important that you think about your fellow residents who may have a completely different lifestyle to you because of their lecture, placement or laboratory timetable. Playing loud music at any time of the day or night can be annoying for other residents and occupants of neighbouring properties who simply don't want to be forced to listen to whatever you happen to have on. It is essential that you behave considerately towards your fellow residents and ensure that your behaviour is not disturbing either their work or sleep – particularly late at night or in the early hours of the morning. Some of the residences are situated in public residential areas and we would ask that you are both considerate and respectful to the local residents and refrain from making excessive noise when travelling to and from the Residence. Should you be identified as causing this disturbance it may be viewed as a breach of your tenancy obligations and disciplinary action, including up to immediate expulsion from the residences, taken against you. It is an offence to make excessive noise and you could be deemed to be causing a breach of the peace in which case you could be prosecuted by the police. Local residents have been advised to directly contact the police should there be excessive noise. Smoking including E-Cigarettes in communal areas. The Court of the University of the West of Scotland is required to comply with the Smoking, Health and Social Care (Scotland) Act 2005 along with the Prohibition of smoking in Certain Premises (Scotland) Regulation 2006. This Policy is intended to ensure compliance with the above legislation. Smoking will not be permitted within student accommodation including the stairs of a communal close. Disciplinary action will be taken against any resident who contravenes this regulation, the penalty for which may lead to 28 days' notice of termination of contract. The University has designated all bedrooms in flatbed accommodation as no smoking rooms.
20. Residents are encouraged to treat the accommodation as their home and, as such, are permitted to bring visitors into their flat or room. Where the resident shares the flat, agreement between joint residents for such visitors must be reached in advance of the arrival of the visitor. It is suggested that residents who are sharing a flat discuss and reach an agreement "in principal" from the outset of their joint occupancy in order that the other is afforded the opportunity to express their views in advance of a visitor's arrival at the flat. It is not normally expected that visitors will remain overnight but if, due to exceptional circumstances, it is necessary for a visitor to stay in the flat overnight it should be only be done with the full agreement of all joint resident of the flat. The maximum period for any stay for any guest is two consecutive

nights. Residents will be fully responsible for the actions and behaviour of their guests at all times and they should also make their visitors fully aware of all relevant residence regulations and safety requirements, particularly fire evacuation procedures and disturbance to other residents. Visitors should not be left alone within a student flat at any time. Visitors who are under the influence of drink or drugs will not be admitted to the accommodation at any time. Residents are permitted a maximum of two visitors at any one time.

Housekeeping/Cleaners Duties

Students are responsible for keeping their accommodation including bathrooms/ shower rooms, toilets, kitchen/dining/lounge areas and bedrooms in a clean, tidy and hygienic condition, ensuring that refuse is regularly and properly disposed of in the facilities provided. Failure to do so will result in disciplinary action being taken.

The University provides a cleaning service within the communal areas of each of the Residences. Disciplinary action may also be taken if negligent housekeeping standards result in activation of the heat/smoke detector systems, which result in false emergency call outs by the Fire Brigade.

Residents will be liable jointly and severally for maintaining the flats and buildings to the standard of cleanliness required both by the University Regulations and Bye-Laws contained in Civil Government (Scotland) Act 1982. University curtains should not be removed and replaced with non-University curtains. The University has provided furniture and curtains which are flame retardant. Residents of flats may only install additional furniture with the express approval of the University. Any such furniture, which is not compliant with the flame retardant regulations, will be removed by the University, with the relevant cost being apportioned to the responsible resident(s). Household rubbish should be placed in the appropriate bin and any rubbish which is able to be recycled should be placed in the appropriate recycle bin. The bags should then be tied at the neck and placed in the designated bins in the backcourt. At no time should they be left on landings, stairways or closes.

Any activity which may lead to water spillage on either the kitchen or bathroom floor for example washing clothes in the wash hand basin or sink, use of shower hose attachments, etc. is prohibited.

Resident must make provision for cereals, rice etc., to be stored in plastic containers and perishable foods in the fridge or fridge/freezer. Rice cookers must not be placed on the floor and must at all times be kept on the work surface in the kitchen.

Please store all food items in the kitchen and not in the bedrooms.

The defacing of worktops, hobs, ovens, fridge/freezer, walls, windows and other fabric including floor coverings of the flats and communal areas is strictly prohibited.

When a flat is vacated either temporarily or permanently, residents are asked to ensure that refrigerators are emptied and left open and mains electrical and gas (where applicable) supplies are switched off.

