

Student Code of Conduct – Jeffery Street

Complex

Introduction

The purpose of this document is to serve as a guide for what JG Student Lets expects of the tenants who reside in the Jeffery Street Complex. The University expects all students to show respect for one another in all aspects of their contact and we expect no less. This Code of Conduct applies to all students on site and to students' visitors. Any breach of the Code of Conduct will, where necessary, be dealt with consistently in the interests of equality.

This Code should underpin all interaction in the communal areas of the site. Local guidelines are also in place in line with issues brought to our attention by local residents.

1.0 Expectations (General, Health & Safety)

- 1.1. Students must follow formal instructions given by staff.
- 1.2. All tenants should take responsibility for the safety of their personal property, keeping valuables with them at all times. Unattended property in communal areas will be removed by staff for reasons of security. Property will be held for a maximum period of 6 months before being destroyed. Suspicious packages must be reported to JG Student Lets (01795 534 416), who will then contact the police.
- 1.3. JG Student Lets material, furniture and equipment must not be marked, changed or damaged in any way. Students should report damaged materials, furniture, and equipment to an appropriate member of staff as soon as possible.
- 1.4. Students may not bring babies or children (under 18) onto the premises except by special arrangement with us. Students bringing visitors onto premises must ensure that they comply with the Code of Conduct.
- 1.5. If the alarm sounds continuously, everyone should leave the building promptly by the nearest exit and follow instructions on the escape routes provided in each common room.
- 1.6. Improper or malicious use of fire alarms will be dealt with through the University and may result in a period of suspension from the University.
- 1.7. In line with English law, the premises have a No Smoking Policy and in the interest of all, smoking is restricted to a small number of designated outside areas, which are clearly signed. In the interests of the local residents, we must also ask that you do not smoke at

the front of the Jeffery Street complex, so as to not disturb the neighbours.

1.9. All tenants are asked to help to keep the environment pleasant by putting rubbish in the bins.

1.10. Assistance dogs are the only animals that may be brought onto premises.

1.11. Resident and visitor parking permits are not permitted for students living on site.

Season tickets are permitted for parking in designated car parks.

2. Non-exhaustive examples of breaches of the Code of Conduct

2.1. The Disciplinary Procedure may be invoked if a student is alleged to have committed any action which contravenes the Expectations of JG Student Lets as stated above, or of the University at which they are studying, or which in any way adversely affects the safety or well-being of other students or visitors, or which may bring any of the above in to disrepute. The following non exhaustive list sets out examples of such misconducts.

2.2. Behaviour either on or off University premises which may bring the University or JG Student Lets into disrepute.

2.3. Assaulting or sexually harassing any fellow student or member of JG Student Lets staff or authorised visitor.

2.4. Threatening or insulting any fellow student or member of JG Student Lets or authorised visitor.

2.5. Misusing or damaging equipment, furniture, fittings, services, including fire alarms and fire extinguishers or property belonging to or under the control of JG Student Lets, or any student or member of staff.

2.6. Disregarding the legitimate instruction of an authorised officer of JG Student Let.

2.7. Taking any action likely to cause injury or distress to any person on the premises, or to impair the safety and security of those premises.

2.8. Taking part in any trespass against, or unauthorised occupation of, any part of the premises. Occupation will be deemed to be unauthorized if continued after reasonable notice to desist has been given by, or on the authority of, JG Student Lets, or if the student has occupied premises, or a part thereof, to which access by students is normally, prohibited.

2.9 Being in breach of the conditions of a tenancy agreement.

3. Code of Conduct for Halls of Residence

3.1. Everybody in the accommodation has the right to feel comfortable and secure and has the right to enjoy the freedom to experience life in their own way, provided this does not adversely affect others. It is inevitable that sometimes other students will have different ideas of what communal living means and occasionally these ideas may be incompatible with your own outlook or views. Sometimes you may have to compromise. Although you may want to play music all night, others may be studying or sleeping. It is important to try to empathise with others.

3.2. If you experience behaviour from other residents that irritates, frustrates or annoys you, it is important to try to deal with the matter in a calm, patient and rational way. If you are unable to resolve a particular dispute, you should report the incident to JG Student Lets who will mediate the matter.

