

# Bowland College



**College Rules  
2016/17**



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## ***A Message from the Dean***

The primary role of the Dean and Assistant Deans is to promote good communal behaviour within the college. We have a large number of people living closely together within the College community and it is important that all members of the college are respectful to the rights of others and behave in a considerate manner. The rules are there to promote a harmonious environment.

The Assistant Deans and I work on your behalf to ensure that each and every college member has a safe environment in which to live, work and play. We will investigate alleged breaches of College or University rules and this may result in disciplinary action. The full disciplinary procedure can be found in the University Rules.

We work closely with the Principal, College Administrator, Accommodation Manager, Porters and the JCR. The Assistant Deans live in the College and maintain a duty rota which ensures that one of them is always on call to assist in the preservation of good order.

Should you experience a problem with any of your fellow residents or within any of the communal areas of the college then please do not hesitate to contact the Porters or any member of the deanery team. We can of course only investigate complaints made against named individuals but all complaints will be treated in the strictest confidence and as far as possible; your confidentiality will be assured.

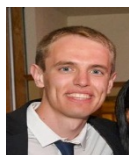
I would like to take this opportunity to ask that you familiarise yourself with the College Rules in this booklet along with the rules in your Residents Handbook and the University Rules. If you are unsure of what is and is not acceptable behaviour then please contact a member of the deanery team.

**Val Bramhall**  
College Dean

## ***The Deanery Team***



Val  
College Dean



Michael  
Assistant Dean



Nina  
Assistant Dean



Jessica  
Assistant Dean

### ***Application of the College and University Rules***

The College is part of the University and College members must comply with all the general regulations of the University, with the College Rules and with the regulations of other Colleges when on their premises.

Unless otherwise stated, the Rules of the College apply to graduate students and to the occupants of married accommodation in the same manner as they apply to undergraduates.

The Rules of the College apply to persons visiting the College in the same manner as they apply to members of the College.

Members of the College are responsible for the conduct of their guests while the latter are on College premises.

In particular, the rules apply to those living in college accommodation. For serious or persistent breaches of the rules, expulsion from college accommodation forthwith or at the start of the following term may be imposed as a result of the appropriate disciplinary procedure. In all such cases, an appeal may be made to the Principal. Any later re-admission to college accommodation will require specific approval by the Principal, after they have consulted with the Dean. The College member involved may request such approval at any time. Occupation of college accommodation automatically ceases upon completion of the course or if membership of the University is withdrawn or suspended.

The College is a community in which a large number of people live and work closely together. Consequently, all College members and others who use the College are required to respect the interests of their fellows and to observe the spirit as well as the wording of the following regulations.

A copy of these rules will be made available to all students registering as members of the College. Replacement copies may be obtained from the College Office in the event that the originals are lost or mislaid.

***IGNORANCE OF THE RULES IS NOT AN ACCEPTABLE EXCUSE. DO READ THEM!***

## **1. General Rules**

### **1.1 Registration of Change of Address**

Students are required to register with the College Office any changes of local or home address or personal details.

### **1.2 College Membership**

All student members of the College, including non-residents, are required to pay a College Membership Fee online, either in advance or when they first register. This sum is non-refundable.

### **1.3 Changing College**

Applications to change College must be made to the Principal via the College Office.

### **1.4 Identification**

While on College premises, all persons are required to give both correct name and College/address to any Senior College Officer of any College, to the University Dean or his/her Deputy, any College Accommodation Manager and to any Porter or University Security Officer when so requested.

### **1.5 Disciplinary Meetings**

Disciplinary meetings must be attended on the date and time mentioned. If, without good cause and prior notice, you fail to attend, a fine will be levied of up to £50 in line with University Rules.

### **1.6 Obstruction of Officers and Employees of the University**

The obstruction or hindering of officers or employees of the University or its Colleges whilst they are carrying out their duties will be considered an offence. Such obstruction includes the use of abusive language or behaviour. Furthermore, College Residents are required to emerge from their accommodation block when this is requested by any University Officer listed in Rule 1.4.

### **1.7 Violence**

Actual or threatened violence by any student or other College resident will be viewed as a serious offence and may lead to criminal proceedings along with any penalties imposed by the College or the University.

