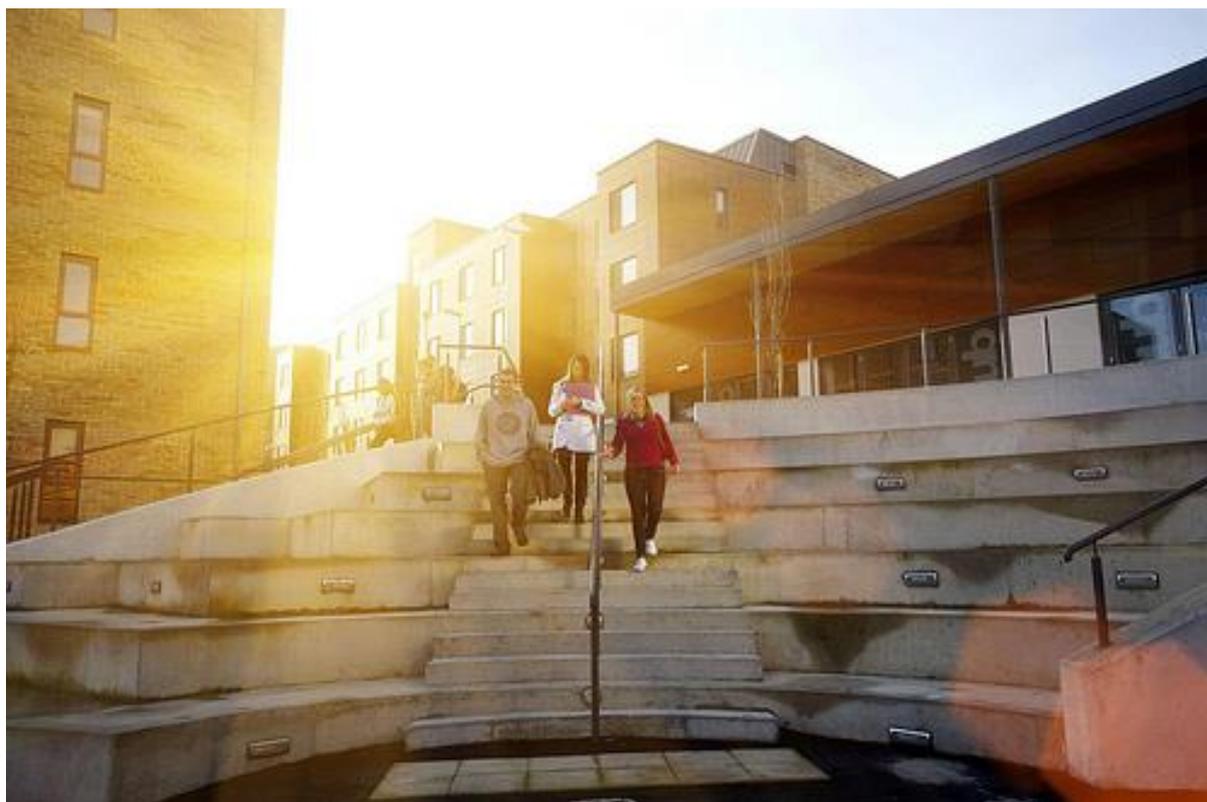


Regulations and Conditions of Occupancy

2018-2019



Treforest Halls of Residence 2018-2019

Welcome

Accommodation services staff would like to welcome you to your Halls of Residence at the Treforest Campus. We hope that you enjoy your stay with us.

The information in this booklet is intended to help you settle into your Hall quickly and smoothly. However, if you have any questions that are not answered here, please do not hesitate to contact Accommodation Services on the following:

Tel (UK): **01443 482 044**

Tel (Overseas): **+44 (0)1443 483 216**

E-mail: **accom@southwales.ac.uk**

Web: **www.southwales.ac.uk/accommodation**

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Understanding Your Halls Licence Agreement

Before you accept your offer of accommodation at USW and pay your pre-payment, it is important that you read the contract very carefully, as well as these 'Regulations and Conditions of Occupancy'. If you are unsure about certain parts, it is recommended that you contact the Accommodation Office and a member of staff will explain it to you.

It is vital that you ask questions before you sign, as once you have accepted the contract it becomes legally binding and you can't break it (except in the certain circumstances explained in this booklet).

What does the contract contain?

- Your name
- Room number
- Start date (the date that your contract starts)
- End date (the date that your contract ends)
- Terms and conditions
- Definitions and interpretations (to help you understand the terminology used in the contract)

As part of accepting your offer, you will be expected to pay a pre-payment. The exact requirements will be provided in the contract itself and accompanying documentation. Please take time to read through all the information provided in your Halls offer e-mail, and complete all relevant forms and payments as requested.

