

UNIVERSITY OF THE
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UWS



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UTILITIES



Residential Accommodation

Conditions and General
Information 2025

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. 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 to the United Nations Sustainable Development Goals Accord and has recently published a new Institutional Sustainability Statement alongside a Sustainability Plan. Further information on our sustainability commitments are available at <https://www.uws.ac.uk/about-uws/uws-commitments/sustainability/>

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 luke.maclean@uws.ac.uk

Food Recycling - Vegware 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. Cycling is also

promoted and cycle storage is currently available on all campuses. If you are interested in cycling and would like more information from our team, get in touch via cycling@uws.ac.uk.

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 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. 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.

Description & Location of Residences

Most of the Halls of Residence are licensed as HMO's (excluding Lady Lane due to size). The rooms are generally in groups with shared kitchen/dining/sitting room, w/c and shower facilities. Storie Street Residence and Ayr Residence are all ensuite. 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 and Lady Lane Flats.

Storie Street:

This residence is situated next to the main University campus in Paisley. A total of 336 students can be accommodated in single study ensuite bedrooms within flats consisting of 4, 5 or 6 bedrooms. The residence also has a common room with pool table, table tennis, 2 big screen televisions, and an Xbox. There are laundry facilities, 24-hour security and CCTV. Vending machines are located in the laundry room. 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 08:45 to 16:45 Monday to Friday.

Lady Lane Flats:

Lady Lane flats (71 beds) are fully furnished. The flats consist of two person flats and one person flats. The kitchens are equipped with microwave, kettle, hob, oven, and fridge/freezer.

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 200 students. Each flat typically consists of 4 or 5 ensuite rooms with a shared open plan kitchen/lounge facility. There are 4 accessible units for disabled guests and 6 studio flats available. The residence also has a common room with pool table, big screen television, 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 08:45 - 16:45.

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 residents(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 are approved by the Governing Body.

Waiting List and Allocations

Waiting List

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.

Allocations

Sharing preferences will be taken into account however the Residence Team will ultimately decide on the selection of residents. In non ensuite accommodation, sharing is 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. 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.

Summer 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.

Residents may be required to change Residences and/or rooms at some point during their period of occupancy. Residents will be charged for their accommodation at the same rate as Term 1 and Term 2.

Financial

Rent Charges

Accommodation fees are approved annually by the University Court. Charges 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 April 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.

Both term and summer charges are divided into proportionate instalments. Also included are the relative payment dates per instalment. View a full payment plan [here](#).

Payments can be made using the following link:

<https://epayments.uws.ac.uk/accpayments>

Rent Arrears

Students in arrears must comply with the requirements contained in the reminder notices. 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.

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. Information can be obtained from local authority websites.

Cancellation Policy

You can only cancel your Accommodation Rental Agreement if: -

- You withdraw from University;
- You find a replacement resident who is a University of the West of Scotland student who is not already living in any University of the West of Scotland Residence;
- You choose to cancel for any other reason in which case you may only do so if you contact the Residential Team 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

Please book an arrival slot prior to arrival. The Residence Team will be on duty at the property to issue keys and to help students locate and settle into their allocated accommodation. We also have a Security Team 24/7 should students arrive out with office hours.

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 day's charge).

Residents wishing to extend their stay beyond the end date on their contract are asked to inform the Residence Services Manager and will be charged at the same rate as Term 1 and Term 2.

On departure from the residence at the end of a rental agreement, students must remove all personal belongings as the University cannot accept responsibility for such items. All items will be discarded after 14 days.

Mail and parcels arriving after the date of departure will be returned to sender.

Important: 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 fee 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.

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, £30/fob, £50/hard key. 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 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, and no more than two at any one time may be signed in without the express authority of the Residence Services Manager of the particular residence.

Overnight guests (one only per person / per flat) may be permitted to stay, 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 weekends and one night only Monday to Friday.

The name/room number/time of arrival/departure must be entered in the Guest Book.

