

# Local Rules

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## For University-allocated accommodation

Please read this information carefully before you move into your residence. This information applies to all students living in University-allocated undergraduate, postgraduate, pre-sessional and couple and family accommodation.

When you accept your offer of accommodation you agree to do two things:

- To comply with the University of Bristol Residence Conditions [www.bristol.ac.uk/accommodation/media/docs/residence-conditions.pdf](http://www.bristol.ac.uk/accommodation/media/docs/residence-conditions.pdf).  
If you breach the conditions of your tenancy, you may be served notice to leave your residence within 28 days. If you do not leave your residence within the given time frame the University may seek a possession order through the County Court.
- To comply with the Local Rules for your residence. These rules have been put in place to ensure your safety, to promote a happy community within your residence and to help us live in harmony with our neighbours. The Local Rules are drawn up by The Deputy Registrar (Academic Services) and the Director of Residential and Hospitality Services in accordance with s. 3.1 of the Student Disciplinary Regulations [www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/student-disciplinary-regulations.pdf](http://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/student-disciplinary-regulations.pdf)

If you fail to comply with the Local Rules you may be subject to disciplinary procedures administered by the Head of Student Residential Life or your Warden (s.3.2 (b) Student Disciplinary Regulations)

The way we operate the Local Rules is explained in our Disciplinary Procedures and Guidance for Penalties [www.bristol.ac.uk/accommodation/procedures/](http://www.bristol.ac.uk/accommodation/procedures/)

All University of Bristol owned residences are managed in compliance with Universities UK Code of Practice ([www.bristol.ac.uk/accommodation/includes/uuk-code.html](http://www.bristol.ac.uk/accommodation/includes/uuk-code.html)).

All partnership residences are managed in accordance with the ANUK/Unipol Code of Standards for Larger Residential Developments ([www.nationalcode.org/Upload/File/NationalCode\\_Edu.pdf](http://www.nationalcode.org/Upload/File/NationalCode_Edu.pdf))

## Local Rules

### Alcohol

The University is concerned about the detrimental effects of excessive alcohol consumption on the overall welfare of students. In particular, we seek to discourage the inappropriate use of alcohol, particularly during the day, and the excessive consumption of alcohol during social events. The University strongly encourages students to refrain from drinking in flats and rooms, especially during the first two weeks. Combining drugs and alcohol can also seriously threaten your health and well-being.

Excessive drinking which results in damage to University property, the need for additional cleaning or offensive or abusive behaviour will incur a penalty under the disciplinary procedures as well as charges for any costs incurred by the University.

### Bus Passes

Where issued, the University bus pass is for use only by the student named on the card. No refunds will be given for bus passes under any circumstances. In addition to disciplinary procedures any fraudulent usage will be charged for.

### Cars

You should not bring a car to Bristol unless you have a [residence parking permit](#). Bristol is a highly congested city and excessive car usage causes damage to the environment. Local transport is good and undergraduate students have access to a bus pass. Also there are good alternatives available such as car clubs or cycling therefore it should not be necessary to bring a car.

- Students must not bring cars onto University property without a parking permit, apart from on arrivals or departure days. Details of how to apply for a permit will be given with your offer.
- Students must not drive or park in such a manner as to cause a nuisance or disturbance to other residents or to our neighbours, for example by restricting access.
- Students resident in any of the following Halls of Residence: Wills, Durdham, Churchill, Badock, University Hall or Hiatt Baker are advised not to park cars on the public or private roads surrounding the residences at the Stoke Bishop site.

### Communal living

Residents are expected to respect each other and promote the well-being of the community. The following behaviours are expressly forbidden:

- Any violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language whether expressed orally or in writing, including electronically.
- Theft including minor pilfering of e.g. food items
- Sexual, racial or any other form of harassment, including bullying of any student or member of staff of the University, or any visitor to the University.
- Lewd or sexually inappropriate behaviour.
- Excessive noise that causes a disturbance to other residents or occupants of neighbouring properties at any time of day or night. In addition any sound system, instrument or other originator of excessive noise will be removed to storage.
- Noise that prevents other students from studying, particularly during revision/exam periods
- Any other behaviour that causes danger or distress.