Important

Before we can issue you with the keys to your room, you must first:

- Pay the required pre-payment/Halls fees (as requested in your contract and documentation)
- Bring with you a copy of your contract acceptance e-mail
- Bring with you a completed emergency details form with a passport type photograph attached.
- Ensure you have either made payment in full or set up a recurring card plan for payment of your Halls fees in instalments (instalment plans available to UK and EU students only)

Failure to meet these requirements may result in a delay in issuing your keys on the move-in date. Your acceptance of a place in USW Halls of Residence implies your agreement to abide by these 'Regulations and Conditions of Occupancy', which forms a part of your contract. It also implies that you are prepared to accept the responsibilities of living in an adult community and to observe the various rules of the University's Estate and all its facilities, particularly those involving health and safety regulations.

As a resident, you are responsible for acquainting yourself with the general University Regulations Governing Student Conduct and the Student Complaints Procedure. You can find these at <http://studenthalls.southwales.ac.uk/rules/>. Your behaviour is expected to be compatible with the good name of the University and the requirements of common and statutory law. All residents should conduct themselves so as not to interfere with other residents who may wish to study or sleep. The University will take disciplinary action under the Halls Disciplinary Procedures, and in some cases under the wider University procedures, against any resident who disregards these conditions of occupancy.

Administration of Halls at Treforest Campus

The Head of Accommodation Services is responsible for the overall operation of Treforest halls, assisted by a team of Managers and Accommodation Officers.

Duty Managers and Accommodation Officers are responsible for the operation of domestic services, and health and safety in the Halls. Staff are on duty 24 hours a day. They have responsibilities with respect to safety and their authority must be recognised in these matters.

You should report any heating, lighting, plumbing defects and/or damage to the fixtures and fittings to a member of staff as soon as they arise, and enter the details in the Maintenance Log Book located in the Accommodation Lodge reception.

These are checked regularly by Accommodation Officers and actioned as required.

Emergency situations, e.g. burst pipe, overflowing basin, lighting failure, etc, should be reported to the Accommodation Staff immediately.

Administration Office

Administration Officers and the Administration Manager are responsible for the administration of halls contracts, and our experienced Accommodation staff will be happy to help you with any queries – from explaining your contract to processing room transfer requests or matters concerning your halls fees.

You should contact Accommodation Services if you have any queries concerning your Halls Licence Agreement, your Halls Fees, or if you have a complaint or cause for concern.

Campus Life Team

A team of Campus Life Coordinators work alongside Accommodation Services teams and report to Student Services. Their role is to create a positive student experience for students living in halls of residence by organising events and proactively referring to support services and providing early intervention opportunities to resolve tensions between residents.

Campus Life Coordinators also work alongside Accommodation and Student Services staff, in response to reported misconduct under the Regulations.

Your Arrival

The contract officially starts on Saturday 15th September 2018. However, some accommodation may be available sooner, for information on moving in to halls (including your moving in date and time slot), please visit our website:

www.accommodation.southwales.ac.uk/moving-in/ If you wish to arrive earlier, you should request this in writing or by e-mail: accom@southwales.ac.uk

Similarly, if you expect to arrive more than three days late, you should notify Accommodation Services in writing or by e-mail to avoid the reallocation of your room.

On arrival, you will be directed to the Accommodation Lodge in Glamorgan Court. You will be issued with your keys on production of:

- Your contract acceptance confirmation e-mail
- Reservation fee and whole year's accommodation fees receipt, or a completed
- Hall fees payment form, e.g. direct debit form (UK and EU students only)
- A completed emergency details form with attached photograph

Check-in dates and times

Arrival date for all Halls is dependant on which accommodation you have been allocated. Detailed information on this is provided on our website: <http://www.southwales.ac.uk/accommodation/moving/treforest-hall-residence-arrival-details/>

We advise that you adhere to the allocated check-in times on our moving-in pages to ensure your check in runs as smoothly as possible.

Halls Facilities

Laundry

Self-service laundry rooms are available to all Treforest Campus residents. There is one laundry room in Glamorgan Court to the rear of the Accommodation Lodge, and one in Mountain Halls to the rear of The Hub. You can pay for your laundry by either downloading the circuit laundry app or registering a pre-pay card with circuit. To register and download the app, visit <https://www.circuit.co.uk/i-want-to-do-my-laundry/getting-started/> Further information and instructions are provided on posters in each laundry room.

Cleaning

All residents are responsible for keeping communal areas clean and tidy in accordance with residential regulations. Without prejudice to any other clause, any resident or residents who persistently choose to leave their accommodation and/or communal areas in an unclean, unhygienic or untidy manner may, at the reasonable discretion of the The Head of Accommodation Services and after appropriate notice, have their contract agreement terminated as a breach of an obligation under this contract. If your contract is terminated, you will still be liable for payment of the rent until the room is re-let or until the end of the contract. If it becomes necessary for staff to carry out extra cleaning where residents fail to clean and tidy their accommodation or communal areas of the premises, or any crockery, utensils or other cooking equipment, a reasonable charge will be levied on those to whom responsibility can be attributed, or among the residents if responsibility cannot be attributed.