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

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, 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 guaranteed but subject to demand we will try our best to honour 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 of 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. 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. firearms, 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 Services must be obtained).
3. Being in possession of illegal drugs or substances, either for own use or for selling or 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 is prohibited.
13. In addition, cooking equipment and appliances of any kind must not be used or kept in bedrooms, nor should plug-in air fresheners, 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.
20. 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 including E-Cigarettes will not be permitted within student accommodation including the stairs of a communal close and the Residence grounds. 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 flatted accommodation as non-smoking room. Residents found smoking on the premises will be required to pay a £100 smoking charge.

21. 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. 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.

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. Residents 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 residences team 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:

- Single study bedroom - Occupant only responsible

- Flats - All occupants equally responsible
- 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.

You are required to complete the inventory form on the Residence portal. 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 and Storie Street are for staff only. At Ayr Residence, students can obtain access to the Car Park, via the barrier, by contacting Reception during office hours. We will update your key fob and will also ask you for your car registration. There are a limited number of car parking spaces, and it cannot be guaranteed that every student who wishes to park will be able to. 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

Bicycles must be stored in the designated bicycle storage units. Bicycles/eBikes 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. 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". Electrical equipment will be subject to annual PAT testing in accordance with regulations. You will be notified prior to this. If the University discovers any equipment that does not comply, 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.

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

On the occasions that our Residences have had unwanted fire alarm activations, they have been caused by a number of reasons. Some examples are:

Kitchen area:

- 1) Unattended cooking by distraction or other reason, causing food to burn and smoke.
- 2) Poor housekeeping of the cooker and hob, resulting in smoke emitting.
- 3) Wedging the kitchen door open when cooking. Steam from the hob or oven enters the hallway.
- 4) Not switching on the cooker hood extractor, allowing smoke to accumulate.

Rooms:

- 1) Steam from the shower. If the shower is left to run and the shower door is left open, allowing steam to escape.
- 2) Using aerosols like hairspray, deodorant, and dry shampoo directly under or near the detector.
- 3) The use of a steam iron directly under the detector.

By practicing safe cooking techniques, maintaining a good level of hygiene and cleanliness and in your room, using aerosols and steam irons away from the detector, and closing the shower door when the shower is on, these actions will greatly reduce unwanted fire alarm activations.

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.

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 immediately. If they are not available please contact the Security Team either at the Residence or the main University Building.

Insurance

All residents are covered by basic contents insurance as part of their lease.

Overseas Students

Some international students may be required 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.

Laundry

A card/app operated laundry facility is available in Storie street and Ayr Residences for the use of residents (including residents staying at Lady Lane).

Access

In an emergency, 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	Gabriella Pacitti
Office hours Monday to Friday, 8.45am - 4.45pm	Tel: 0141 848 3159
Residence Services Manager	Bernadette Gibson
Paisley Campus	Tel: 0141 848 3159
Office hours Monday to Friday, 8.45am - 4.45pm	
Residence Services Manager	Alison Gray
Ayr Campus	Tel: 01292 886303
Office hours Monday to Friday, 8.45am - 4.45pm	
Residence Life Manager	Carly Dawson
Ayr & Paisley Residences	Tel: 0141 848 3159
Reception	Tel: 01292 886316
Ayr Campus Residence	accommodation@uws.ac.uk
Office hours Monday to Friday, 8.45am - 4.45pm	
Reception	Tel: 0141 848 3159
Paisley Campus Residence	accommodation@uws.ac.uk
Office hours Monday to Friday, 8.45am - 4.45pm	
Main Switchboard - Paisley Campus	Tel: 0141 848 3000
Main Switchboard - Ayr Campus	Tel: 01292 886000
EMERGENCY CONTACT NUMBERS FOR OUTWITH NORMAL BUSINESS HOURS	
Security Office - Paisley Campus	Tel: 0141 848 3333
Security Office - Ayr Campus	Tel: 01292 886211