### **1.8 Theft**

Theft or attempted theft by any student or other College resident will be viewed as a serious offence and may lead to criminal proceedings along with any penalties imposed by the College or the University.

### **1.9 Wilful Misuse of Property**

The wilful misuse of University, college or personal property belonging to others may lead to criminal proceedings along with any penalties imposed by the college or University.

### **1.10 Discriminatory Action**

Actions by individuals or groups that involve the practice or incitement of discrimination on grounds of gender, race, politics or faith are not permitted.

### **1.11 Harassment**

Any student or other college resident found guilty of harassment of any kind, including by social media sites, e-mail, telephone calls or similar messages, will be subject to severe disciplinary measures, including possible exclusion from college accommodation. Action will be taken at the discretion of the Dean.

### **1.12 Smoking**

Smoking is prohibited in all internal areas of the College.

### **1.13 Illegal Drugs**

The use of illegal drugs is not tolerated on College premises. By the very nature of this activity being illegal, criminal prosecution will be the likely outcome of the contravention of this rule.

### **1.14 Animals**

No animals, except guide dogs, may be kept in or brought into any part of the College buildings.

### **1.15 Roofs and Covered Way Roofs**

Access by unauthorised persons to the roofs of the College, is forbidden. Flat residents are, however, granted access to the roof immediately adjacent to their flat. For safety and to reduce damage, covered-way roofs are strictly out of bounds.

### **1.16 Non-members and non-residents of Bowland**

Non-residents and non-members, who are not guests of a College resident, are required to leave College premises at the locking-up time of midnight, excepting pre-arranged functions in the JCR. At the discretion of a College Porter or any Senior College Officer, any non-member or non-resident who disturbs or causes a nuisance to residents may be required to leave immediately.

### **1.17 College Bar**

Drinks bought in the College Bar may be taken only to the JCR. Glasses may be borrowed from the bar only with the permission of the Bar Manager or his/her deputy and must subsequently be returned to the Bar. Alcoholic drinks purchased elsewhere, e.g. supermarkets, may not be brought onto the licensed premises.

### **1.18 Pictures and Posters**

Pictures and posters may be affixed to plastered or painted walls or to the woodwork of the College using "blue tac" only. Sellotape or similar products, are not allowed on any surface. Self-adhesive stickers may not be applied to the College fabric under any circumstances. Persons infringing this rule will be liable for the payment of any consequent removal and re-decoration costs.

### **1.19 Cash Payments to the College**

A Cash payment to the College Office will not normally be accepted if it involves in excess of 50 pence in copper or £5.00 in silver.

### **1.20. Copyright**

You should not copy or share any material, data or programs that do not belong to you (e.g. copyrighted films or music files, software that is not licensed to you, information that you are not authorised to share, etc.)

You should never use your University IT account for illegal, abusive or threatening purposes such as the creating of indecent material, sending of aggressive emails or ridiculing of others.

## **2. Disturbance and Vandalism**

### **2.1 Anti-Social Behaviour**

- 2.1.1** Noise in college accommodation areas should always be kept to a reasonable level.
- 2.1.2** Unreasonable noise must be terminated or reduced when this is requested by a College Porter or Senior College Officer.
- 2.1.3** All loud noise must cease between 11.00 p.m. and 8.00 a.m. on Sunday to Thursday, and between midnight and 8.00 a.m. on Friday and Saturday.
- 2.1.4** During the times specified in Rule 2.1.3, noisy gatherings of more than four people must disperse forthwith when this is requested by a College Porter or Senior College Officer. Noisy gatherings of four or less will normally be given an initial warning prior to an instruction to disperse. Those persons, who re-gather, subsequent to an instruction to disperse, will be held in breach of this rule.
- 2.1.5** At all times during the "Exam Period", designated by the University, noise must be kept to a minimum. Parties that have been sanctioned by the College Accommodation Manager/Dean must also adhere to this rule.
- 2.1.6** Sports, ballgames or any other activity likely to cause damage, annoyance or disturbance is not permitted within the College or its precincts.
- 2.1.7** Anti-social behaviour may lead to disciplinary action including exclusion from college accommodation. Action will be taken at the discretion of the Dean.
- 2.1.8** Any student who persistently causes disturbance to others by the use of noisy equipment of any kind (e.g. musical instruments, electronic apparatus, etc.) may be required either to remove the noise source from campus or leave it for storage in the college at his/her own risk.
- 2.1.9** Those students who persistently cause disturbance to others or who regularly break College rules may be declared by the Dean to be ineligible for a further period of residence. An appeal may be made to the Principal in such cases.