In regards to the cleaning of the communal areas of the Halls, residents are responsible for:

- Their rooms (including shower pod)
- The emptying of kitchen and room bins
- The correct disposal of rubbish bags into
- external bins
- The cleaning of the kitchen, surface areas, kitchen utensils, dishes and equipment after use
- The cleaning of the communal hallway inside the flat

Recycling

Recycling bags are available on request from the Accommodation Lodge. Residents are responsible for managing recycling within their flats, ie, emptying bags. There are recycling bins located in each kitchen and bin area. All residents are responsible for emptying kitchen bins when they are full. Contents should be taken to the waste and recycling bins provided in the external bin areas.

Damages

On taking up occupancy, all residents are required to complete a room inventory. On departure, the room will be checked against this inventory and an invoice raised for any missing items, damage or failure to return room keys.

Residents are responsible for reimbursing the University for the Reasonable Cost of repairing any damage caused to the accommodation or premises, including the surrounding areas, during their stay (except for wear and tear), provided such damage has been caused by them (or by their guest's negligence), or may reasonably be held to have been caused by them.

The University may at its reasonable discretion, raise appropriate invoices during the contract period in respect of costs arising under clause 1.1 of your Licence Agreement; such invoices must be paid within 14 days. Failure to pay such invoices on time is a breach of these regulations.

To avoid doubt with regard to damages of fixtures and fittings of the premises, residents are responsible for the following:

- Fixtures and fittings in study bedrooms
- Fire extinguishers/blankets in all areas
- Fixtures and fittings in all areas

Please note that any damage on arrival should be detailed on the room inventory issued with the room key, and returned to Accommodation Services.

On discovery of damage by a member of staff a notice will be left in the kitchen/communal area informing the resident of the type of damage. Within 5 working days each resident will receive an email via their university email account detailing individual cost and payment method.

Damage charges are allocated as follows:

- Damage within study bedroom: Allocated to the occupant
- Damage to the kitchen/communal areas within the flat: Allocated to all the residents within that flat, unless the person responsible is identified
- Damage within the block communal areas: Allocated to all the residents within the block/building unless the person/s responsible is/are identified.

Linen

A mattress cover is provided in each study bedroom. Bed linen is not provided. However, bedding packs are available to purchase from Accommodation Services via our online store: <http://store.southwales.ac.uk/product-catalogue/accommodation>.

Equipment

All Halls kitchens have a kettle, microwave oven, iron and ironing board, and a toaster. Students are required to provide their own crockery and cutlery. Deep fat fryers are strictly prohibited and will be confiscated if found in Halls. Please refer to 'Safety' on page 15. Only University-issued fridges are allowed in study bedrooms. Please refer to page 8, section 13.

Utilities and Internet Provision

All charges for heating, lighting, etc, are included in the Halls fees. Internet access is provided in each room at no extra charge.

Maintenance

There is no charge for maintenance unless caused by wilful damage. All maintenance issues or problems must be reported and entered into the Maintenance Log Book that is located in reception at the Accommodation Lodge.

Duration and Termination of Occupancy

1. Duration

A place in Halls is for the full length of your fixed term Licence Agreement, which includes the Christmas and Easter vacations. The Halls Licence Agreement 2018-2019 is effectively for the duration of the academic year.

Residents in (with the exception of studio flats) are required to vacate their rooms by 10am on 22nd June 2019 (a total of 40 weeks). Studio flats are to be vacated by 10am on 6th July 2019.

The University reserves the right to dispose of any items left in a room after it is vacated; the cost of disposal will be passed on to the resident. Residents must therefore ensure they take all valuables and personal items with them upon moving out.

2. Termination of Occupancy – by Resident

A resident who officially withdraws from their course or suspends their studies will be required to vacate their room in Halls. Halls fees will be cancelled when:

- The resident has completed a 'Termination of Occupancy Form' (available from the Accommodation Lodge); and, it has been confirmed by the Faculty Administrator/Advice Zone that the resident has **officially** withdrawn from or suspended their studies; and room keys are returned.
- A resident wishing to vacate their room at any time other than at the end of the summer term will be responsible for payment, unless the room is re-allocated. You should therefore ensure that your allocated accommodation is within your budget before you accept the room. Any termination of contract prior to the end of the academic year will be subject to a cancellation fee equivalent to 28 days' rent.

