



Halls of Residence Regulations 2014-15

Conduct Regulations

Please remember that you have a responsibility to be a good neighbour. Any breach of these regulations or the terms of the Residence Agreement may result in disciplinary action. This could result in a fine or, in serious situations, could result in you being evicted. The Arts University Bournemouth requires students to conduct themselves at all times in a responsible and proper manner towards other students, guests, AUB staff and representatives, including security guards.

Remember that others may keep very different hours to you, for whatever reason. We ask you to ensure that you do not contribute to unacceptable noise levels, and have due consideration to those who may be working or sleeping, whatever the time of day. Between the hours of 11.00pm and 8.00am you should not cause any noise which is audible outside of your room.

Smoking

Smoking, covering smoke detectors, and / or allowing others to smoke in your room, will result in an automatic fine. Repeat offences will result in disciplinary action and possible eviction. Smoking regulations apply equally to all types of e-cigarette.

Misconduct

Misconduct in halls or any breach of AUB policies or these guidelines will be dealt with according to the AUB's Student Disciplinary Procedure. Disciplinary offences are characterised as minor or serious; different procedures are followed and different penalties may apply, depending on the category of offence.

In applying the Student Disciplinary Procedure to incidents relating to Halls, the Head of Student Services will fulfil the functions of the Course Leader, and the Director of Student Experience will fulfil the functions of the Head of School. Your Course Leader will also be notified of any penalty imposed.

In the most serious circumstances, serious misconduct might result in the suspension or permanent exclusion of a student from AUB.

If the disciplinary procedure results in eviction, the Director of Student Experience will serve a notice to quit, giving 4 weeks' notice for the student to vacate his / her room in halls. Any

deposit or overpayment of rent due after the notice period will be refunded to the student, minus the cost of any fines and / or costs.

Copies of all AUB policies are available on the Arts University student portal, or from Student Services.

Damages

Charges will be incurred for smoking, damages and vandalism. Charges for damage to communal areas such as kitchens or hallways will be divided by all residents or users unless individual responsibility can be identified. Smoking, covering smoke detectors, and / or allowing others to smoke in your room, will result in an automatic fine. Repeat offences will result in disciplinary action and possible eviction. Students will be required to reimburse the Arts University for the cost of any damage to property as a result of his / her actions. This will be in addition to any penalty (including a fine). A full schedule of charges is included at the end of these regulations or is available from Student Services.

The cost of any loss or damage will be deducted from your deposit.

AUB operates a system of collective responsibility which means that where an individual(s) cannot be identified as responsible for any damage or other disciplinary matter, then those residents whom the Arts University deems most likely to be responsible will be held jointly liable. (Note: in reaching this judgement, the Arts University will not consider individual statements of innocence.)

Students are responsible for the behaviour of their invited guests, and will be liable for the cost of any damage they may cause.

Bringing items into halls of residence

You are responsible for keeping your room in a clean and tidy condition so you may wish to bring basic cleaning equipment (bathroom cleaner, cleaning cloths, etc) with you.

If you are bringing a television you must purchase a television licence (a licence is included in the rent for George Close residents).

You are responsible for ensuring that all electrical items that you bring are safe, used correctly and comply with the relevant British legislation. Any unsafe items will be held by the University and returned to you when you leave halls. It is your responsibility to arrange collection; any items not collected within two weeks of leaving will be disposed of. Please note that the standard voltage in halls of residence is 230v.

The use of any item which increases the risk of fire or injury (e.g. dartboards, candles/naked flames or additional heaters) is not permitted in halls, so please do not bring these items with you. Smoking in halls is strictly forbidden. Pets, of any kind, may not be kept. Additional furniture cannot be brought into the halls without prior agreement. The keeping of illegal or hazardous substances, firearms or any dangerous weapon is strictly forbidden and may result in immediate eviction from the halls.

AUB access to rooms

A representative of AUB has the right of access to residents' rooms at all reasonable times. Prior notice will be given, other than emergencies. Please note that random health and safety checks will take place throughout the year

Internet Access

Please note that the internet service is restricted and monitored and specifically excludes peer2peer networking, online gaming provision or live TV streaming. The Arts University reserves the right to restrict the internet usage as required. Any interruption to internet services will be responded to in the next working day.