## Damage to or misuse of the residence or its contents

Students must not deliberately or negligently damage, or allow his or her guests/partner/family to damage the residence, its grounds or its contents including property belonging to staff, other students, guests or visitors.

Students must return all keys at the end of their tenancy

Students must maintain the accommodation including communal areas in a reasonably clean condition and this will include observing the provisions for recycling and defrosting the freezer as appropriate

In addition to disciplinary procedures any repairs, replacements or cleaning arising from student damage or neglect will be charged for. An example of charges is given below, please note that these may vary according to labour or costs involved (all charges are subject to depreciation). Charges may include administrative costs 15% up to a maximum of £50.

Clean 1 wall	£25
Replace a keycard	£20
Cut replacement key	£35
Repaint 1 wall	£100
Replace 1 mattress	£100
Clean 1 carpet	£50
Replace 1 carpet	£200
Clean 1 fridge, freezer, oven or hob	£30
Clean 1 kitchen, bedroom or bathroom	£55

Flyposting or displaying promotional material without permission from the Warden is prohibited. Students are also forbidden to promote non-University clubs (including the sale of tickets for a club whether or not at a profit) or engage in other commercial activities on residence grounds or premises. This does not apply to the sale of tickets by members of a JCR for a JCR-approved event at a club.

Students must not misuse the accommodation or grounds and must leave when requested by a member of University staff including Senior Residents.

## Drugs

Under the Misuse of Drugs Act, 1971, it is a criminal offence for the University knowingly to permit the use, production or supply of any controlled drugs in residences. It should be clear, therefore, that we do not condone the possession, use or supply of illicit drugs on any of its premises. The University makes available health information regarding drugs. If you have a problem or are concerned about drugs, you should seek advice from the Student Health Service or your GP.

Students are expressly forbidden to possess or use illegal drugs and this includes substances banned under The Psychoactive Substances Act. In addition to disciplinary procedures all illegal substances will be confiscated and destroyed. Students are also forbidden to possess or use other substances which may be misused in order to create an altered state of mind and this includes nitrous oxide. In addition to disciplinary procedures all substances falling into this category may be taken into storage. Please note that the University's [Access Policy](#) allows University or partnership staff to enter rooms without warning or consent where they suspect an illegal act is taking place.

Any postal deliveries of substances falling into the categories listed above will be intercepted and taken into storage or, in the case of illegal drugs, destroyed.

Any student who uses drugs (incl NO<sub>2</sub>) or misuses alcohol, including anyone found to be acting in an inappropriate manner under the influence of alcohol, drugs and/or NO<sub>2</sub>, will be sanctioned in accordance with the Disciplinary Procedures, in addition to, in the case of classified drugs use, referral to the Police.

## **Electrical equipment and portable appliance testing**

All University electrical equipment is subject to regular testing. The University does not accept liability for or test any electrical equipment you may bring.

- Any electrical appliances brought into the residence are British Standard must be approved and correctly wired.
- Electrical appliances must not be used in bathrooms and showers unless designed for that purpose.
- Mains extension leads must have a maximum load of no more than 13 amps and use is limited to one lead per socket. Cables should be positioned to not present a trip hazard or other risk.
- All equipment must be suitable for use in the UK. The electricity supply in the UK is 220 – 240v.
- You must not modify or interfere with the University's electrical equipment. Any faults, potential hazards or safety concerns should be notified to a member of staff as soon as possible.
- Heaters and cooking equipment are not permitted in bedrooms and may be confiscated.
- Fridges, including mini fridges are not permitted in bedrooms unless for a medical reason, in which case a suitable fridge will be provided by the University

The risk assessments for residential accommodation, in particular those which relate to fire, cover all electrical equipment which we anticipate a residential student will use. The University reserves the right to inspect residents' electrical equipment and if in their view such equipment poses a risk then staff will take the equipment into safe keeping or request that you remove the equipment from the premises.