3. Termination of Occupancy – by University

The University reserves the right to terminate the occupancy of any resident on disciplinary grounds without refund of Halls fees, by giving notice to that effect. The Halls/University Disciplinary Procedure will apply and the student will have a right of appeal. A resident failing to pay their Halls fees during the specified period (except in exceptional circumstances where alternative arrangements have been previously agreed with the Finance Division) may be required to vacate the Halls of Residence after notice has been given. No abatement in fees is made for students who leave or are required to leave Halls before the end of the fixed term contract. However, in limited circumstances, any reduction in fees is made at the discretion of The Head of Accommodation Services.

4. Data Protection Act 2018

Personal data is held on all Halls residents and this data will be processed for the performance of the contract. This data may be further disclosed to Student Services, the Finance Division, Student Registry and Academic Faculties. It may also be disclosed to associate agencies for debt recovery.

Reservation Fee /Pre-payment

A £200 reservation fee/pre-payment is required to secure your room prior to taking up occupancy. The reservation fee/pre-payment ensures your room is reserved for the academic year and is taken as a payment towards your accommodation fees.

The pre-payment fee is not refundable if you do not take up occupancy for the duration of your Licence Agreement.

Drugs

It is both a criminal offence and an offence against University and Halls Regulations to possess, consume and/or deal in drugs. A very strict anti-drugs policy is operated in halls. Any resident found possessing, consuming and/or related to drug taking, will be severely disciplined under Halls and University Disciplinary Procedures and may be reported to the police, as well as having their residency agreement terminated.

Non-Smoking Policy

In line with current legislation and University policy, smoking is prohibited in all University buildings, including Halls of Residence. The non-smoking policy includes the use of e-cigarettes and personal vaporisers. It is illegal to smoke in your study bedroom or in corridors and communal areas. This prohibition also extends to building entrances and the immediate vicinity of buildings, particularly where there are adjacent windows. Offenders will be disciplined under the Halls Disciplinary Procedure.

General Conditions of Occupancy

1. Residents must be registered as a full-time or 'sandwich' student with the University.
2. Allocation of places in Halls of Residence will be determined by the Accommodation Office.
3. Refunds are not made for any absences.
4. The residential period is for the full length of your Licence Agreement.
5. A resident may not allow their room or communal areas to be used by any other person in their absence.

6. Multiple occupations of study bedrooms is not permitted, nor the persistent use of kitchen facilities and other communal areas by guests.
7. Residents should not use their rooms or the communal areas for illegal activities, nor knowingly allow rooms or communal areas to be used for illegal activities. **Residents will be held fully accountable and culpable for the conduct of any guests or visitors to whom they give access to University property.**
8. A completed emergency details form with a passport-type photograph attached is required from all students prior to taking up residence.
9. Residents must not cause excessive noise or other disturbance within and around the Halls of Residence at any time. Accommodation staff have the discretion to remove any equipment which is being used in causing a disturbance. The equipment will be stored until such a time it can be removed from the halls. By the resident.
10. Pets/animals are not allowed in Halls of Residence (the only exception being guide dogs for blind and hearing-impaired people).
11. Furniture, furnishings, fittings and electrical equipment must not be interfered with or moved from room to room.
12. Bicycles must not be kept in rooms, corridors or stairways (designated areas are available).
13. Residents are not allowed to bring their own refrigerator, freezer, microwave, washing machine or tumble dryer into the Halls of Residence.
14. Residents must ensure that they have a valid TV Licence if they bring a television into the Halls of Residence. Visits by the TV Licensing body are carried out during the academic year. Indoor aerials are required as there are no external aerials. Where a television is provided by Accommodation Services in communal kitchens or lounge areas
15. Resident vehicle owners are only allowed to park their vehicles on campus if they have an official University residents parking permit. Cars must be parked in designated areas only and a valid resident's permit must be displayed at all times. Disciplinary action will be taken against persons parking in the residents parking area without a valid permit. Alternative parking is available in the non-resident, student carpark on Llantwit Road.
16. Residents must keep Halls in general and individual study bedrooms in particular, in a clean and tidy condition. Inspections will be carried out by Accommodation Officers on a termly basis. Residents will be given 24 hours' notice of inspections. Where the University considers that reasonable standards have not been maintained additional cleaning will be carried out and charged to the resident(s), and (the) Resident/s may be subject to disciplinary action.
17. If residents go home for vacations, it is a requirement that residents sign out in the Absence Book provided in the Accommodation Lodge.
18. Notices and posters should only be displayed on notice boards and pin-boards provided. Any damage caused by displaying posters elsewhere will be charged to the resident. It is an offence against these regulations to display materials that may be offensive to others. University notices should not be defaced.
19. Residents must permit authorised employees of the University to enter their accommodation for official purposes such as room inspections, repairs and maintenance.
20. Residents are not allowed to possess or carry offensive weapons, including, but not limited to, guns, knives, air rifles, water pistols, swords, etc. Such items will be confiscated.
21. Dartboards and darts are not permitted in and around the Halls of Residence.
22. Inflatable furniture and swimming pools are not permitted in and around the Halls of Residence.
23. No ball games are permitted in or around Halls of Residence, including car parks.

