

Hall regulations 2010/11

The Hall Regulations complement the Student Conduct Regulations and Disciplinary Procedures (SCR&DP) and any breach of them will be treated as a breach of the Conduct Regulations. They are specific to those who reside in or are visiting halls accommodation and are designed to preserve a 'study environment'.

The hall managers, hall wardens and 24 hour support are responsible for ensuring that all the regulations are upheld. They (or any other member of the university community) may at any time initiate disciplinary proceedings if residents or visitors breach any regulations.

Students are advised that in order to understand the full extent of what is expected of them, they should read the SCR&DP.

[A] Conduct

- 1 Residents and their guests will behave and conduct themselves in a manner that is in compliance with SCR&DP Section 2. (See Guidance notes 10, 11 and 12)
- 2 Musical instruments, audio equipment, televisions, computers, etc must be inaudible outside of study bedrooms at all times. Use of headphones is compulsory after 11.30pm. Where there are persistent or recurring problems arising from noise disturbance, hall staff have authority to require that residents use headphones at all times.
- 3 Ball games or other such recreational pursuits are not permitted in residential areas. (Guidance note 1)
- 4 Residents shall not carry out any activity within hall premises which may be construed as 'a business' this includes such activities as acting as agent for clubs in Oxford. (Guidance note 2)

[B] Safety

- 1 Residents will evacuate the building when fire alarms activate without exception.
- 2 Residents shall not store in any area of the hall items, materials or substances which are considered by the university to constitute a threat to the safety of residents. (Guidance note 3)
- 3 Residents must keep their own electrical equipment safe to the satisfaction of the university safety officer. (Guidance note 4)

[C] Overnight absence

Absence forms must be completed if residents are away from the hall overnight or longer (including weekends and vacations). This information is required to meet the requirements of the fire safety officer.

[D] Parties

Social gatherings in halls of residence are only permitted if the procedures set out in Guidance note 5 are fully complied with to the satisfaction of the relevant hall manager.

[E] Overnight guests

Guests may be accommodated in your room in accordance with the provisions of Guidance note 6. Guests will be the responsibility of the resident they are visiting. Guests must abide by the Hall Regulations and if they fail to do so, the resident will be held accountable and guests may be required to leave the hall site immediately. The hall manager must be informed if a guest has any disability or special needs in case of an emergency.

[F] Care of fabric and fittings

- 1 Residents shall keep the premises in a clean and tidy condition to the satisfaction of hall staff. Residents shall pay the cost of any additional cleaning that is required (at the discretion of the hall manager) which is attributable to them plus any administrative costs incurred in this process.
- 2 Residents shall preserve the furniture and effects from being destroyed or damaged and will not remove any of them from their original location. Residents shall pay the cost of replacing, repairing or making good (at the discretion of the hall manager) any damage which is attributable to them plus any administrative costs incurred in this process.

- 3 Residents shall pay an appropriate proportion of the cost of replacing, repairing or making good (at the discretion of the hall manager) any damage done to any communal furniture or effects, or of any additional cleaning of a communal area, for which they are partly responsible (eg shared kitchens) unless they can demonstrate to the satisfaction of the university either that it was the sole responsibility of another student or students, or that they were not responsible.
- 4 Residents shall not drop litter, or smoke in unauthorised areas. (Guidance note 7)
- 5 Residents shall not keep any pets in halls. (Guidance note 8)

[G] Fees

- 1 In the absence of an individual agreement with the Student Finance Office, residents must pay all fees by the specified due date.
- 2 Where additional charges have to be levied, residents will be required to have paid any outstanding monies by the end of the semester in which they have been levied as a condition of returning to the hall the following semester.
- 3 An administration charge of £20 per cheque will be incurred for any bounced cheque.
- 4 Residents must inform the Student Finance Office in advance if they anticipate any difficulties in being able to honour cheques drawn on their account.

[H] Vehicles

- 1 Residents are admitted to hall and may continue to reside only if they give and abide by an undertaking not to keep or drive a car in Oxford whilst resident in hall.
(Guidance note 9)
- 2 Residents shall not carry out maintenance or repair work on any type of motor vehicle on residential sites without the prior permission of hall staff.

[I] Bicycles

Bicycles may be kept in designated areas only. They should be security marked, insured and locked at all times. Bicycles are not permitted within flats or communal areas in halls under any circumstances.

[J] Contract

- 1 By accepting an offer of a place in halls, residents do so on the firm understanding that they will be responsible for fees for the whole of the licence period from the date of commencement of the agreement until the end of the agreement period, unless alternative arrangements have been formally agreed by the student accommodation manager or a designated housing officer.
- 2 Control over the room will be exercised by the university. Residents must not in any way impede the university or its agents in the exercise of its rights of possession and control of the room.