## **Fire safety**

Fire Safety is our priority and the University will treat any action that endangers residents with the utmost severity. All cases of misconduct that endangers safety will result in action under the Disciplinary Procedures, including:

- Malicious false fire alarms, in addition to disciplinary procedures this misconduct will normally result in the Police issuing a fixed penalty.
- Damage to fire alarm systems in addition to disciplinary procedures this misconduct will normally result in the Police issuing a fixed penalty.
- Covering or interfering with smoke or heat detectors.
- Reckless or careless behavior that results in a fire or fire alarm, for example leaving cooking unattended.
- Failing to evacuate a building promptly when required to do so or returning to the accommodation before being given permission by a member of staff or the Fire Service.
- Propping open fire doors or damaging them or their mechanism, blocking access or fire exits, covering fire safety signs, damage to or misuse of fire-fighting equipment, failure to evacuate a building and use of candles or naked flames.
- Endangering others or damaging fire-fighting equipment, in addition to disciplinary procedures this misconduct may be referred to the Police.
- Possession of fireworks, candles, tea lights, lanterns, incense or any similar item, these items may be removed and taken into storage by any member of staff and you may be subject to disciplinary procedures
- Bringing flammable materials including foam filled furniture, drapes, curtains into the residence, in addition to disciplinary procedures these items may be taken into storage by any member of staff.
- Placing clothes on or near to space heaters and hair tongs on the carpet or any other flammable surface these items may be taken into storage by any member of staff and you may be subject to disciplinary procedures

## Health and safety

The University of Bristol takes its health and safety responsibilities very seriously. To this end it applies and enforces all current legal requirements together with other appropriate safety measures where reasonably applicable. Residents must:

- Take reasonable care for their own Health and Safety and that of others who may be affected by their acts or omissions. Any activities that may endanger your safety or that of others may result in a penalty under the disciplinary procedures. This will encompass acts of trespass, including climbing on roofs, window ledges or any other external features. Inform their Senior Resident, Deputy Warden, Warden or other appropriate persons of any situations that could represent a threat to the Health and Safety of residents or other users of the building.
- Co-operate with the University to enable it to comply with any relevant statutory provisions.
- Not interfere with or misuse equipment provided for safety purposes.
- Before arrival at the University or during your tenancy, make known to the Accommodation Office or their Student Support Administrator any circumstances or conditions that may affect their own health and safety (such as disabilities, allergies or similar conditions). This will enable the student and the University to discuss and agree appropriate health and safety procedures.
- Observe basic standards of cleanliness and hygiene, failure may lead to the suspension of normal cleaning services, removal of goods or materials to storage and/or the imposition of charges for additional cleaning in addition to action under the Disciplinary Procedures.
- Students are not permitted to have their own heaters or cooking equipment such as toasters or kettles in their bedrooms. These items may be taken into storage by residence staff and you may be subject to disciplinary procedures.

## ID cards

Students must show their student ID card to any member of staff, including senior residents, on request.

## Meals and Meal cards (catered halls only)

Meal cards are for use only by the student named on the card. In addition to disciplinary procedures students will be charged for any meals consumed as a result of misuse. Students will not be refunded for any meals that they have missed under any circumstances.

Meals are provided only during term time as follows:

Monday to Friday: Breakfast and evening meal

Saturday and Sunday: Breakfast and Brunch

Excluding Bank Holidays

## Smoking and e-cigarettes

All residences are non-smoking, students must not smoke or allow his or her guests/partner/family to smoke in any bedrooms or communal areas inside the residence buildings, this includes all corridors, kitchens, bathrooms, WCs, common rooms, bars, games rooms or any other common space.

The University has a *Smoke Free Policy* ([www.bristol.ac.uk/safety/media/po/smoking-policy-po.pdf](http://www.bristol.ac.uk/safety/media/po/smoking-policy-po.pdf)) that all students must observe. This includes not smoking outside buildings where that might cause a nuisance, this will generally be interpreted as within 5 metres of any door or window.