### **2.2 Damage**

- 2.2.1** Members of the University are liable for the full cost of damage caused by them to any College property.
- 2.2.2** Any person who intentionally or recklessly damages College property is guilty of an offence and, in addition to liability under rule 2.2.1, will be subject to a fine or other disciplinary action.
- 2.2.3** Students and other College residents may be held jointly responsible for damage to their communal areas or to equipment in these areas.

### **3. Safety**

#### **3.1 Fire**

- 3.1.1** In the event of the fire bells ringing, except for brief times during alarm testing that have been notified in advance, all persons within the building must leave immediately and congregate in the agreed fire assembly point
- 3.1.2** Fire alarms, hose reels, extinguishers, fire blankets and fire signs are provided to ensure safety within the College. It is the responsibility of all College members to ensure that such equipment remains in good working order. The discovery of defective firefighting or warning equipment must be reported immediately to the porter or to the College Accommodation Manager.
- 3.1.3** It is a serious offence to tamper with or misuse any firefighting or fire warning equipment. Infringement of this rule may lead to the institution of criminal proceedings in addition to any penalties imposed by the College or the University.
- 3.1.4** Anyone who witnesses or is aware of the misuse or vandalism of fire prevention equipment must report it as soon as possible to the porter. Failure to do so will itself constitute an offence.
- 3.1.5** It is a legal requirement that designated fire doors are not wedged open and that their self-closing mechanisms are not tampered with in any way. In particular, in respect of any kitchen or staircase fire door, if those responsible for any breach of this rule cannot be identified, the official users of that accommodation area will each be liable to a fine.
- 3.1.6** Due to potential danger from fire, all students, whilst using the cooker, toaster, microwaves or any electrical device within the kitchen, must remain in attendance at all times.

#### **3.2 Heating, Lighting and Flame Burners**

- 3.2.1** Open bar electric fires (with or without grilles), electric fan heaters, gas, oil or paraffin heaters must not be used on College premises.
- 3.2.2** Candles, Joss Sticks, Oil Burners, barbecues or other similar naked flame burners must not be used on College premises or its precincts.

#### **3.3 Electrical Equipment**

- 3.3.1** It is an offence to tamper with any electrical installation in the College.
- 3.3.2** Any person using electrical equipment of any kind on College premises must ensure that it is in a safe condition and is used in a safe manner.
- 3.3.3** Electrical items for the use of cooking are not permitted to be utilised anywhere other than the kitchen in any accommodation.

#### **3.4 Dangerous Behaviour**

- 3.4.1** In view of the extreme danger involved, those who intentionally throw, suspend or drop objects from windows or balconies risk immediate expulsion from college accommodation and/or the imposition of large fines.
- 3.4.2** Those who climb onto window ledges or who sit dangerously on balcony perimeters will also be held in breach of this rule.



### **3.5 Dangerous Obstructions and Litter**

**3.5.1** It is an offence to leave in public places materials such as glass and other sharp objects likely to cause injury to others.

**3.5.2** The placing of objects on outside window sills or balconies is prohibited due to the safety hazard this presents.

**3.5.3** Any article or articles left obstructing corridors, stairwells and communal areas may be removed without notice and disposed of. Persistent breach of this rule may result in disciplinary action.

### **3.6 Offensive Weapons**

**3.6.1** Offensive weapons and their replicas are not permitted in the College or its precincts.

### **3.7 Fireworks**

**3.7.1** Fireworks must not be let off in the College or its precincts.

### **3.8. Security Devices**

**3.8.1** It is an offence to disable any security features in the college, including (but not limited to) door and window locks.

## **4. College Accommodation**

### **4.1 Tenancies**

**4.1.1** Residents are required to organise the prompt payment of the accommodation charges for which they are responsible. They must also agree to remain in college accommodation for the term of their contract.