Penalties for breaches of the Conduct or Hall Regulations

Residents must understand that a breach of one or more of the Conduct or the Hall Regulations may result in exclusion from hall; in particular, they should note that any behaviour which threatens the safety or well-being of staff or residents may lead to exclusion from hall at short notice. Misuse of fire safety equipment will not be tolerated and will not be seen as a 'prank'. Similarly, failure to notify hall staff of the presence of a guest is a breach of safety requirements and will be seen as threatening the safety of that guest in the event of a fire.

The range of penalties for breach of these regulations is set out below; one or more may be imposed for each breach of any one of the regulations:

- written warning
- financial penalty
- full payment of the cost of any damage caused plus any administrative charges thereby incurred by the hall or university
- confiscation of anything that could be a risk to the health or safety of the resident or others, or anything that has been or could be used to breach the regulations
- community service
- imposition of a Personal Conduct Contract
- exclusion from visiting specific parts of the university, including residences and/or bars
- requirement to move to a different room or hall
- exclusion from residence
- exclusion from the university.

Fixed penalties

Residents should also be aware that the university operates fixed penalties in the halls. These penalties are set charges for the following breaches:

Fire safety

Interfering with health and safety equipment, fire doors or breaches of safety.

First offence	£100
Second offence	£200
Third offence	Disciplinary (£250 or eviction)
Fourth offence	Disciplinary (eviction)

Smoking

It is against UK law to smoke inside the property, except in a designated bedroom that displays a smoking sign on the door issued by the hall office.

First offence	£100
Second offence	£200
Third offence	Disciplinary (£300 or eviction)
Fourth offence	Disciplinary (eviction)

Cars

Bringing a car to Oxford is a breach of your accommodation contract.

First offence	£80
Second offence	£160
Third offence	Disciplinary (£240 or eviction)
Fourth offence	Disciplinary (eviction)

Guidance Notes

Guidance note 1:

Includes any games or activities that involve throwing, kicking or hitting any objects such as balls, darts, Frisbees etc.

Guidance note 2:

To include buying and/or selling or trading of any goods, products or services.

Guidance note 3:

To include any type of flammable or explosive substance such as petroleum, paraffin, diesel, fireworks, pressurised gas cylinders. To also include all weapons (including any type of gun that fires any type of projectile), knives, crossbows, anything that could be considered to be useable as a club (such as baseball bats).

Guidance note 4:

Requires the use of appropriate electrical plugs and adapters. Wiring and appliances must not represent a threat to safety and must conform to relevant British Safety Standards.

Guidance note 5:

If residents wish to have a social gathering within a hall of residence the following procedure must be completed:

1. The appropriate forms must be obtained from the Hall Office and completed.
2. Completed forms must be returned to the Hall Office no less than one week (7 days) prior to the event taking place.
3. The Hall Manager will consider the proposed event and a decision will be relayed to the person submitting the form.
4. The Hall Managers decision is final.

Guidance note 6:

1. Hall residents may have 1 overnight guest for a period not exceeding 3 nights in any 7 day period.
2. All guests must be over the age of 18 unless permission has been explicitly given by the relevant Hall Manager. Proof of age must be shown if requested.
3. All overnight guests must be signed in at the Hall Office. For clarity, an overnight guest will be considered as someone who is present in the hall between the hours of 2.00 a.m. and 7.00a.m. and who does not normally reside there.
4. Guests are not permitted to sleep in communal areas.

Guidance note 7:

All communal areas and areas near to building entrances/egresses are designated as non-smoking without exception. This is now a legal requirement. Residents and guests are expected to dispose of waste/litter appropriately in designated receptacles. Throwing waste or any other items from windows is strictly forbidden.

Guidance note 8:

Fish, birds, mammals (except guide/hearing dogs), insects, invertebrates.

Guidance note 9:

Exceptions: PGCE students resident at Harcourt Hill Hall, registered disabled students.

Guidance note 10: (SCR&DP 2.3)

Noise, Late night/early morning activities/shouting, returning from social activities/events, noisy sexual activities.

Guidance note 11: (SCR&DP 2.3)

Including verbal abuse, bad language, aggressively confrontational behaviour, intimidation, physical contact (including pushing, prodding or grabbing).

Guidance note 12: (SCR&DP 2.4)

Wilfully triggering fire alarms, covering smoke/heat detectors, leaving cookers unattended whilst in use.