24. Residents are expected to observe the various rules pertaining to living in an adult community and not to engage in anti-social activities, intimidation, bullying or violent behaviour.
25. It is an offence against these regulations to throw anything out of Halls/house/flat windows. A penalty may be levied on those to whom responsibility can be attributed.
26. It is an offence against these regulations to write graffiti. A removal charge will be levied on those to whom responsibility can be attributed.
27. It is an offence against these regulations to use the University's utilities outside of your room. This includes electricity extensions and water pipes.
28. The University reserves the right to relocate the resident to alternative University accommodation of residence, if the resident is in breach of one or more of their obligations in their Licence Agreement (or where the relocation is made at the resident's request). The resident shall be liable to pay the University an administration fee of £35 plus any relevant costs arising.

Payment of Treforest Campus Halls Fees: UK and EU Students

Reservation Fee Payment

To accept the offer of a room in the Treforest Campus Halls of Residence, a £200 pre-payment is required by the deadline stated on your accommodation offer. The reply deadline and instructions on how to pay will be included with your offer e-mail.

There are a number of ways to pay, including:

- Payment online using a credit or debit card
- By bank transfer via Flywire <https://www.flywire.com/pay/southwales/>

Halls Fees Payments

Treforest Campus Halls fees should be paid by one of the following methods:

Option 1: Full year's Halls fees in advance.

Accommodation Services are pleased to offer £200 of vouchers, either £200 worth of catering vouchers **or** a £200 voucher towards gym membership, for all students who pay the full year's Halls fees by 7th September 2018. However, please note that 'late' offers may not be eligible for this offer. The catering vouchers can be used towards food and drink in all Hospitality Services outlets on the Treforest, Glyntaff and Cardiff campuses. The £200 gym voucher can be used as part payment toward annual gym membership. Further information about this can be found in your accommodation offer e-mail.

Note: This offer applies to 40 and 42 week contracts only, it does not apply to part year contracts of less than 40 weeks.

Option 2: Three separate termly payments in equal amounts, by credit/debit card.

After accepting your accommodation offer, you may set up your credit/debit card payment plan at: , <https://epayment.southwales.ac.uk/fees/> which you are expected to submit prior to collecting your keys. A payment breakdown detailing the amounts and dates for each payment will be sent via email from the Finance department when your payment plan has been set up. Please note that should we receive your form after 20th September 2018, the number of payment instalments may be reduced and the payment amounts will be increased. If you are late setting up your payment plan, please contact the Revenue team on 01443 483340 as a matter of urgency. Failure to pay Halls fees is a breach of the Terms and Conditions of Occupancy. This could result in a withdrawal of access of halls internet/Wi-fi services and/or exclusion from Halls of Residence.

Payment of Treforest Campus Halls Fees:

International Students

Upon receipt of the contract, you should pay Treforest Campus Halls fees **in full** by the reply date in your accommodation offer letter.

Payment using Flywire

<https://www.flywire.com/pay/southwales/>

Flywire allows you to pay in over 70 currencies, track your payment from start to finish, pay by card, bank transfer or e-wallet solutions from any country and bank. Flywire offers 24/7 dedicated multilingual customer support.

Exact details on how to make the payments will be provided in your offer e-mail.

The whole year's Halls fees must be paid within seven days of us sending you an accommodation offer and before you take up occupancy. Without this payment, we will withdraw your offer of accommodation and the room will be allocated to another student. The total amount of Halls fees due for payment will be printed on your Licence Agreement, which you can view online when you receive your offer letter.

Failure to pay Halls fees is a breach of the Terms and Conditions of Occupancy. This could result in a withdrawal of access of halls internet/Wi-fi services and/or exclusion from Halls of Residence.

Accommodation Services are pleased to offer £200 of vouchers, either £200 worth of catering vouchers **or** a £200 voucher towards gym membership, for all students who pay the full year's Halls fees by 7th September 2018. However, please note that 'late' offers may not be eligible for this offer. The catering vouchers can be used towards food and drink in all Hospitality Services outlets on the Treforest, Glyntaff and Cardiff campuses. The £200 gym voucher can be used as part payment toward annual gym membership. Further information about this can be found in your accommodation offer e-mail.

Note: This offer applies to 40 and 42 week contracts only, it does not apply to part year contracts of less than 40 weeks.

Visitors and Guests

Visitors and guests (including those residents in other Halls of Residence) are allowed in areas of the halls/flats at the invitation of residents and are the responsibility of their host(s). The host(s) must accept responsibility for damage, disturbance or any other nuisance caused by visitors and/or guests.

