

Halls of Residence disciplinary procedures (letters, warnings, fines etc.)

The following categories represent the levels of action to be taken by the Accommodation team when dealing with Halls of Residence terms and conditions breakages.

Verbal warning: minor offences consist of the Residential Support team initially speaking with the tenant(s) and issuing a verbal warning (this verbal warning will be documented.)

Minor noise before 11pm, minor accidental damage inside halls (+ additional cost for damage), unacceptable kitchen/room cleanliness.

Warning letter: offences that warrant a warning letter from the Accommodation Manager
smoking inside halls (including vapour/ e-cigarettes and shisha), excessive noise after 11pm in or around Halls or the local community, student with a motor vehicle , excessive damage inside halls (+ additional cost for damage), continuous untidiness in room/kitchen, abusive behaviour towards a fellow student or member of staff, fire safety risk, inappropriate behaviour, external 'trophies' brought onsite, failure to sign in overnight guest. Failure to evacuate during a fire alarm, Pets within Halls, any of the above incidents caused by a guest of a halls student, breakages of above rules by guests.

Final Warning Letter: offences warrant a final warning letter from the Accommodation Manager
Abusive/threatening behaviour, physical abuse including social media, theft or accessing another students room, fire offences including covered a fire detector, tampering with fire extinguisher/fire equipment (+ charges) breakages of above rules by guests. A subsequent offence after being issued a warning letter.

Last Chance Letter: consists of offences that may need the tenant(s) to attend a meeting with the Accommodation Manager

Banned substance/drug usage, possession or odour in or around Halls or the local community , A subsequent offence after being issued a final warning letter, Physical assault, breakages of above rules by guest.

Relocation/Notice to Vacate: involves a meeting with the Accommodation Manager which would result in either relocation or being asked to leave Halls of Residence entirely
drug dealing, A subsequent offence after being issued a Last Chance letter or relocated to another Halls for previous behaviour.

All incidents are either documented in a Security report ,investigated by the Residential Support team and/or admitted to by tenant(s) before the above actions are taken.