The smoking of e-cigarettes is also forbidden in all areas.

In addition to disciplinary procedures any smoking materials may be taken into storage by residence staff.

## Students with disabilities or health needs

Students with disabilities or health needs including temporary conditions are responsible for keeping the University fully informed of their requirements or changes of circumstance and this includes students who experience a disability or health need for the first time. Where a personal evacuation plan or personal care plan has been put in place it is the student's responsibility to store the written copy on the inside of their wardrobe door.

## Rules specific to your Residence

Residence	Rules
Badock Hall	<p><b>Pantries:</b> Students may bring a sandwich toaster for personal use in the pantry (not in bedrooms or elsewhere); these must be stored in the student's bedroom after use and not be left in the pantry. No other cooking items - including for example grills, hot plates, deep fat fryers - may be brought into Hall. This is for Health and Safety reasons and due to power supply constraints.</p> <p><b>Noise:</b> Consideration must be given to those wishing to sleep or study and to the Hall's neighbours. Your radio, stereo, PC or social chatter should not be audible outside your room at any time between 23:00hrs and 08:00hrs (we recommend you used headphones between these times) and care should be taken outside these times not to disturb other residents. Please respond at once and politely if asked to reduce the volume. There are residential neighbours living near all parts of the Hall. We work hard to maintain a good relationship with these neighbours and respond quickly to any complaints received about noise levels. If repeated complaints persist the students concerned may be subject to a change of accommodation.</p>
Churchill Hall	<p><b>Parties:</b> In Churchill Hall residential blocks we consider more than eight people within a single room to constitute a party. Parties are not permitted at the hall except in the Hexagon with a valid booking made 72 hours before the event, using the appropriate eForm found on Blackboard. The Hexagon can be booked free of charge on any day of the week between 6pm and 11pm subject to fair usage. The person making the booking is liable for any damage to the room, or additional cleaning required because of the party as well as being responsible for ensuring the appropriate behaviour of all attendees. Please note, the Eisenhower Room in The Holmes is for the use of The Holmes residents only and provided for the purposes of dining and relaxing in small groups. No parties are permitted in this space.</p> <p><b>Smoking Areas:</b> We have four designated smoking areas at Churchill Hall. Residents are permitted to smoke in these areas only. The permitted smoking areas are as follows; the covered smoking shelter in the wall car park adjacent to The Holmes; the smoking bins located at the far end of the Quad Garden; the smoking bins located on the path by New Block, next to the fig tree; the covered smoking shelter on the pathway between the Hexagon and Block I &amp; J.</p> <p><b>The bar:</b> Churchill Hall offers a bar for residents. To ensure that we can maintain this facility we must adhere strictly to the terms of our alcohol license. Failure to do so will result in the licence being revoked and the bar being closed. The area of the hall covered by the licence is within the four walls of the ground floor of the main building. Please do not take alcohol purchased from the bar outside of the main building (this include leaving the main building to consume drinks in the Hexagon) or to the first floor of the building e.g. Dining Room unless you are participating in a specific event for which the hall has an appropriate event notice in place with the council which permits this.</p>