1. A resident may occasionally have one guest in their study bedroom overnight, provided the guest book is completed (available in the Accommodation Lodge). The maximum length of stay for a guest will normally be three nights per month. If the guest facility is being abused, either by the host or the guest, the matter will be dealt with under the Halls Disciplinary Procedure and may lead to privileges being withdrawn. In the event of a visitor needing to remain in Halls owing to an emergency, please inform the Accommodation Office, to ensure the visitor's name is recorded in the guest book.
2. A maximum of 12 people are allowed in each Halls of Residence flat at any one time.

Noise and Other Nuisance

Residents and guests/visitors are expected to respect the rights of other residents and keep noise to acceptable levels at all times. Noise from whatever source (including musical instruments, stereos, electronic games, etc) must be inaudible outside study bedrooms at any time. Residents must be aware that **all areas within the Halls of Residence have been allocated as quiet areas**. Residents are therefore requested to maintain acceptable noise levels at all times. Accommodation staff have the authority to disperse groups of individuals causing unacceptable levels of noise at any time.

Absence

Residents must complete the Absence Book available at the Accommodation Office whenever they are going to stay away from Halls for a day or more. This is to ensure that all residents can be accounted for in case of an emergency and that communal damages can be calculated correctly.

Illness

The University maintains a Health Service , further details are available at <http://health.southwales.ac.uk/> .

All residents are advised to register with a local doctor; information on how to register is available at <http://health.southwales.ac.uk/register-usw-health-service/>

1. In the case of illness, a resident is advised to contact the Health Centre during working hours.
2. Outside working hours, medical assistance should be requested via the Accommodation Lodge or main reception. In case of emergency, please contact Emergency Services on 999 and telephone the Accommodation Lodge reception on 01443 482845 with details of the emergency so they can direct emergency vehicles to you.

Insurance

By accepting the offer of University owned accommodation at Treforest Campus, residents have also secured insurance for their personal possessions through an exclusive block scheme. This scheme has been arranged through Endsleigh Insurance and is inclusive in your rent. This cover has been carefully designed with contents cover of up to £5,000 and includes optional top-ups, which enables residents to enhance the cover to suit their individual needs. For further information please visit <https://www.southwales.ac.uk/student-life/accommodation/moving/treforest-halls-moving-in/>

End of Academic Year

All residents are required to move out by 10am on 22nd June 2019 (or at the end of their fixed term contract). Residents must:

- Complete the appropriate paperwork available from the Accommodation Office. Please note that mail will not be forwarded at the end of your contract. It is your responsibility to notify the relevant persons about your change of address.
- Remove all their belongings from rooms in Halls. The University will not be responsible for any belongings left in rooms after return of the room key. It will be assumed that they are no longer required and will be disposed of. We regret that no individual storage arrangements can be made via Accommodation Services.
- Dispose of all food before leaving.
- Ensure the room is clean and free from rubbish
- Hand in all keys to the Accommodation Office.

On-Campus Parking

1. The University employs a security contractor to manage security and car parking on campus. There is a very limited number of car parking spaces available on our Treforest Campus. An annual fee of £180* is payable. If your application is successful, we will advise you in writing, one week before your move-in date.
2. Residents must not apply for a permit on behalf of other students, residents or non-residents.
3. Students allocated a car parking space in Halls car parks must:
 - Park the vehicle in the area allocated.
 - Move the vehicle if requested to do so by an Officer of the University.
 - Have the vehicle correctly taxed and insured, and ensure that it is in compliance with government regulations as to roadworthiness.
 - Possess a valid driving licence.
 - Prominently display the permit.
 - Provide copies of V5 and insurance documents.
4. The service roads and grassed areas must be kept clear at all times to allow access for emergency and service vehicles.
5. A speed limit of 10mph must be observed on campus at all times.
6. Wheel clamping is in operation in all areas on campus. Resident students are strongly advised to keep their vehicles away from those areas designated for staff and visitors. The University reserves the right to remove parking permits from students, which will be non-refundable.

*Price is correct at time of print but could be subject to change.

Applying for Parking

The University strongly recommends that, where possible, you consider alternative travel arrangements to driving. We encourage all students to use public transport if possible. There are a very limited number of spaces available in the residents car park on campus. After you have been assigned a room, you may apply online at <https://halls.southwales.ac.uk:8443/>. You will need your RMS ID and Password in order to log in. If you have a disability or special circumstances please inform us in writing at acom@southwales.ac.uk (independent evidence may be required).