Inspection of Rooms/Flats

The University reserves the right to inspect the flats regularly to ensure that the flats and communal areas are being maintained to the required standard. The visits are carried out by the Residence Team appointed by the University and take place at times notified by the University. Depending upon circumstances residents do not require to be present during the inspection. Resident whose flats and/or communal areas have not been maintained to an acceptable standard of cleanliness will be informed that a further visit will be carried out within seven days. Should the resident persist in not maintaining an acceptable standard the University will employ contract cleaners and the residents will be liable to pay the cost of cleaning the area. The resident(s) will be referred to the Disciplinary Committee for the appropriate action to be taken under the terms of both the University Code of Discipline for Students and the Accommodation Rental Agreement should they continue not to maintain the flat. This could lead to the termination of the Let.

Damage to flats and communal areas or the equipment including worktops which is not deemed to be the result of fair wear and tear will result in the cost being charged to the person or persons responsible. Where responsibility in a shared flat is not admitted a proportionate charge will be levied on all occupants. Similarly in communal areas all residents will be liable. Furniture, utensils etc. must not be removed by residents. Damaging property, fabric including worktops and floor coverings will constitute misconduct under the Code of Discipline and charges may be brought under that code.

The Residence Team will have right of access without prior notice to inspect flats for safety or hygiene purposes.

Structural Alterations

Structural alterations to flats by residents are NOT permitted under any circumstances. Permission to decorate must be obtained from the Residence Team.

The installation of satellite dishes or similar type of communication equipment is strictly forbidden and any proposal to install a telephone or similar means of communication must be submitted to the Residence Team for approval.

Damage

Damage or faults should be reported to the Residence Services Manager or Resident Assistant immediately. Posters and other articles may only be fixed to pin boards, where they are provided in each study bedroom. Damage to paintwork, plaster, furniture, fabric, floor covering and equipment in residence which, in the opinion of the Residence Services Manager exceeds fair wear and tear, together with any residence items which are found to be missing, will result in a replacement cost plus a percentage uplift for administration costs being levied. Charges will be made as follows:

1. Single study bedroom - Occupant only responsible
2. Flats - All occupants equally responsible
3. Flats within blocks - All occupants of rooms in each block relating to the damage.

These criteria will apply except in the case where an individual or individuals informs the Residence Team of their responsibility for the damage and/or missing items.

On arrival at residence you will be required to bring your **key release form** to collect your key/key fob.

You will also receive an inventory list via email for your flat/bedroom. Please check and submit once you are happy that you have been round the flat. Any missing or damaged items must be reported within 48 hours. If not reported then you will be charged for any damage.

Wilful damage of property will also constitute misconduct under the Code of Discipline and penalties will be brought under that Code. (See para. 6.01).

Vehicle Maintenance

Vehicle parts or maintenance materials must not be taken into flats as this contravenes insurance law and may invalidate any insurance claim submitted by residents.

Car Parking

The car parks at Lady Lane, George Street and Storie Street are for staff only. Students can apply for a car parking permit for Ayr Residence. There are a limited number of car parking spaces and it cannot be guaranteed that every student who wishes a car parking permit will be able to obtain one. Spaces can be applied for through the respective Residence Services Manager (accommodation@uws.ac.uk).

Only designated parking areas should be used. Contravention of this would be breach of the Code of Discipline. Disabled parking bays are strictly for the use of those students or staff holding valid disabled permit badges.

The use of campers or similar type vehicles is not permitted in University grounds for use as accommodation.

The University will have no responsibility for vehicles within its grounds.

Pets

Residents are not permitted to keep pets of any description.

Bicycles

For bicycle storage information contact the Residence Services Manager. Bicycles are not permitted in flats or bedrooms and will be removed if discovered.

Banners/Flags

The hanging of banners or flags or similar materials within the residence or on the outside of the residence is expressly prohibited.

Safety and Emergency Procedures

Procedures to be followed in the event of a fire alarm are displayed on residence communal notice boards and within each individual flat. They also form part of the e-induction which each and every resident should have received. Residents must make themselves familiar with appropriate exit routes and the procedures to be followed in an emergency. Firefighting equipment must not be interfered with and emergency exits must only be used in emergency situations and not as a means of normal access and egress. Health and Safety Services arrange an annual service of fire extinguishers and fire blankets and Estates & Buildings/Residential Accommodation Unit team members carry out regular checks on fire extinguishers and fire blankets. Should any resident be found to be tampering with firefighting equipment e.g. fire extinguishers they will be given notice to leave the residence with immediate effect. Tampering with fire equipment is also a criminal offence.

Domestic electrical appliances which are provided in accommodation by the University are checked in accordance with the "Electricity at Work Regulations 1989". It is the students' responsibility to have any electrical equipment belonging to them tested. If the University discovers any equipment that they deem dangerous they have the right to confiscate it.

Ovens and hobs must be maintained to a satisfactory level of cleanliness to avoid fire risk.

Residents are not permitted to introduce or install any type of additional heating. The University will confiscate any non-University appliances that are deemed to be dangerous.

Please refrain from using aerosols (deodorants, hairsprays and steam irons) in close proximity to smoke detectors as the spray may activate the smoke detector.