	<p><b>Barbeques:</b> Disposable barbeques are permitted only on the pathway between the Hexagon and I &amp; J Block, they must be raised using the bricks provided and must not obstruct people moving around the site. Barbeques must not be put on grassy areas as they will cause damage. Residents are responsible for clearing all rubbish away following a barbeque; this includes disposing of the barbeque itself. All rubbish can be placed in the bin by the Hexagon. Hot barbeques must not be put directly into the bin. You must wait until barbeques have cooled and where necessary return to them the following morning to dispose of them. All barbeques must be concluded by 10pm to minimise any noise disturbance to other residents.</p>
Clifton Hill House	<p>As the gardens and grounds contain exotic and rare plants and trees which could be damaged, as well as the risk of breaking window panes, we do not allow ball games of any kind. The gardens are intended for quiet pursuits: walking, talking, studying, etc. To give consideration to local residents and fellow students, noisy parties are not allowed.</p>
Durdham Hall	<p><b>Corridors:</b> are escape routes and must be kept clear at all times. Any item found in a flat corridor will be removed to storage. Any rubbish discarded in a corridor will be removed to the bin and the Flat charged £10 per bag.</p> <p><b>Smoking areas:</b> smoking is only permitted on the Badger Bar Terrace.</p> <p><b>Windows:</b> are to be kept on their restrictors at all times.</p> <p><b>Noise:</b> noise should not be audible outside your room or kitchen between 23:00 - 08:00. Please use headphone between these times. Noise that disturbs others outside of these hours is also not acceptable.</p> <p><b>Gardens and grounds:</b> Ball games, Frisbees, skateboarding and scooters are not allowed anywhere within the grounds or blocks of Durdham Hall. These activities cause damage to the paintwork and carpeting.</p>
Goldney Hall	<p><b>Security:</b> Keep door codes secret, and make sure that non-residents do not watch you key in the code numbers. Close your windows and lock your room and flat door when you go out (even if you are just visiting someone in another flat). You should also close your windows and lock your room when you go to use the bathroom or the kitchen or to sit in another room within your flat. Report any security concerns immediately to University Security on ext. 11223.</p> <p><b>Gardens and grounds:</b> Gardens and grounds: Students are encouraged to enjoy the historic gardens and grounds at Goldney but they do not have exclusive use of them and so should not enter areas, in particular the lawns in front of the Orangery, when they are being used for other events. Respect for the gardens and grounds is expected at all times and care must be taken not to damage any plants and especially the old yew trees on the lawn. As such no ball games are permitted on the lawn but tennis, basketball/netball and football are permitted on the tennis courts (tennis takes priority though). Please be considerate of residents of Goldney House when using the gardens and vacate the area and the tennis courts by no later than 10pm (or sunset if earlier). Dogs (except for guide dogs) are not allowed in the gardens. Smoking is not allowed anywhere in the gardens, other than in the designated smoking areas in front of the Orangery.</p>
Hiatt Baker Hall	<p><b>Noise:</b> Please be aware that you all have different schedules and that you are required to be quiet between 23:00 and 08:00. No noise should be audible outside your room or kitchen between these times. When returning home outside of these hours it is essential that you take care not to disturb fellow students (especially by talking loudly or banging doors) or local residents. Be a good neighbour and respond immediately if politely asked to reduce noise levels. Loud noise, particularly loud music, is not acceptable at any time. Please use headphones to ensure that noise levels are kept to an acceptable level.</p> <p><b>Parties:</b> Parties or large social gatherings are not permitted – especially in the Snooker Room or Dining Hall. The Snooker Room is strictly a beverage free area.</p>