Priority will be given to:

- Nursing students (required to be on placement and work unsociable hours)
- Disabled badge holders (guaranteed parking)

The remaining spaces are randomly allocated and students will be notified of the outcome one week prior to arrival date. Payments must be made online, you will be sent a payment link along with your offer email. Payment not received by this date will result in your application being cancelled and allocated to another student.

Security and Safety

1. Security

- Residents are provided with a key card to their own study bedroom. Front doors are fitted with card readers. The University will provide a level of security for its residents in order to maintain a secure environment for all who live in Halls. However, residents are required to play their part by observing security procedures and by acting sensibly and responsibly at all times.
- Residents are strongly advised to keep their rooms locked when unoccupied and other doors securely shut to prevent thefts. The University cannot accept liability for any loss or damage, injury or accident sustained by residents on the premises or elsewhere.
- Access to the grounds does not imply access to the Halls, which is restricted to residents and their guests. Residents and guests must not divulge any information that will compromise the security of Halls or threaten the safety of other residents and their guests.
- Residents and/or their guests must not damage or otherwise interfere with any equipment, light fixtures or other fittings that will compromise the security or safety of other residents and/or their guests.

2. Safety

- A direct telephone link is available in the entrance of Glamorgan Court Halls for communication with the Accommodation Lodge (24 hours). Alternatively, call the Accommodation Lodge (24 hours) on 01443 482845.
- Posters displayed anywhere except on notice boards will be removed.
- Portable electrical equipment in halls of residence belonging to students does not need be inspected and tested if it is used in their own rooms. However there is a duty on the owners to ensure that it is in a safe condition.
- There is an option to submit all personal electrical equipment for periodic inspection and testing by an approved member of staff. You can arrange for this service through the Accommodation Lodge at any time.
- There is an option to submit all personal electrical equipment for periodic inspection and testing by an approved member of staff. You can arrange for this service through the Accommodation Lodge at any time.

All residents and their guests should:

- Be familiar with the fire regulations and emergency evacuation procedure posted throughout Halls.
- Never use chip pans or deep fat fryers, or any method of cooking that involves deep fat frying. Use of these items is prohibited.
- Be familiar with access routes out of the buildings.
- Not interfere with fire exit doors.
- Not prop open fire-resisting doors in corridors and kitchens. These doors are provided to arrest the spread of flames and smoke; they must be kept closed at all times. Please make sure that self-closing mechanisms on doors are effective at all times. If not, report any defect to the Accommodation Office.
- Always obey the fire alarms. At least one fire drill will be conducted each term. During these drills, as in all fire alarms, residents must evacuate the building within three minutes and proceed to the designated assembly point. Any resident, who does not respond satisfactorily in a fire drill or other emergency, will face disciplinary action and may be expelled from Halls. Please refer to the Health and Safety notice.
- Always leave their doors unlocked when they evacuate the building during a fire alarm.

- Not carry out water fights/play anywhere in Halls as these will;
 - a) trigger the fire alarm system; and
 - b) cause damage for which the residents will be disciplined and charged.
- Not tamper with the 'break glass' fire alarm systems. Such an action is a criminal offence. In addition, it is severely punished under the Halls and University Disciplinary Procedures.
- Not interfere with the fire extinguishers, alarm bells, smoke and heat detectors, exit signs, emergency lighting or other lighting.
- Ensure that all corridors, stairways, exit doorways and emergency pathways are kept clear of obstructions.
- Not install cables in rooms or between rooms.
- Always immediately report to the Accommodation Lodge if there is suspicion that any item of safety equipment is defective or has been used. This is very important because non-functioning equipment is useless should an emergency occur.
- Not use kettles, sandwich makers, rice cookers, toasters or similar items, in any area of Halls, other than kitchens, due to the presence of smoke detectors there.
- Never use or permit their guests to use naked flames or other smouldering materials (eg, joss sticks, fireworks, candles, bongos, etc) in their rooms and around Halls.
- Never use electric heaters in any area of Halls.
- Ensure that access roads are kept clear and unobstructed to allow access for the fire brigade and other emergency vehicles at all times, and not park on double yellow lines or other restricted areas.
- Use the Absence Book if they may be out or away after 1am.
- Notify the Accommodation Office if, through ill-health or medication, they might be temporarily unable to respond to the alarm bell.
- Seek help and advice on a range of health-related issues from the Health Centre.
- Be aware that a 'sharps' disposal bin and servicing is available from the Health Centre for people with diabetes.
- Be aware of the safety procedure for the disposal of broken glass and similar sharp objects, which is displayed in all the kitchens in Halls.
- Keep windowsills clear at all times.
- Use the electric supply in Halls in a safe and appropriate manner.
 - Not use electrical appliances in study bedrooms, which will overload the electricity supply (e.g.kettles).
 - Not misuse their personal electrical equipment.
 - Never keep highly flammable liquids in your room or around Halls.
 - Not use fairy lights (unless battery operated).
 - Be aware that fire alarms are tested weekly. Please refer to posters displayed in kitchens for testing times.