**4.1.2** A tenancy may be changed or ended prematurely only with the permission of the College Accommodation Manager. Normally, permission to end a tenancy prematurely will not be given except in extenuating circumstances or unless a suitable alternative occupant can be found.

**4.1.3** Residents are required to vacate their room by 10.00 a.m. on the last day of contract.

**4.1.4** Sub-letting is not permitted.

### **4.2 Payment of College Accommodation Charges**

**4.2.1** Termly college accommodation charges should be paid online <http://www.lancs.ac.uk/users/finance/onlinepayments/>  
Residents paying online will be advised on their invoice the date by which payment is due. If you are unable to pay online you may pay your college accommodation charges at the Cashiers Office on the ground floor of University House. In exceptional circumstances it may be possible to pay charges on a monthly basis; permission should be sought from the College Accommodation Manager.

**4.2.2** Those unable to pay accommodation charges by the due date must discuss the matter with the College Accommodation Manager **before** that date. Where the non-payment is for a good reason outside the control of the resident, a payment plan will be devised between the resident and the College Accommodation Manager. The non-delivery of a student loan will normally be accepted as

grounds for such deferred payment. Accounts overdue without advance agreement may be charged £20 in the first instance and £50 if the payment remains outstanding at the end of the term.

#### **4.3 Kitchens**

**4.3.1** Residents who are issued with keys for lockable kitchens will be held communally responsible for keeping the kitchen in good order. If the University property in these kitchens is damaged, misused or lost and the culprit(s) cannot be identified, the cost of renovation and repair will be shared among the residents assigned to the kitchen concerned equally. Those members not wishing to use these facilities should hand their kitchen key to the College Accommodation Manager in order to nullify this rule.

**4.3.2** Kitchen users are required to observe reasonable standards of hygiene and cleanliness and, in particular, to clean cookers and refrigerators. Failure to observe this rule may lead to disciplinary action and/or withdrawal of cleaning services from the kitchen. In such cases, the consequent cleaning costs will be charged to the users. All freezers, including freezer compartments of refrigerators should be regularly defrosted.

**4.3.3** Disciplinary action will be taken against any unauthorised person(s) who remove, consume or damage food or interfere with property belonging to a College kitchen.

**4.3.4** All kitchens are no smoking areas.

**4.3.5** It is essential when cooking not to leave the kitchen.

#### **4.4 Repair and Renovation**

**4.4.1** Residents are required to report online at: <https://facilities.lancs.ac.uk/facilitieshelpdesk> or to the porter or the College Accommodation Manager any damage to their room, floor or block as it occurs.

**4.4.2** Residents are not permitted to effect repairs to the fabric or to the furnishings, nor to paper or paint walls and ceilings, of any part of the College.

#### **4.5 Right of Entry**

**4.5.1** The University reserves the right to enter residence rooms to make any necessary repairs or to re-decorate. Normally, notice will be given and, if possible, the work will be timed to suit the residents. However, in emergencies, entry will be made without notice.

#### **4.6 Absence from College Accommodation**

**4.6.1** Residents intending to be absent for more than one week must notify the porter with whom a forwarding or contact address should be left. **Keys must be handed to Porter if leaving college accommodation for 48 hours or more.**

#### **4.7 Guests in College Accommodation**

**4.7.1** All guests of a College resident who stay overnight in that resident's study bedroom must either be registered in advance or on arrival. A visitor's registration book is provided in the College porters lodge for this purpose. Guests may not stay overnight in the College if their host is absent from the college accommodation.

**4.7.2** Normally, guests are allowed to stay in college accommodation for a maximum of three nights in any one week. In special cases, the College Accommodation Manager may permit guests to stay for longer periods.

#### **4.8 Parties and Noisy Functions**

**4.8.1** The holding of parties or noisy functions in college accommodation is not permitted without the prior approval of the College Accommodation Manager from whom application forms may be obtained. Completed forms must be returned to the College Accommodation Manager/Dean not later than three working days before the date proposed for the party. The holding of parties is not usually permitted during the Exam period.