	<p><b>Gardens and grounds:</b> You are welcome to enjoy the gardens and grounds but these must be treated with care and respect. Please remove litter and keep noise levels down. Barbeques are only permitted with prior permission from the Warden</p> <p>Activities involving bats, balls, Frisbees, cycles, skateboards, roller boards, skates, slack lines or similar are not permitted anywhere in the buildings, grounds or gardens. There are areas around the Stoke Bishop Halls that are strictly out of bounds and clearly marked as private. Please be respectful and do not walk through private gardens.</p> <p><b>Hiatt Baker Hall Bar:</b> To ensure that we maintain this facility we must adhere strictly to the terms of our alcohol license. Failure to do so will result in our licence being revoked and the bar being closed. Please do not take alcohol purchased from the bar outside of the main building.</p>
Hillside Woodside	<p><b>Gardens and noise:</b> The gardens are available for enjoying in a quiet and responsible manner (no ball games are allowed) so as not to disturb our neighbours – please note their proximity and respect their privacy. Also for this reason, loud music is not permitted anywhere at Hillside/Woodside and so you will need to purchase a pair of headphones if you wish to play loud music in your room. If you are asked to keep the noise down by a neighbour please do so immediately.</p> <p><b>Safety:</b> It is strictly forbidden to use the bridge in the garden, or any of the balconies that are outside of certain room windows.</p>
Manor Hall	<p><b>Noise:</b> The hall’s quiet hours are 23:00 to 08:00. No noise should be audible outside your bedroom, kit kitchen or other accommodation areas between these times. Loud noise, particularly loud music, is not acceptable at any time. Please use headphones in order to ensure noise levels are kept down. When leaving or returning to hall after 23:00, take care not to disturb other residents or the hall’s neighbours. The hall is located in a residential area and the University values its good relations with the wider Bristol community.</p> <p><b>Parties:</b> The hall’s accommodation areas are not suitable for parties or other large social gatherings and these are not permitted.</p> <p><b>Guests:</b> Residents are permitted occasional overnight guests, subject to the conditions set out in the residence Guide, but, unless agreed with the Warden in advance, for not more than three nights in any month.</p> <p><b>Waste:</b> Residents are expected to take out waste and recycling materials from their kitchen on a rota basis as necessary and should take care to check the relevant kitchen bins frequently to avoid their becoming over-full. If you are unable to fulfil your responsibilities in this respect, because of absence or illness for example, you must arrange for a fellow resident to undertake your responsibilities for you.</p> <p><b>Furniture:</b> Under no circumstances should residents remove furniture or other items from the hall’s communal areas.</p> <p><b>Gardens and grounds:</b> You are welcome to enjoy the gardens and grounds but these must be treated with care and respect. Please remove all litter and keep noise levels down. Barbeques are not permitted except with the prior permission of the Warden. Ball games, frisbee, and skateboarding are not permitted anywhere in the buildings, gardens or grounds and if found in use may be taken into storage by staff.</p>
New Bridewell	<p>The courtyard is a quiet zone between 10:30pm and 8am. Please use the area only to pass through quietly on the way to your room. Because of the design of this area even a small amount of noise can cause considerable disturbance. Misuse of the lifts, including propping doors open or overloading the lift is strictly forbidden.</p>
Northwell House	<p>The use of loud speakers is banned in Northwell House. Please do not remove any of the items from the common room areas or other shared facilities unless you have</p>



	permission from your Warden or SSA.
Orchard Heights	The courtyard is a quiet zone between 10:30pm and 8am. Please use the area only to pass through quietly on the way to your room. Because of the design of this area even a small amount of noise can cause considerable disturbance. Misuse of the lifts, including propping doors open or overloading the lift is strictly forbidden.
Riverside	Please be considerate when using the lifts. Maltreatment will make them malfunction. This is a nuisance and expense to all when they are out of order for any length of time. Please do not leave any items on your window sills which could then fall to the ground. This causes a serious risk to those sitting or standing on the pavement below. If injury is caused by an object, inadvertent or not, it could lead to a disciplinary penalty. To ensure there is no risk please leave sills clear.
The Courtrooms	The courtyard in The Courtrooms is a quiet zone between 10:30pm and 8am. Please use the area only to pass through quietly on the way to your room. Because of the design of this area even a small amount of noise can cause considerable disturbance. Misuse of the lifts, including propping doors open or overloading the lift is strictly forbidden.
The Hawthorns	The use of loud speakers is banned in The Hawthorns. Please do not remove any of the items from the common room areas or other shared facilities unless you have permission from your Warden or SSA.
Unite House	The courtyard is a quiet zone between 10:30pm and 8am. Please use the area only to pass through quietly on the way to your room. Because of the design of this area even a small amount of noise can cause considerable disturbance. Misuse of the lifts, including propping doors open or overloading the lift is strictly forbidden.
University Hall	Barbeques, ball games, frisbee games and skateboarding are not permitted on University Hall premises, which includes the hill area between Flats 13-24, Hiatt Baker and Wills. Please do remember that one of the many benefits of living at University Hall is that the Downs, Coombe Dingle sports grounds and Badock Hall tennis courts are nearby and provide a more conducive environment for outdoor activities. Parking on the grass is strictly prohibited.
Wills Hall	<b>Grounds and gardens:</b> The gardens and grounds around Wills Hall are a wonderful environment. To help us all enjoy them, different parts are set aside for different purposes. Please help each other by going to the right part: The Chapel Field is a good place for throwing a ball around, playing Frisbee, etc. But watch out for the beehives! The Quiet Garden is (not surprisingly) for quiet rest and study. No stereos or loud talking/laughing please and no ball/Frisbee games. The Croquet Lawn is for croquet only. You can borrow the croquet set from reception for a small, returnable deposit. You will be responsible for returning it in good condition. You may BBQ next to Cedar Lawn (on the path between the lawn and the lower-level tennis courts) but please keep the BBQ itself to the path by the balustrade and take all your rubbish with you when you have finished. Students do not have exclusive use of Wills' garden and grounds and you should not enter an area where an event is taking place; if asked to leave a part of the grounds or the Wills main building or Conference Centre you should do so immediately. Please respect gates, fences, private signs and locked doors. The Warden's Garden and Terrace are private. The terrace is not a short-cut to other Halls. It is expressly forbidden enter any of the cellars, which are unsafe.
Winkworth House	The use of loud speakers is banned at Winkworth. Please do not remove any of the items from the common room areas or other shared facilities unless you have permission from your Warden or SSA.