3.3. JG Student Lets are there to help resolve any issues of concern, should they arise. Furthermore, to help all residents, we have provided this Code to show how to use the accommodation and to set out acceptable standards of behaviour.

3.4. You are reminded that a breach of your tenancy agreement automatically becomes a breach of regulation.

3.5. JG Student Lets reserves the right to report to the police all allegations of illegal activities (e.g. taking drugs, acts of violence, theft).

4. Safety and Security

4.1. One of the biggest risks to people living in communal settings is the danger of fire. Small fires start easily and quickly get out of control. All fire regulations must be rigorously obeyed and students must co-operate in all fire drills, and fire evacuations. You are reminded that it is illegal and a breach of your tenancy agreement to interfere with, or misuse, any of the fire fighting or fire detection equipment including setting off fire extinguishers without due cause.

4.2. Candles, incense or naked flames are strictly forbidden in any part of Halls of Residence in accordance with the terms of your tenancy agreement.

4.3. Smoking is not permitted anywhere in the Halls of Residence, but there is a smoking area located in the outside area at the back of Student Court and in front of the old pottery building. Please do not smoke at the front of the property as it disturbs the local residents.

4.4. Items of personal furniture are not permitted in the Halls of Residence without prior permission. Only furniture conforming to BS5852 Fire Testing and BS7176 Resistance to Ignition (Upholstered Furniture) April 2004 will be permitted.

4.5. JG Student Lets has significant security arrangements in place. However, each individual is required to have regard for his/her security by ensuring that nothing is done which may jeopardise the safety of the individual or the community at large.

4.6. Please take care of your belongings and note that individuals are responsible for the safety of their personal property. Students are strongly advised to take out appropriate insurance to cover all personal property if required, as JG Student Lets cannot accept liability for the loss of personal items.

4.7. All residents are issued with keys to their accommodation and are responsible for ensuring that the main entrance doors are always kept locked. Keys are not to be given to, or left for anyone else to use.

5. Noise and Parties

5.1. Due consideration must be shown to all students and Jeffery Street residents at all times. Other students and the local residents in the surrounding area have the right to enjoy peace and quiet at their place of residence and the immediate vicinity surrounding the Hall. May you be reminded that this is not on campus accommodation and you are living amongst local residents. Students should bear this in mind when playing music and should not make other loud noise, including loud talking and shouting, at any time. This is especially important after 11pm, in accordance with your tenancy agreement and the law. If evidence of loud noise is to be heard after 11pm the people concerned will receive a formal written warning of breach of conduct.

5.2. In order to maintain a comfortable environment for all, large congregations of people in a flat is strictly not permitted at all times.

6. Visitors and Overnight Guests

6.1 Residents are permitted to entertain visitors and short stay temporary overnight guests for whom they are fully responsible. Residents must ensure that their guests comply with this Code of Conduct and do not breach them. When entering and leaving the Hall, guests are not allowed to enter rooms unless accompanied by a resident. There are specific rules regarding overnight guests as per point 2.18 of our tenancy agreement

7. Medical Services

7.1 All students are strongly advised to register with a local doctor. The University has a Student Health Service, but this is not a General Practice. You must therefore register with a General Practitioner in the area in which you live. If you have a chronic problem or disability or other health/welfare needs, this is particularly important. Additionally, if you would like to make yourself known to JG Student Lets and to the University Health Service directly as they would be in a better position to offer support if and when needed.

8. Televisions, Computers and Electrical Equipment

8.1. Students may use their own televisions in study bedrooms or communal living areas but are reminded that a current TV licence is supplied by JG Student Lets.

8.2. Use of the network in the Halls of Residence is subject to the conditions of the Acceptable Use Policy. Computers must be safe to use and virus-free.

8.3. Any electrical equipment brought onto the premises may be portable appliance (PAT) tested at any time. Any item failing the PAT test will be removed immediately. Electrical sockets must not be overloaded and trailing leads are not permitted.

Thank you for your cooperation