#### **4.9 Responsibility for misuse of equipment**

**4.9.1** Residents are responsible for ensuring that equipment in their room is not misused by other people. This includes, but is not limited to, telephones and computing equipment.

### ***Complaints Procedure***

The College is anxious for you to enjoy your time at Lancaster University and especially within Bowland College. However, there will be times when things go wrong and should this happen we hope that you give us the opportunity to put them right. To do this we must know about them and therefore encourage you to report any problems to us. This is done initially by ringing the Porter on extension 92348; if the Porter is unavailable, you may ring Security on extension 94541. You may also call into the College Office to register any complaints or queries. All of which will be dealt with in the strictest confidence.

Comments relating to any aspect of the College are welcomed, including comments relating to College Staff or College Officers which should be addressed in the first instance to the Principal.

If your comment takes the form of a formal complaint, you should submit this in writing to the College Principal from whom you will receive a written reply. If you wish to remain anonymous, you should direct your complaint through an officer of your JCR. It will be easier to proceed with the complaint if you specify the details of the complaint giving names, dates, times etc. that will assist the Principal to deal more quickly with the matter.

The University also has a Student's Charter, which contains information and guidance on many matters including student problems and complaints. A copy of this is available from the Students' Union, Bowland Main.

### ***Disciplinary Procedure***

Complaints about harassment, misbehaviour, victimisation, etc. and other alleged breaches of the College rules are normally investigated by the Dean or an Assistant Dean. However, in suitable cases and at the Dean's request, enquiries may be made by the JCR President or his/her deputy. Nearly all disciplinary cases are settled by Summary Procedure, as described below. Very serious cases, where the defendant does not admit guilt, are considered by the College Tribunal. This tribunal can impose much more severe penalties than those available under Summary Procedure. In addition, a formal account of any proven case may be appended to the University record of the accused.

A time limit for the payment of any fines or costs will be given, and those fines unpaid by this date, without a good reason for the delay, may be increased by a maximum of £100 at the discretion of the Dean. Following a College Disciplinary Hearing there is a right of appeal. The student will be informed, in writing, of his/her right of appeal and any appeal must be lodged within ten days from the date of the letter.

An appeal against the findings of the disciplinary hearing may be lodged by the student on the following grounds:

- The production of new evidence, not previously available
- That the disciplinary hearing procedures were not properly followed

- That the level of fine was excessive in relation to the offence, and/or the offence was disproportionate to the damage or loss caused

All appeals must be made in writing. Normally, the appeal will be heard by the University Dean. In circumstances where this is not appropriate (i.e. where the University Dean is aware of the nature of the incident and the penalty imposed *before* the appeal is lodged) he/she may appoint an alternative representative.

After the appeal is heard, the University Dean or his/her representative may decide to reduce, suspend or cancel the relevant penalties. However, the penalties may be increased if it is deemed that the original punishment was too lenient or that the appeal was made on trivial grounds.

### ***Summary Procedure***

The Dean will inform the defendant of all relevant details of the disciplinary procedures, including the offence that is alleged. The Assistant Dean(s) will act for the Dean in appropriate cases.

Under Summary Procedure one or more of the following penalties may be imposed:

- (i) A fine or suspended fine up to a limit of £300 for the abuse of fire equipment or £100 in other cases. Suspended fines will, at the discretion of the Dean, become payable in the event of a subsequent breach of the College Rules by the defendant.
- (ii) Where appropriate, costs for the repair or replacement of damaged property.
- (iii) Exclusion for a stated period of time from a particular area of the College associated with the offence, including residential areas.
- (iv) Exclusion from college accommodation.

### ***College Tribunal***

In the event of a College Tribunal having to meet, Syndicate will appoint a panel of four Senior members, not including any current College Officers, and the JCR will appoint a panel of four Junior members who shall be students of the University in the following year. The College Tribunal will consist of two senior and two junior members from these panels, invited to serve on the Tribunal by the Principal. The Tribunal members will, in consultation with the Principal, appoint a suitable Senior member of a University College, other than Bowland College, to act as Chairperson for the Tribunal. No person may serve on the Tribunal who has been personally involved in the case or who may be influenced by private knowledge. The Chair will convene the Tribunal. He/she will also notify the defendant(s) of the charges brought and advise them regarding the tribunal procedures.