## Penalties for Breaking the Local Rules

The Head of Student Residential Life or your Warden is authorised to impose a penalty (s.3.2 (b) Student Disciplinary Regulations).

The Disciplinary Procedures explain how any allegations of misconduct will be investigated and the Guidance for Penalties gives further details of the range of penalties likely to be imposed

[www.bristol.ac.uk/accommodation/procedures/](http://www.bristol.ac.uk/accommodation/procedures/).

Penalties will fall into the following categories (s.3.3 Student Disciplinary Regulations

[www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/student-disciplinary-regulations.pdf](http://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/student-disciplinary-regulations.pdf))

- A written reprimand;
- A caution, which means that no penalty is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months (or some other specified period), he or she will then be dealt with for both offences;
- A fine not exceeding £100;
- The requirement to pay a reasonable sum by way of compensation for identified and quantified loss;
- The requirement to give and comply with a written undertaking as to future behaviour;
- The requirement to perform unpaid services for the University community to a maximum of 20 hours;
- Exclusion, either permanently or for a specified period, from the use of a specified University service or facility (including specified residential facilities) to which the misconduct relates;
- A requirement to attend a specified course or programme and to pay the reasonable cost as determined at the relevant time by the University;
- In the case of serious misconduct referral to the Disciplinary Committee, which in addition to the penalties listed above may exclude, suspend or expel the student;
- In the case of a breach or misconduct which is also a criminal offence, referral to the police.

Where the breach or misconduct is also a breach of the University of Bristol Residence Conditions, [www.bristol.ac.uk/accommodation/media/docs/residence-conditions.pdf](http://www.bristol.ac.uk/accommodation/media/docs/residence-conditions.pdf), the student(s) may be referred to the Director of Residential and Hospitality Services who may take steps to evict the student(s).

Financial penalties will be invoiced and collected and, if necessary, that collection will be enforced in the same way as any other financial obligations of students to the University.

### Appeals

A student on whom a penalty is imposed may appeal against the finding of guilt or the imposition of the penalty. Appeals must be submitted in writing to the University Secretary within seven working days of notification of the penalty. Upon receipt of the appeal, the Secretary will arrange for it to be considered by a University Officer or a member of the academic staff who is also a member of Senate or a senior administrative officer not previously associated with the case. The person considering the appeal may reject the appeal and confirm the original penalty, uphold the appeal, or refer the case to a Council Committee established under the procedures set out in the Regulations.

### Items taken into storage or safekeeping

Any items that are taken into storage by staff members will be stored safely and can be collected by the student on receipt of a written undertaking to remove them from the residence immediately.