Overnight Guests

Occasional overnight guests are permitted in the halls of residence at the goodwill of the Arts University. Students must not sublet or allow anyone to use their room in their absence. AUB staff reserve the right to ask guests to leave the halls, and residents are reminded that guests are their responsibility whilst in halls.

Complaints

If you wish to make a complaint relating to Halls of Residence please contact the halls staff, in the first instance. If this does not result in a satisfactory conclusion you are entitled to make use of the Student Complaints Procedure, details of which can be obtained from Student Services. For information on the Student Complaints Procedure, or to discuss your complaint, please contact Heidi Cooper-Hind, Head of Student Services: Tel: 01202 363220; email: hcooperhind@aub.ac.uk.

UUK / Guild HE Code of Practice

The Arts University Bournemouth complies with the UUK / Guild HE Code of Practice for the management of student housing. Copies of this code are available from Student Services.

SCHEDULE OF CHARGES

Health & Safety and keys	Cost
Smoking or allowing others to smoke in room	£100.00
Fire extinguisher used without due cause	£100.00
Replacement fire blanket after use without due cause	£100.00
Smoke detector covered or tampered with	£100.00
Lost keys (first occasion resulting in summer cylinder change)	£80.00
Subsequent lost keys	£20.00
Damaged keys	£20.00
Entry fob (West House)	£10.00

Study Room	Cost
Cleaning	
Room cleaning	Up to £80.00
Carpet cleaning	Up to £80.00
Removal of rubbish	£50.00
Removal of stickers	£50.00
Decoration	
Repairing of wall	£50.00 or cost
Repainting of wall	£50.00 or cost
Repair of damage to door	£50.00 or cost
Repair to dents / holes in wall	£50.00 or cost
Replacement	
Single mattress	£130.00
Double mattress	£200.00
Desk	£80.00
Desk chair	£45.00
Bed	£230.00 or cost
Bed headboard repair	£50.00
Beside cabinet	£60.00
Blind / curtains	£260.00
Heater brackets	£30.00
Wardrobe	£250.00
Wardrobe shelf	£30.00
Wall shelf	£50.00
Bedside lamp	£20.00
Bin	£30.00
Window handle	£50.00 or cost
Window pane	£200.00 or cost
Window hinges	£50.00 or cost
Window restrictors	£80.00
Chair	£20.00
3 seat sofa	£300.00
Sofa cover (if available at Winton Halls)	£130.00
Noticeboard	£30.00

Study room contd...	Cost
Carpet	£350.00 or cost
Television remote control (Winton Halls)	£30.00
Television (Winton Halls)	£280.00
Television remote control batteries (Winton Halls)	£10.00
Moving furniture in room back to as found upon arrival	£10.00
Bathroom replacement	
Shower	£200.00 or cost
Shower floor or tray	£200.00 or cost
Hand basin	£150.00 or cost
Taps	£70.00
Towel rail	£100.00
Towel rail brackets	£10.00 each
Toilet seat	£20.00

Communal	Cost
Cleaning	
Blocked sink	£60.00
Removal of rubbish	£60.00
Decoration	
Repainting of kitchen or corridor	£250.00 or cost
Replacement	
Corridor carpet	£250.00 per strip
Kitchen floor	£450.00
Floor tiles in fire escape area	£500.00
Rectangular ceiling tiles	£70.00
Square ceiling tiles	£50.00
Kitchen work surface with sink	£300.00
Kitchen work surface (without sink)	£200.00
Breakfast bar top	£200.00
Kitchen stool	£50.00
Fridge freezer	£230.00
Freezer compartment flap	£30.00
Toaster	£45.00
Kettle	£15.00
Cooker	£200.00
Grill pan	£35.00
Microwave	£50.00
Combination microwave (Winton Halls)	£150.00
Microwave plate	£30.00
Vacuum cleaner	£130.00
Aerial cable (Winton Halls)	£10.00