Students are required to co-operate fully in all evacuation procedures when the alarms are activated. Failure to do so will constitute a breach of University Accommodation Regulations.

Fire Procedures will be posted in each bedroom indicating fire assembly points and students should familiarise themselves with these assembly points. In the event of the evacuation of the building, residents should note that they are not permitted to re-enter the building until the Fire Brigade consider it safe to do so.

Fire alarms are tested on a weekly basis with specific days and times published around each respective residence.

Smoke detectors should not be covered at any time. Any student found to have interfered with the smoke detector will be referred to the Disciplinary Committee.

Fire doors are fitted with self-closing devices and these should not be tampered with neither should fire doors be wedged open. These doors are designed to restrict the movement of smoke and assist the occupants to evacuate the buildings. Any resident who either tampers with or wedges open any fire doors will be subject to disciplinary action. Should the resident continue with this practice it will become a more serious disciplinary matter. Any resident who uses emergency exits doors between blocks/flats other than in an emergency situation will be issued with a written warning. Should the resident continue with this practice they will be issued with a notice to leave the residence with immediate effect. This could also affect the continuation of the residents' studies at University.

An authorised person(s) will carry out regular checks on fire extinguishers and fire blankets. Access to unoccupied flats will be by means of University held keys. Residents should report any fault in extinguishers, blankets and smoke detectors to the Residence Team immediately. Residents are advised that wall heaters must not be covered as to do so will cause damage and constitute a fire hazard. Tampering with heaters is forbidden. Where gas appliances are installed the University will be responsible for annual safety checks.

Weekly tests will be carried out in buildings, which have mains operated smoke detectors, by our Estates Team.

Domestic electrical appliances which are provided in accommodation by the University are checked in accordance with the "Electricity at Work Regulations 1989". It is the Students' responsibility to have any electrical equipment belonging to them tested. If the University discovers any equipment that they deem dangerous they have the right to confiscate it.

Residents must ensure that there is no accumulation of combustible materials.

Security

As Residences can be vulnerable to unauthorised entry, main entrance, flats and bedroom doors and windows should be locked at all times when they are unoccupied, even if only for a short time.

The presence of any person in the residence who is not known to residents should be reported to the Residence Services Manager or Resident Assistant immediately. If they are not available contact the Security Team either at the Residence or the main University Building.

Insurance

Advice on Personal Belongings Insurance should be obtained from Residence Team and an E-Induction that will be sent to you before you arrive. All residents are covered by basic contents insurance as part of their lease.

Overseas Students

Some international students may require to notify the police of their term time address under Immigration Regulations. Please check with Student Services if this applies to you.

Medical

Residents are reminded that it is in their best interest to register with a local general practitioner and dentist. In the case of an emergency or illness the Residence Team will require to be informed in order that all concerned can be made aware of the situation.

In certain cases the contact address for notification of illness to a nominated person may differ from the students' home address and the Residential Team will require to have such an address on record.

TV Licences

The use of a television requires the purchase of a licence. Details can be obtained from The Residence Team and on the Accommodation Website.

Laundry

A card operated laundry facility is available in Storie Street Residence for the use for residents in George Street and Lady Lane and also a similar room is available in our Ayr property.

Access

University Officers will have right of access without prior notice to inspect rooms for safety or hygiene purposes.

In order to assist the Maintenance Team in carrying out minor repairs, residents are asked to fully co-operate in providing access. Residents will be notified prior to employee/contractors arrival.

Useful Phone Numbers

You may find the following list of telephone numbers useful during your time at the University of the West of Scotland:

Operations Manager Office hours Monday to Friday, 8.45am - 4.45pm	Carolyn Sweeney Tel: 0141 848 3737
Residence Services Manager Paisley Campus Office hours Monday to Friday, 8.45am - 4.45pm	Keira Austin Tel: 0141 848 3468
Residence Services Manager Ayr Campus Office hours Monday to Friday, 8.45am - 4.45pm	Alison Gray Tel: 01698 898206
Residence Life Manager Ayr & Paisley Residences	Joe Smith Tel: 0141 848 3634
Reception Ayr Campus Residence Office hours Monday to Friday, 8.45am - 4.45pm	Tel: 01292 886316 accommodation@uws.ac.uk
Reception Paisley Campus Residence Office hours Monday to Friday, 8.45am - 4.45pm	Tel: 0141 848 3159 accommodation@uws.ac.uk
Main Switchboard - Paisley Campus	Tel: 0141 848 3000
Main Switchboard - Ayr Campus	Tel: 01292 886000
Students Association (Office) Paisley Campus	Tel: 0141 849 4159
Students Association (Office) Ayr Campus	Tel: 01292 886330

EMERGENCY CONTACT NUMBERS FOR OUTWITH NORMAL BUSINESS HOURS

Security Office Paisley Campus	Tel. 0141 848 3168
Security Office Ayr Campus	Tel. 01292 886211