Abuse of fire safety system

Persons abusing the fire safety system will be severely punished under the Halls and University Disciplinary Procedures and may be reported to the police and fire service, resulting in prosecution for causing a public health and safety offence.

Disciplinary Procedure for Halls Residents

As a resident, you are responsible for acquainting yourself with the general University Regulations and the University Regulations Governing Student Conduct document.

Disciplinary action may be taken against any resident who is found to be:

- Disregarding the Regulations and Conditions of Occupancy
 - And/or whose conduct has been the cause of problems within the Halls community
 - And/or whose conduct on campus has a negative impact on the reputation of the University
- The action taken under the Disciplinary Procedure for Halls Residents will depend on the nature of the incident, and will be determined in line with this procedure. In addition, a notification of the incident will be sent to the University Secretary, who will deal with the behaviour under the University Regulations Governing Student Conduct. These include provision for fines, compensation, suspension and expulsion from the University. You can read these documents at: www.southwales.ac.uk/studenthalls

Sources of Advice

Before lodging an appeal, it is advised that a resident consults with the Students' Union.

Grounds for an Appeal

A resident wishing to request a review of the decision may do so on one of the following grounds, and must provide supporting evidence:

1. Evidence which, for good reason, was not divulged at the time disciplinary action was taken. The good reason must be stated in the letter of appeal.
2. Evidence that the decision to exclude was not made in accordance with the Halls Regulations.

Rights of Appeal

All Disciplinary actions are subject to the right of appeal to the Director of Student Services. The letter of appeal must clearly outline the grounds on which the appeal is based and be delivered within seven days of the notification of disciplinary decision. A resident who wishes to request a review of a disciplinary decision must lodge an appeal within seven days of the notification of disciplinary decision stating the grounds on which they are appealing. The appeal must be submitted to the Manager, Quality and Policy Office, on standard appeal form HAP, which may be obtained from Student Services, enclosing all relevant documentary evidence. Failure to provide sufficient details and supporting evidence will result in rejection of the appeal.

Telephone Numbers

- University of South Wales **01443 480 480**
- Accommodation Services **01443 482 044**
- Accommodation Lodge (24 hours) **01443 482 845**
- Campus Life Coordinators – **Information displayed in study bedrooms**

What to Bring

You should bring with you:

- Duvet and cover
- Pillow and cover (single for Glamorgan Court and double for Mountain Halls)
- Bed sheet (bedding packs are available at a cost)
- Towels
- Tea towels
- Cutlery
- Cooking dishes
- Plates, cups, dishes
- Cleaning materials – remember, you must clean your own room and your shared kitchen
- First aid items such as plasters, medication,
- antiseptic creams, etc
- Personal items such as soap, shower gel and
- toilet roll

Mail

Mail is issued to residents as detailed in the Mail Procedure, which is displayed in all Halls. Mail will be issued to the addressee only, on production of current student card and completed emergency card. Mail should have your room number and Hall of Residence, e.g. GTD-121, Garth Hall, University of South Wales, Pontypridd, CF37 1DL.

Travel Information

From the M4 (or Cardiff) follow the A470 northbound towards Merthyr Tydfil until the slip road for Llantrisant (A473 and A4058 to Pontypridd). Turn off at this slip road, then left over the bridge crossing the River Taff, then left again (following signs for the University of South Wales). Follow A473 for about 1/4 mile, under the railway bridge and the University is on the right. Turn right at the mini roundabout and then turn right again on to the Treforest Campus.

For full details of travelling to the Treforest Campus, visit: www.southwales.ac.uk/visiting

If you are using a Sat-nav device, the postcode for the Treforest Campus is CF37 1DL.

Amendments

Amendments to this booklet may be necessary as circumstances may arise and require changes to be made to the material herein. Residents will be given a copy of such amendments. These will also be publicised on notice boards in Halls.

Call: 01443 482 044 (UK)

Call: +44 (0)1443 483 216 (Overseas)

E-mail: accom@southwales.ac.uk

Visit: www.southwales.ac.uk/

accommodation

Information in this brochure is correct at the time of print, but may be subject to change. For the most up-to-date information, call or check our website: **www.southwales.ac.uk**

As part of its commitment to the Welsh language, the University provides information through the medium of Welsh. To find out more, visit **www.decymru.ac.uk** or e-mail **cymraeg@decymru.ac.uk**.

Fel rhan o'i ymrwymiad at yr iaith Gymraeg y mae'r Brifysgol yn darparu gwybodaeth drwy gyfrwng y Gymraeg. I wybod mwy, ewch i **www.decymru.ac.uk** neu e-bostiwch **cymraeg@decymru.ac.uk**.

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