The Dean or his/her deputy will first present evidence and the defendant(s) will reply. Both may call witnesses and question each other and the witnesses. Each accused student may be accompanied by a College Advisor or another member of the University to assist at the hearing. Tribunal members may question any of those present and can agree to accept written evidence. The verdict and any penalty imposed will be determined by a simple majority. In the event of a tie, the Chair shall have the deciding vote.

In exceptional circumstances, complaints may be withdrawn from the College system of discipline and be referred to the University Dean for summary disposal or to the University Tribunal. These procedures are fully described in the University Rules.

## ***The College Porters***

The College Porters are an integral part of college life and have a number of duties ranging from sorting out the mail and receiving information about defects and faults on College premises, to being on hand to deal with and record any incidents relating to disciplinary problems or disturbances within the College accommodation. The Porters Lodge telephone number is **92348**.

There are four porters working shifts in Bowland College, ***Rob Farquharson, Suzanne Wareing, Brian Dixon and Joe Mills***. Normally there is continuous coverage at all times during term, but as the porters have many duties they are not always available at once. See the Lodge door for a note on where to find the duty porter if he/she is not in. In an emergency, telephone Security on ext. 94541, who will be able to contact the Porter at once by radio.



**Rob Farquharson**



**Suzanne Wareing**



**Brian Dixon**



**Joe Mills**

## Security and the Postal System

### Security

Do not leave any valuables lying about. ***Always be sure to lock your room door when you go out, even if for only a few minutes, and DO LOCK YOUR KITCHEN.*** Thefts from accommodation and from teaching areas are frequent!

**IF YOU ARE LEAVING YOUR COLLEGE ACCOMMODATION FOR MORE THAN 48 HOURS, YOU MUST HAND YOUR KEYS TO THE PORTERS BEFORE YOU LEAVE UNLESS OTHERWISE INFORMED.**



### Collection of post

**ALL STUDENTS, WHETHER RESIDENT OR NOT, SHOULD CHECK THE PIGEON HOLES** (in the College foyer) **REGULARLY, AS INTERNAL MAIL FROM DEPARTMENTS AND STUDENT REGISTRY IS SENT TO THEM THROUGH THIS SYSTEM.** A key for the appropriate boxes can be obtained from the Porter. External mail is often received for off campus students and the Porter will allow access to the appropriate mail boxes on production of identification (e.g. library card). Mail is placed in the mailbox of the first letter of your family name e.g. Smith would be placed under 'S'.

Please put other peoples' mail back in the correct pigeonhole/mailbox after looking through for your own. Any mail received for you will be placed in the pigeon hole/mail boxes. **It will not be delivered to you, so you must check for your own mail regularly.**

### Valuables in the post

**Important and valuable items of mail should be sent to you by recorded delivery.** They will be kept in the porters' lodge for you to collect personally. The porters will also keep all parcels plus anything obviously precious and all items clearly marked by the sender '**Keep in the Porter's Lodge**'. If any items are retained in the lodge for you, your name will be entered on the mail lists (displayed outside the Porters Office). **The list should be checked regularly whether you reside on or off campus.** You then hand the list with your name on to the Porter (with your library card as identification) and he/she will then hand you the item(s).

## Useful Contacts

<b>EMERGENCIES (from internal university phone)</b>	<b>999</b>
<b>Bowland Porters</b>	<b>01524 (5)92348</b>
<b>College Administrator</b>	<b>01524 (5)94506</b>
<b>College Accommodation Manager</b>	<b>01524 (5)94498</b>
Counselling and Mental Health Service	01524 (5)92690
Disabilities Service	01524 (5)92111
Health Centre	01524 (5)94130
International Student Advice	01525 (5)92525
Library Service Desk	01524 (5)92516
Lancaster University Students' Union	01524 (5)93765
LUSU (Living)	01524 (5)92170
Nightline	01524 (5)94444
Pre-School Centre	01524 (5)94464
<b>Security</b>	<b>01524 (5)94541</b>
Student Based Services (The Base)	01525 (5)92525
Student Funding Helpline	01524 (5)92525